

## Induction for New Starters - Institute for Infection & Immunity

The Institute for Infection & Immunity comprises about 160 staff and PhD students plus associated honorary staff.

Anyone working in labs must read the safety induction section to keep you safe and ensure you comply with the safety regulations.

There are also details on mandatory training which you must complete to be able to undertake your role safely.

**Location:** Main administration offices based on the 2<sup>nd</sup> Floor, Jenner Wing. The institute is also based in other areas including the Ground Floor and 1<sup>st</sup> Floor of Jenner Wing.

- **Management Contacts:**

Director: [Professor Julian Ma](#)

Deputy Director: [Professor Tom Harrison](#)

Institute Manager: [Melanie Monteiro](#)

- **Contacts for Staff/Students:**

New staff should contact the following for an introduction and to be included in their respective groups:

Lecturer and above:

Director: [Professor Julian Ma](#)

Institute Manager: [Melanie Monteiro](#)

Lecturers Group: [Dr Henry Staines](#)

Postgraduate Co-ordinator: [Dr Pascal Drake](#)

Postdoctoral Forum Representatives: [Dr Cathy Moore](#), [Dr David Clark](#), [Dr Tulika Munshi](#)

II&I CAG Group for Clinical Staff: [Kathleen Costello](#)

Representatives for Other Areas:

Information Governance: [Dr Adam Witney](#)

Seminars: [Dr Audrey Teh](#)

CRIS and SORA (Publications and deposits): [Library](#), [Melanie Monteiro](#)

Taught Postgraduate Committee: [Professor Rachel Allen](#), [Professor Debbie Baines](#)

Undergraduate Non-clin Teaching Co-ordinator: [Dr Ken Laing](#)

- **Meeting Rooms** (Bookings can be obtained via [Kathleen Costello](#) and [Melanie Monteiro](#)):

The Harold Lambert Room, 2<sup>nd</sup> Floor Jenner Wing

The Chrissie Fenske Room, 2<sup>nd</sup> Floor, Jenner wing

- **Institute Staff Development Fund (max £550 per person per financial year)**  
<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>
- **II&I seminars held every Wednesday at 1-2pm**  
Seminar listing is circulated to staff
- **Additional information for institute staff**  
<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>
- **Research publications and depositing of peer reviewed accepted manuscripts**  
Contact [sora@sgul.ac.uk](mailto:sora@sgul.ac.uk) for training
- **Ordering consumables**  
Contact [orders@sgul.ac.uk](mailto:orders@sgul.ac.uk)
- **Institute Stationery Cupboard**  
Contact [Kathleen Costello](#)
- **Agresso training**  
Contact Susan McPheat
- **Corporate credit cards:**  
Dorota Smith for conference registrations  
[Orders@sgul.ac.uk](mailto:Orders@sgul.ac.uk) for purchasing goods e.g., amazon
- **Travel Insurance**  
All staff and students of the university travelling on university business must complete the [travel certificate](#) (Excel) for each travel occasion and [email the completed form](#) prior to the start date of the journey. You are required to complete the travel certificate **in addition** to the entry on [MyWorkplace](#).
- **Useful Help Contacts**  
[helpdesk@sgul.ac.uk](mailto:helpdesk@sgul.ac.uk) for IT related queries  
[hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk) for HR queries  
[Estates@sgul.ac.uk](mailto:Estates@sgul.ac.uk) for lights not working or any faults with the building.