
JUNE 2019 NEWSLETTER

WELCOME TO NEW STAFF

Yasmine Yau, Project Officer for Paul Heath/Mike Sharland
Cecilia Hultin, Clinical Research Nurse attachment for Paul Heath
Rania-Imān Virjee, Student Placement for Amina Jindani
Amber Law, Attachment for Nidhi Sofat

JENNEROSITY CHARITY EVENT – 26TH JUNE

Raffle tickets are now on sale for the institute Jennerosity event supporting CMV ACTION.



The charity supports children and families affected by the CMV virus.

DONATE via II&I's JustGiving fundraising link:

[JustGiving II&I fundraising for CMV Action](#)

Buy raffle tickets: Tickets now on sale for £1.

From: Melanie Monteiro, Kathleen Costello, Vivienne Marvell, Thais Guerra, Tulika Munshi, Cathy Moore, Jennifer Stuart, Suzie Wright, Janice Jackson

Prizes:

- Samsung Galaxy Tablet donated by Banner
- 2 course meal & bottle of wine for two donated by The Castle, Tooting
- Food Hamper donated by II&I
- Wine Hamper donated by Julian Ma/Paul Heath
- Google Home Mini donated by PIDRG/Google
- Beauty Hamper donated by PIDRG
- £50 Bar tab donated by Trafalgar Arms
- Wine Tasting for 2 donated by Unwined Tooting
- Travel voucher donated by our new travel company
- £10 gift voucher donated by LARK
- Wimbledon Tennis Annual donated by The Wimbledon Foundation

INSTITUTE FOR INFECTION & IMMUNITY

UPCOMING EVENTS

JUNE 26

Jennerosity Event
supporting CMV Action

SEPTEMBER 9

INTERTB

NOVEMBER 7

Jenner Day

DECEMBER 3

Research Day

PAYROLL DEADLINE

Expenses claims via
Payroll: **Wed 3rd July**. Bring
your expense claim forms
to the admin office in Rm
2.137, 2nd 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.

Special Jennerosity Charity Seminar (All Welcome)

26th June, 1 - 2.15pm (Lunch available from 1pm) H0.1

- Sharon Wood, Chair of CMV ACTION – The Work of CMV Action
- Dr Anna Calvert - Reducing Acquisition of CMV through antenatal Education- the RACE FIT study.
- Dr Shari Sapuan – The characteristics and significance of CMV shedding in pregnant women- the cCHIPS study
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Jennerosity Reception: (All Welcome)

2.30pm, II&I Reception Area, 2nd Floor, Jenner Wing

Cake sale baked by institute staff and a cake competition on the theme Infection & Immunity!

(Bring your cakes!)



lark The TRAFALGAR ARMS



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

INCIDENT REPORTING

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

[Incident reporting](#)

INFECTION & IMMUNITY TOURS

The institute tour for professional services was well attended with about 25 members of staff who came to visit our labs and get an insight into the latest research undertaken in the institute.

Our thanks go to Julian Ma, Rajko Reljic, Thomas Hall & Laxmee Ramkhelawon (for Kirsty Le Doare), Yanmin Hu, Amina Jindani and Katie Isitt (for Catherine Cosgrove) for participating on the day.

Some of the feedback we had from the tour:

"Thanks very much for organising a truly interesting tour. It was marvellous to hear about all the interesting positive things that are going on in I&I which often we in professional services are quite removed from. It's good to know that we are supporting such great people doing important impactful work."

"Thank you, to you and those that helped organise the event as well as the speakers. I thoroughly enjoyed myself. Recently, I've been getting quite bogged down in the daily grind here. It really lifted me to remind myself why we do it!"



ANOTHER YEAR END REMINDER

Another 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 received. This includes M code allocations, student supervisor codes, start-up funds and C1 consultancy codes.

FIRE TRAINING

Health and Safety Awareness & Training Institute for Infection & Immunity Staff & Students

We have arranged another opportunity for staff and students to attend the fire safety training in the institute. Please remember to register with me (Melanie Monteiro) by e-mail if you wish to attend. I will be passing on the register to Health & Safety. A record will also be kept in the institute.

The fire safety training refresher course is a mandatory requirement every two years.

Please make every effort to attend the training sessions we have arranged for you to ensure we meet the requirements for Health & Safety. If you cannot make these dates, alternative dates are available by Health & Safety on the portal.

Tuesday, 9th July, Room J1.5

1:00 – 2:00pm Fire Safety Training (for all staff and students)

EXTERNAL EVENTS

Horizon 2020 Advanced Grant Information and Proposal Writing Event (London)

13th June, City, University of London

The session is aimed at researchers based in or moving to the UK who are planning to submit a proposal.

To register, click on the link:

[Register for ECR 2019 London event](#)

Webinars on IMIS Calls 18 and 19 (Innovative Medicines Initiative)

The Innovative Medicines Initiative (IMI2) will run a [series of webinars for Call 18 and Call 19](#), which are expected to open on 26 June 2019. **The webinars will take place between 14-26 June.** Participation is free of charge, but [registration via the webinar page is obligatory](#).

South London drop-in session

11th July 2019, 11:00 -13:00, 4th Floor, Research Design Service, 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

Paul Cawley has taken on a new role in JRES as the Research Funding Manager. The role will provide support and leadership for the Research Funding officers and lead on a number of process improvements. He will continue to support his existing portfolio until his replacement is in place.

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	RIM & H&S	Annually – February	All Principal Investigators	RIM to circulate a request

Notification forms				
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 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	Online module	Once in employment	All new staff	HR will inform
	Unconscious Bias Link here	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 st 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

Melanie Monteiro
Research Institute Manager
Institute for Infection & Immunity

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

Institute Portal Webpage