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| SEPTEMBER 2021 Newsletter |
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## **Welcome to new STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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|  **Events**October 1INTERTBOctober 20Jenner DayDecember 8Research Day

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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

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| **Travelling on Business**Record all business travel in [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)  for each travel occasion and email the completed form prior to the start date**Reporting Data Breaches**You can find the Data Incident Reporting Form [here](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/policies-and-procedures/information-technical-security) |

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| **Monthly Deadlines** **Expenses Claims:**  7th March 2018 |

Welcome to the following staff who joined us recently:

Simon Beach, Laboratory Technician for Kirsty Le Doare

Andrea Mazzella, Clinical Research Fellow for Tihana Bicanic

Dr Naveen Sidhu, Clinical Research Fellow for Paul Heath

Megan Wood, Research Data Analyst for Mike Sharland

All new starters should read the Institute Induction for New Staff via the following link:

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>

**NOTE:**

All supervisors should inform me, Melanie Monteiro, of the room numbers new staff and PhD students will be working in to ensure that the space allocation spreadsheet is kept up-to-date. Could you also update me with room numbers for anyone who has left.

**JENNEROSITY raised £1,700 plus gift AID for MENINGitis Research foundation**

The institute received a thank you letter (attached to this circular) and a certificate from Meningitis Research Foundation for our Jennerosity fundraising efforts.



**Updated SALARIES Cost tables August 2021**

The salary costing table has been updated for the new August 2021 rates for SGUL scales and the April 2021 rate for the AFC staff. A reminder that this is only for information and actual costings are required from JRES for grant applications.

You can view the updated salary costing table from the II&I website in the section, “Information for Staff,” via the link below:

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>

**Open ACCESS Compliance**

A reminder that all researchers are still required to deposit their peer-reviewed accepted manuscript in [CRIS](https://cris.sgul.ac.uk/login.html) (Current Research Information System) for compliance.

If you require support or have queries in this area, please contact the Library.

<https://www.sgul.ac.uk/about/our-professional-services/information-services/library/researchers/cris-and-sora>

**Office Moves**

Kathleen Costello and Yvonne Forde have moved to the 1st Floor, Jenner Wing, Corridor 10 in room J1.31 (next to Nathalie Fayers’ office). Kathleen is based some mornings on the 2nd Floor, Jenner Wing in room 2.121.

Anna Dulic-Sills has moved to level 2, corridor 1, room J2.12.

*Extracted from St George’s Weekly:*

The offices used by Human Resources and External Relations, Communications and Marketing will be converted into three teaching rooms.

New locations for departments which have moved are:

* Human Resources is now located on Corridor 3, ground floor of the Jenner wing
* External Relations, Communications and Marketing is now located alongside Finance on the ground floor of the Hunter wing
* The Registry is now on the 6th Floor of the Hunter wing

**Research Operations update**

**Research Operations Staff Update**

All vacancies have been filled within the administrative services in Research Operations, and are working to settle in new staff who have joined St George’s recently:

Ifrah Ali – Administrative Assistant (events and communications)

Jenay Thomas – Administrative Assistant (general support)

Appointment has been made to the vacancy left by Ian Connoley’s retirement, and the postholder will be joining in the first week of November. In the meantime, for equipment queries please contact:

Ariel Poliandri (autoclaves, incubators, general equipment) and Penny Lympany (liquid nitrogen, freezers).

**BRF Update**

The BRF on site is now temporarily closed, however the BRF work supporting all teaching and research activities continues. All animals have been rehoused (UCL, Queen Mary, Institute of cancer Research, LSHTM), with PIs being fully involved in this process. The recruitment of two BRF managerial posts is underway. Investigation about temporary accommodation for animals on site is ongoing, with longer-term plans to build a new facility for small mammals and zebrafish. St George’s is fully committed to having an animal research facility on site.

**Research Space Request Process**

Requests for space (laboratory, office or storage) will be accepted through the year but evaluated on a quarterly basis when the Research Space Steering Group meets. For any request to be considered at the Steering Group’s meeting, it must be submitted at least two weeks prior to the next meeting. Next deadline: 30 August 2021, ahead of the meeting on 13 September 2021 (further dates to be announced). Full details of the process are available via the Research Operations [website](https://www.sgul.ac.uk/research/research-operations/research-space).

**Anna Dulic-Sills Open Door Hour**

Please do make use of Research Operations open door hour on Wednesdays 11am-12pm, to meet Anna Dulic-Sills and discuss any issues, ideas or suggestion you may have relating to research support (Office located in Jenner, 2nd floor, corridor 1, room 2.12).

**New website**

The new Research Operations [website](https://www.sgul.ac.uk/research/research-operations) is now live – it includes lots of information on all aspects that will be of interest to all research staff, such as research strategy/operational plan, services, facilities, who-does-what, equipment, laboratory safety, research space. There is also a page dedicated to the Research Committee. The website will continually evolve and we would love to hear your feedback or any suggestions for improvements.

**CENTRAL SUPPORT UPDATES**

Starters and Leavers

STARTERS:

* Ifrah Ali, Administrative Assistant (events and comms), Research Operations, start 12 July 2021
* Jenay Thomas – Research Operations, Administrative Assistant (general support)
* Hanif Brora, Assistant Director Safety, Health and Environment
* Liz Stovold, Research Data Manager (maternity cover for Michelle Harricharan)
* Craig Wheway, Research Strategy and Development Manager

LEAVERS:

* Ian Connoley, Head of Laboratory Logistics, 31st August 2021
* Tom Muzyka, Research Funding Officer, 6th October 2021

## **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 | All Principal Investigators | SHE Office 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 depending on risk. | All Principal Investigators | Researchers should observe the requirements |
| 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 | Should be updated in Britsafe |
| Waste Training | RIM & H&S | Refreshed annually. Training available in March every year in the institute in addition to those provided centrally | All researchers | SHE Office 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 | SHE Office to circulate a request |
| Display Screen Equipment Self-Assessment Checklist | H&S with copies to line manager  | Annually  | All staff and students | Central request. RIM to send out a reminder |
| First Aid Boxes | H&S | Annual reminder - AprilIn 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 – January to MarchAnnual review within 12 months of review date  | All staff | HR to send out a request.For new staff, PRs will be after 6 months following the completion of their probation. |
| Diversity in the WorkplaceLink [here](https://sgul.learnupon.com/users/sign_in?next=%2Fdashboard) | Online module | Once in employment | All new staff | HR will inform |
| Unconscious BiasLink [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 | Central request. 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 | EverydayCompliance 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**