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# JANUARY 2020 NEWSLETTER

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## HAPPY NEW YEAR 2020!

Wishing you all a Happy New Year 2020! Welcome back and I hope that you had an enjoyable holiday break.

Thank you to each one of you in the past year for your input to the institute and for your co-operation with meeting the constant administrative demands and information deadlines. It's a great help and is truly appreciated.

## WELCOME TO NEW STAFF

Dr Sabina Ikram, Clinical Research Fellow for Paul Heath  
Dr Martina Cusinato, Clinical Research Fellow for Tim Planche  
Dr Pooja Ravji, Clinical Research Fellow for Kirsty Le Doare

## IMPORTANT TO NOTE: DATA AWARENESS/IG TOOLKIT TRAINING – COMPLETIONS BY 31<sup>ST</sup> JANUARY

A reminder that each member of SGUL staff is required to complete the information security and data protection by **31<sup>st</sup> January**. We are required to achieve a **95%** completion rate for this training otherwise the university would not be able to access NHS patient data for research and training purposes.

The courses are available on Canvas. Once logged into **Canvas** (<https://canvas.sgul.ac.uk/>) scroll down to the *dashboard*, the modules you need to complete will be found in **Learning and Development for staff at SGUL**. All staff members have been enrolled on the following courses:

- Information Security Essentials (Cylix Module)
- Data Protection Briefing (Cylix Module)

If staff need support with the courses in Canvas, contact the LTS team ([lts@sgul.ac.uk](mailto:lts@sgul.ac.uk)). If you find you have not been enrolled on these courses please contact your departmental IG lead, [Adam Witney](#).

# INSTITUTE FOR INFECTION & IMMUNITY

## MONTHLY DEADLINES

### JANUARY 15

Institute Research  
Support Scheme

### JANUARY 15

St George's Charity -

£216,000 for cancer and  
£343,000 for gynaecological  
cancer

## NEXT PAYROLL DEADLINE

Expenses claims via  
Payroll: **Friday, 31<sup>st</sup> Jan.**  
Bring your expense claim  
forms to the admin office  
in Rm 2.137, 2<sup>nd</sup> Floor,  
Jenner Wing.

## YOUR WELLBEING AT WORK

Look after your team-  
mates.  
Include wellbeing in your  
team talks.  
Be active.  
Connect with others.  
Talk to someone.

## 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)

Please keep a record of your completion of this training. If you have already undertaken Information Governance training in a clinical role you hold e.g. with e-Learning for Health, please send a copy of your certificate to the staff development team ([staffdev@sgul.ac.uk](mailto:staffdev@sgul.ac.uk)).

## INCIDENT/NEAR-MISS/ACCIDENT REPORTING

### INSTITUTE RESEARCH SUPPORT SCHEME

The Institute has launched the Institute for Infection & Immunity Research Support Scheme. Funding is available until 31<sup>st</sup> July 2020.

Applications are invited in three categories:

- Up to £20K for small pieces of equipment;
- Up to £5K for pilot project funding for 6 months;
- Short term stipend extensions at the MRC rate for PhD students (max 3 months);

The online forms should be used to report accidents/incidents and near misses at work. The link can be found here:

[Incident reporting](#)

The Institute Research Support Scheme application form including eligibility and conditions can be accessed via the link:

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

The closing date is **Wednesday, 15<sup>th</sup> January 2020**.

### SUMMARY INTERNAL FUNDING CALLS

Attached is a brief summary of SGUL internal funding calls that is available during the year which hopefully you will find useful with planning your research.

### WINDOWS 10 UPGRADE – IMPORTANT TO FOLLOW UP FOR YOUR PCS AND LAPTOPS

A new version of Microsoft Windows is coming to staff computers. Windows 10 is the latest version of the Windows operating system and offers a number of upgrades and enhancements over the existing Windows 7 desktop. Thank you to those staff who have already requested the upgrade.

If you have not yet booked your upgrade, we would be grateful if you could do so as soon as possible using the booking form: <https://portal.sgul.ac.uk/org/lis/computing-services/itav/forms/windows-10-upgrade>.

Please ensure that you have read the [Windows 10 Upgrade FAQ](#) before booking your upgrade, particularly the 'What should I do before the upgrade/replacement?' section. **This contains important information about backing up your data.**

Windows 7 will be unsupported by Microsoft from **14 January 2020** and any computers remaining on the network will represent a security risk to the University. Please ensure that you have requested an upgrade before that date.

IT Services

## REPORTING PRINTER ISSUES

If you are aware of a printer issue, you should notify Konica services via the e-mail address below:

[KonicaMinoltaServiceDesk@scc.com](mailto:KonicaMinoltaServiceDesk@scc.com)

The following essential information should be included in an email with subject line 'MFD Fault at St George's University of London':

Ref No. (the equipment number of the sticker – please see image)

Fault description

Location



The following additional information may be useful:

Pr-??? Pr-066 (from the white label on front of MFD)

IP: 172.19.98.66

Mac: 00206BE2D934

## INTERNAL EVENTS

**Open Spaces: At home with Professor Julian Ma and Dr Angela Loyse**

**Object lessons: from a dachshund to a violin**

**Date: Tuesday 14 January 2020**

**Time: 5.30pm - 7pm**

## Location: Room H2.8

This is a unique opportunity to meet two of St George's academic and scientific leaders, Professor Julian Ma and Dr Angela Loyse. They will share inspiring stories connected with brought objects, charting their individual journeys to the present day. Come and hear these and ask questions in a homely atmosphere with tea and cake. All students and staff welcome! Please RSVP to [openspaces@sgul.ac.uk](mailto:openspaces@sgul.ac.uk)

## CENTRAL SERVICES UPDATES

### Starters

- Philippa Richardson (Public Engagement Officer, Principal's Office)
- Nahlah Asharaf (Planning Assistant in Planning)
- Carl Alexander, Press & Research Communications Manager

### Leavers

- Nicola Arnold (Director of Finance); Susan McPheat will be Interim Director of Finance
- Vanessa Powell (Director of Education Operations, IMBE)

## INSTITUTE STATUTORY 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.**

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 <i>Neisseria meningitidis</i> , <i>Corynebacterium diphtheria</i> , and <i>Bordetella pertussis</i> 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	RIM & H&S	Updated every 2 years for COSHH awareness.	All researchers	RIM to circulate a request

	workshop training		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		
	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 <a href="#">here</a>	Online module	Once in employment	All new staff	HR will inform

	Unconscious Bias  Link <a href="#">here</a>	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 31 <sup>st</sup> 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
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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>

**Institute Webpage**