
MAY 2019 NEWSLETTER

WELCOME TO NEW STAFF

Megan Barnes, Attachment for Kirsty Le Doare.
Shehnaz Athaide, Clinical Research Nurse attachment for Catherine Cosgrove.

JENNEROSITY CHARITY EVENT – 26TH JUNE



This year the Institute for Infection & Immunity is supporting CMV Action – whose mission is to limit the devastating impact of CMV for those currently affected and for future generations.

<https://cmvaction.org.uk/>

We would like volunteers to come forward for the following:

- **Donate items for the raffle and from your contacts from local businesses.**
- **More volunteers to join the team to help with fund raising for the event.**
- **Homemade cakes to sell at the reception.**

Contact me, Melanie Monteiro if you are interested.

We will also be setting up an online fundraising site for your friends and yourselves to donate to the charity which can be gift-aided. For gift-aid, there should be no link to the raffle/auction and will therefore be only for donations.

Schedule for the Jennerosity event:

12.30 - 1:00pm	Lunch
1:00 - 2:00pm	Jennerosity Seminar
	Speakers:
	Trustee from CMV Action
	Dr Shari Sapuan
	Dr Anna Calvert

INSTITUTE FOR INFECTION & IMMUNITY

UPCOMING EVENTS

MAY 21

Infection & Immunity Tour - invited SGUL staff

MAY 24

Infection & Immunity Tour – invited public

JUNE 26

Jennerosity Event supporting CMV Action

SEPTEMBER 9

INTERTB

NOVEMBER 7

Jenner Day

DECEMBER 3

Research Day

PAYROLL DEADLINE

Expenses claims via Payroll: **Mon 3rd June.**
Bring your expense claim forms to the admin office in Rm 2.137, 2nd Floor, Jenner Wing.

2:00 - 3:00pm

Jennerosity Reception

INFECTION & IMMUNITY TOURS

We have arranged two tours for the institute this year. The first one will be for internally invited staff and will take place on Tuesday, 21st May in the afternoon. About 30 members of staff from central services will be attending including staff from HR, JRES, finance, the library, legal service, image resource facility and communications. The 2nd tour is for invited members of the public and will take place on Friday, 24th May.

Both tours will start with a reception at 1.30 pm in the I&I reception area, 2nd Floor, Jenner Wing. Do come along to meet them and welcome them to the institute.

EYE WASH BOTTLES FOR YOUR LAB

Can you check to see if your lab eye wash bottle needs replacing. If you need a new bottle, you can pick one up from my office.

Melanie Monteiro, Room 2.139B (back office), Corridor 10, 2nd Floor, Jenner Wing.

YEAR END REMINDERS

A reminder to everyone who has sub-projects codes that will clear out at year end on 31st July 2019, to ensure that you spend your allocation before then. This means that all invoices should have been received with accounts payable and respective purchase orders receipted. This includes M code allocations, student supervisor codes, start-up funds and C1 consultancy codes.

WINDOWS 10 UPGRADE

You may be aware that Microsoft will stop supporting Windows 7 in January 2020. In anticipation of this, IT are starting to roll out Windows 10 to all users. It could also affect the software on your PC. If you have a very old PC, you would need an upgrade on parts and maybe software. Some cases will require a new PC. Holders of M allocations should use their funds where possible. Note that IT will be contacting staff individually for the Windows upgrade.

MANDATORY MAY (FROM ST GEORGE'S NEWSLETTER)



Fire Safety Training

All staff must attend the face-to-face Fire Safety training every two years. If it has been more than two years since you last completed this, please sign up to attend one of the sessions below.

[Friday 3 May, Monckton Lecture Theatre, 10am – 11am](#)

[Thursday 16 May, J1.1, 2pm - 3pm](#)

[Wednesday 22 May, Michael Heron LT, 11am – 12am](#)
[Tuesday 28 May, Michael Heron LT, 2pm - 3pm](#)

General Health, Safety and Environmental Awareness Training

All staff must complete this online course every three years. If it has been more than three years since you last completed this, please complete via [Britsafe Learning](#) now.

Display Screen Equipment (DSE) Assessment

All staff who work with a computer must complete a DSE assessment on a yearly basis, and sooner if they change equipment or working location. If you completed your assessment over a year ago, or have changed location since, you should complete a new assessment now – the assessment form can be found on the portal [here](#).

Manual Handling

Who needs manual handling training is down to the line manager's judgement based on the role. Generally speaking, if manual handling is vital to your role, you must complete face to face training at least once every two years, and online training, via [Britsafe Learning](#), during the year in between. If manual handling is not a vital part of your role but is still sometimes required, you can complete the training online via [Britsafe Learning](#), on an annual basis.

INTERNAL COMMUNICATIONS SURVEY (COMMS)

Internal Communications - how are we doing?

This time last year, the Communications team reviewed internal communications practices at St George's, highlighting what's good about the way we communicate internally and what could be improved. With the help of staff who took part in the survey and subsequent focus groups, an [internal communications strategy](#) was created and the communications set about making improvements.

One year on, we are looking to measure progress made since then. You are therefore invited to complete the ['Your Voice' survey](#).

The survey opened on Wednesday 1 May and will **close at on Friday 17 May**. It should take no more than ten minutes to complete.

Great internal communication improves your experience at work, keeping you informed about the wider activities of the university, building your awareness of the achievements of your colleagues and helping you to find information you need to do your job.

Is the Your Voice survey anonymous?

Yes, the survey is anonymous. We will be asking for your department/institute to understand whether communications are reaching you. We will not ask for your name or job title. Please use this opportunity to be honest and constructive in your feedback. If you would like to sign up for internal communications training, we will ask you for your email address.

Not another survey...what will happen to my feedback?

Once the survey results are in, the Communications team will review the results and make sure our activities reflect what our audiences need. That's also why we would like to hear from a mix of academic and professional services staff to help us make sure the results accurately reflect the staff make up and feeling.

The Communications team commit to updating staff on what actions are being taken to improve internal communications at St George's.

The team welcome feedback and new ideas at any time, not just during this process. Please call Claire Frost, Internal Communications Manager directly on 0208 725 0816 or [email her](#).

OPEN ACCESS FEES CONTINUE TO BE WAIVED FOR SPRINGER OPEN CHOICE JOURNALS

I'm pleased to let you know that as a result of national negotiations, the Springer Open Choice scheme has been confirmed as extending over the next 3 years (Jan 2019 – Dec 2020).

UK corresponding authors at participating institutions which are accepted for publication in Springer hybrid journals (subscription journals that will also publish individual articles on open access for a fee) will be made open access *with no additional charge*.

[Click here for the latest list](#) of Open Choice eligible subscription-based journals covered by this open access agreement.

What this means for you:

SGUL researchers can publish on open access in the Springer Open Choice journals and the open access publication fee will be waived

This is a national scheme – make sure that SGUL takes advantage and please consider if you can publish your next article on open access for free

How it works:

Once your article is accepted by Springer, they will send the corresponding author a link to an online 'MyPublication' form where the corresponding author will be asked to state their affiliation & agree to the open access terms.

You need to use your SGUL institutional email address and not a private email address as this will help Springer to better identify your eligibility under the agreement

Note: [Nature journals](#), [BioMed Central](#) and [Springer Open](#) (fully open access journals) (fully open access journals) are **not covered by this deal**.

If you aren't sure if the Springer journal you wish to publish in is covered by the deal, please contact us via openaccess@sgul.ac.uk before you submit and we can advise

For more information on [this deal](#), and others, please visit [Paying Open Access Fees](#)

For open access publishing in other journals, please ensure you know how you are going to pay any open access charges before you submit to publish open access.

Jennifer Smith | Research Publications Librarian

INTERNAL EVENTS

A creative approach to Public Engagement

Thursday 9th May 2019, 1.30-4pm, J1.13

Staff and students are invited to an Expert Forum on Public Engagement with Bella Starling, a Wellcome Trust Engagement Fellow and Director of Public Programmes at Manchester University NHS Foundation Trust.

In this Expert Forum, Bella will use creative activities and stories to explore her journey through public engagement, encourage reflection on our own journey and consider new models for working creatively with people in research.

You can read more about Bella and [reserve a place via Eventbrite](#).

Carol Shiels | Senior Lecturer

Save the date: Shaping the future of research at St George's



We would like to invite you to a research event on **Tuesday 4th June from 5PM to 6PM** on shaping the future of research at St George's. The event will be jointly hosted by Jaqueline Totterdell, Chief Executive St George's NHS Trust and Jenny Higham, Principal St George's University, and will set out and discuss plans to advance research at St George's. This will include the opportunity to help shape the Trust's 5 year research strategy.

Research is a core objective for both the Trust and University, and a key aspect of St George's research is the interaction between the University and Trust. This joint event will cover new plans to help break down the barriers to effective research collaboration at St George's – so crucial to translating new discoveries into treatments for patients.

The event will be open to all staff and students in St George's Trust and University who have an interest in research, and your contribution will be greatly valued - please save the date and more details will follow.

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Mark Cranmer, Director JRES

EXTERNAL EVENTS

Health Partnering Day 2019 – Registration Open

On 4 July in Brussels, the [Health NCP Net 2.0](#) is organising a [brokerage event](#) for stakeholders interested in the Societal Challenge 1 "Health, Demographic Change & Wellbeing" 2020 calls for proposals. This international partnering event will help you to build your consortium for the upcoming 2020 calls of the 2018-2020 Health work programme, which will be open until April 2020.

Don't miss this opportunity!

This event will target a wide spectrum of companies, universities and researchers from Europe and beyond interested in sharing new project ideas.

The [registration](#) is free and open until 31 May 2019.

The partnering event is organised in connection to the European Commission's [Open Day](#) for Societal Challenge 1, which will take place the day before, on 3 July in Brussels and for which there will be a separate registration available soon.

Do not miss an opportunity to attend both of these events and establish valuable contacts with other experts as well as European Commission representatives!

Research Design Service

South London drop-in session

9th May 2019, 1 -3pm, 4th Floor, Addison House, King's College London, Guy's Campus, London SE11UL

Drop-ins are an opportunity for you to meet an advisor to discuss your research idea or grant application. No booking required, just turn up on the day.

<https://www.rds-london.nihr.ac.uk/news/event-type/drop-in-sessions/>

CENTRAL SERVICES UPDATES

Cerys Ledger, Research Finance Manager is moving to a new role at SGUL as the Professional Services and Financial Reporting Manager. We thank her for all the work she has done for us. She will be replaced by Karen Stewart who will starting on the 24th June.

Melanie Monteiro
Research Institute Manager
Institute for Infection & Immunity

<https://portal.sgul.ac.uk/org/institutes/institute-of-infection-and-immunity>

Institute Portal Webpage

