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| JUNE 2020 Newsletter |
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## **Welcome to new STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| |  | | --- | |  | | **SAFETY AT WORK**  Report any safety hazards at work. Log the fault by contacting estates and facilities helpdesk  Ext 1234 option 2 or e-mail: [estates@sgul.ac.uk](mailto:estates@sgul.ac.uk)   |  | | --- | |  | | **Incident/NEAR-mISS/Accident reporting**  The online forms should be used to report accidents/incidents and near misses at work. The link can be found here:  [Incident reporting](https://portal.sgul.ac.uk/she/Accident%20Reporting)  **Your WELLBEING AT WORK**  Look after your team-mates.  Include wellbeing in your team talks.  Be active.  Connect with others.  Talk to someone.  Staff counselling free service: [counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk) | | |  | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Jessica Edwards, Project Manager for Kirsty Le Doare

Dr Andrea Egan, Global Health Operations Manager for Angela Loyse

Yaa Oppong, Bioinformatician for Adam Witney

**JENNEROSITY 2020 supporting St George’s Coronavirus Action Fund**

II&I have launched their annual Jennerosity charity event which is supporting St George’s University of London Coronavirus Action Fund.

Unfortunately, this year we cannot hold the raffle due to the current situation however the Jennerosity seminar will still take place remotely,

It’s a great cause so please share this JustGiving link to all your friends and colleagues at St George’s internally and externally. Here is the JustGiving link to donate or hold an activity in your neighbourhood:

<https://www.justgiving.com/fundraising/Institute-for-Infection-Immunity-SGUL>

It’s going to be slightly different given the current situation. We asking staff to participate by carrying out an activity and get sponsored to raise funds within your neighbourhood/friends. Some suggestions could be running, climbing new heights (the equivalent!), holding a virtual aerobics class, quiz, games, karaoke night and get participants to donate, sponsoring yourself to dechox – less chocolate!

Here are some activities people are doing to support the fund:

Elisabetta Groppelli is running in her super clean lab coat.

Julian Ma is growing plants and selling to his local community.

Kai Hilpert and his partner is offering a song in return for a donation.

Melanie Monteiro is organising a remote social online get-together with her neighbours.



Jennerosity Day: Wednesday, 29th July, 1pm

Speakers for MS Teams Seminar:

Tihana Bicanic

Robin Parsons

Further speakers TBC

**TALKING POINT – Lunchtime Get TOGETHER**

Last month, the institute held a weekly Talking Point series where staff were invited to talk about two items of memorabilia, including one on science. It was a popular event attended by about 25 people each session and very interesting to hear about some of the fantastic hobbies from our staff.

Contributions included diving into wrecks, growing rare fish species, musical instruments, historical miniature model soldiers, dressmaking, photography, a display of traditional shirts from other countries plus some amusing stories from staff on their research carried out in the past. One person has their laboratory consumables on display in the Gulbenkian Museum in Lisbon!

Interesting conversations that kept us together during lockdown.

**INTRODUCING NATALIE ROUSE, Research Funding OFficer, JRES**

I completed a BSc and MSc in Psychology, graduating in September 2017. I was appointed as a Research Support Officer at Leeds University in July 2017 where I was based at St. James Hospital, supporting Academics and Research Active Clinicians within the Faculty of Medicine and Health Research Office, and across Leeds Teaching Hospitals Trust. I was appointed as the EU Specialist for the Faculty of Engineering and Physical Sciences Research Office in November 2018, where I undertook cradle-to-grave research support for all grants funded by the European Commission.

I have recently been appointed as a Research Funding Officer within JRES at SGUL, I am looking forward to working with everyone within the Institute of Infection and Immunity.

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| |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | |  | | **Travelling on**  **Travelling on**  **Business**  Please ensure you record all business travel on [MyWorkplace](https://myworkplace.sgul.ac.uk/) under ‘other absence’ to ensure you are covered on your business trip AND you must complete the  [travel certificate](https://www.sgul.ac.uk/about/our-professional-services/finance/documents/Travelcertificate-v3.xlsx) (Excel) for each travel occasion and [email the completed form](mailto:travcert@sgul.ac.uk) prior to the start date of the journey.  Further details via this [link](https://www.sgul.ac.uk/about/our-professional-services/finance/other-finance-functions/insurance) | |  | | |
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Natalie, Rouse, Research Funding Officer, JRES

**HR UPDATE**

Laura McGarvey and Iwona Wsol have now left St George’s.

Please could you now email [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk).

Your query will be picked up by one of the HR Assistants who will contact you and manage your request.

Danielle Richardson [drichard@sgul.ac.uk](mailto:drichard@sgul.ac.uk)

Punom Biswas [pbiswas@sgul.ac.uk](mailto:pbiswas@sgul.ac.uk)

Saadia Mamdani [smamdani@sgul.ac.uk](mailto:smamdani@sgul.ac.uk) (on leave until 15 June)

Areas of responsibility:

* recruitment
* onboarding
* probation
* absence
* contracts and payroll arrangements
* family-friendly schemes
* reference requests
* leavers
* honorary appointments.

**LIBRARY UPDATE**

Just thought I’d give you a bit of good news – the number of records with full text freely available via SORA is now **4500.**

Links to SORA for these papers will be available on researchers SGUL web profiles (where they’ve elected to have data about CRIS publications showing in their web profiles).

Thanks to you all, your researchers and of course, Jenni Hughes.

Jennifer Smith, Research Publications Librarian

## **INSTITUTE STATUATORY REQUIREMENTS**

**Note: Individuals applying for institute funding will need to demonstrate they are compliant and up to date with requirements if they wish to apply for institute funding such as personal staff development funds.**

**Exceptions would be considered by the Director of the Institute.**

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| Service Area | Service Area Detail | Submit To | Time period for submission | Staff Category | Comments |
| Health & Safety | Completion of Biological Agents – Toxin - Blood Notification forms | RIM & H&S | Annually – February | All Principal Investigators | RIM to circulate a request |
| Completion of COSHH Assessment forms | RIM & H&S | Annually in September for Hazard 3 agents, Torch organisms (Torch - Toxoplasmosis, Paravirus, Syphilis, Rubella, CMV and Herpes Simples Viruses) and people working with *Neisseria meningitidis, Corynebacterium diphtheria, and Bordetella pertussis* or where the risk is higher.  2 years for others. | All Principal Investigators | RIM to circulate a request |
| Fire Training | RIM & H&S | Every 18 – 24 months.  Training available twice a year in  January/July in the institute in addition to those provided centrally | All staff and students | RIM to circulate a request |
| Waste Training | RIM & H&S | Refreshed annually. Training available in March every year in the institute in addition to those provided centrally | All researchers | RIM to circulate a request |
| COSHH Awareness and workshop training | RIM & H&S | Updated every 2 years for COSHH awareness. COSHH workshops can be arranged directly with Colin Sandiford. Training will be available in March every year in the institute in addition to those provided centrally | All researchers | RIM to circulate a request |
| Display Screen Equipment Self-Assessment Checklist | H&S with copies to line manager | Annually - May | All staff and students | Central request. RIM to send out a reminder |
| First Aid Boxes | H&S | Annual reminder - April  In addition, area uses to check regularly and submit requests to H&S | All staff and students | RIM to send out a reminder |
| Human Resources | Personal Reviews | Online submission | Annually – November  Annual review within 12 months of review date | All staff | RIM to send out a request.  For new staff, PRs will be after 6 months following the completion of their probation. |
| Diversity in the Workplace  Link [here](https://sgul.learnupon.com/users/sign_in?next=%2Fdashboard) | Online module | Once in employment | All new staff | HR will inform |
| Unconscious Bias  Link [here](https://portal.sgul.ac.uk/org/cs/hr/staff-development/online-training-modules?searchterm=unconscious+bias) | Online | Every 2/3 years - June | Primarily for managers | RIM to send a reminder |
| Teaching | All staff undertaking teaching to complete the Teaching Diary | Online | Annually – To be completed by 31st July | All staff doing teaching | This information informs teaching income to the institute which forms a large element of our income |
| Information Governance | Data Awareness Training (IG Toolkit) | Online submission | Annually – January to February | All staff | Information Asset Owner to circulate request |
| IG Spot Checks | N/a | Everyday  Compliance audit carried out annually at various times of the year | All staff | Compliance audit will inform relevant people where improvements required |
| Time Allocation Survey (TAS) | Completion of TAS forms for research and teaching | Online submission | Annually - October | SGUL funded academic staff and research staff who contribute to teaching | Following instruction from finance, RIM to circulate a request |
| Research Fish | Submissions for research grant outcomes | Online submission | Annually – around mid-March | Research staff with grants from UKRI, NIHR and specific other funders | JRES to circulate request. |
| Depositing peer –reviewed accepted manuscripts | Depositing peer-reviewed accepted version in SORA/CRIS | Online submission | Regularly and within 3 months of acceptance | All researchers with research articles | RIM and library to circulate reminders |

If you have any item to add to the newsletter, please contact me, Melanie Monteiro.

Melanie Monteiro

Research Institute Manager

Institute for Infection & Immunity

[**https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff**](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff)

**Institute Webpage**