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

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **INTERNAL DEADLINE**  Research bridging fund:  8th February   |  | | --- | |  | | **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)   |  | | --- | |  | | **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](mailto:travcert@sgul.ac.uk) prior to the start date  **Your WELLBEING AT WORK**  Look after your team-mates.  Include wellbeing in your team talks.  Be active.  Connect with others.  Talk to someone.  Staff counselling free service: [counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk) | | |  | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Welcome to the following staff who joined us recently:

Christopher Burke, Postdoctoral Research Assistant for Yanmin Hu

Dr Dipender Gill, Clinical Lecturer in Pharmacology and Therapeutics

Lewis McCaffrey, Clinical Trial Co-ordinator for Alberto Fusi/Gus Dalgleish

Emily Saunders, Project Manager for Kirsty Le Doare

Garry Stillwell, Project Officer for Paul Heath

Hannah Tabusa, Programme Manager for Paul Heath

Stephanie Verfuerth, Postdoctoral Research Assistant for Blair Strang

**INTRODUCING Ambalika Batra, Head of Enterprise & Innovation**

We are pleased to welcome Dr Ambalika Batra as the new Head of Enterprise and Innovation to JRES. With a background in virology and diagnostics, Ambi has a range of experience working in Research Institutes, Universities and Biotech start-ups. Joining us from the University of Surrey where she managed the commercialisation of research she is passionate about innovation and generating impact from research. Please reach out to Ambi for an informal conversation about your industry collaborations, inventions and research activities.

Ambalika Batra, PhD, cRTTP | Head of Enterprise & Innovation   
St George’s, University of London & St George's University Hospitals NHS Foundation Trust

**Health & SAFETY TRAINING**

**COSHH Training**

When: 10am, 18th February 2021 via MS Teams

**Waste Training**

When: 2pm, 17th February 2021 via MS Teams

If you are interested in attending, please contact [Colin Sandiford](mailto:csandifo@sgul.ac.uk).

**COMPLETE YOUR PERSONAL DEVELOPMENT REVIEW by 31st MARCH 2021 in MyWORKPLACE**

The new Personal Development Review cycle runs from January to March 2021 and PDR forms are available in MyWorkplace. The university requires that all PDR forms be completed by 31st March each year (with the exception for a few clinical academics following NHS Trust timescales). This PDR form is used to review the objectives in the past year 2020 and start the conversation of the current year objectives.

The reviewer should start by setting up the review date in agreement with the reviewee in [MyWorkplace for Managers](https://ce0229li.webitrent.com/ce0229li_web/itrent_wrd/run/etadm001gf.main) which has to be a date before 31st March. Reviewees should then be able to view the PDR in [MyWorkplace.](https://ce0229li.webitrent.com/ce0229li_ess/ess/index.html#/) Note it seems that reviewees do not get an automatic e-mail alert when the review is set up, please therefore inform your reviewee that the PDR has been set up.

Further information available via the following link:

<https://www.sgul.ac.uk/about/our-professional-services/staff-development/personal-reviews>

**LaBCUP**

SGUL has purchased a software called LabCup which will take care of all laboratory equipment assets and has a chemical inventory.

The purpose of the Laboratory Assets is to make key people (e.g., PIs, Key Research Staff, Institute Managers) aware of laboratory equipment available before buying the same equipment twice. Other uses include an inventory for Insurance purpose, maintaining calibration and service records, scheduling annual service of equipment and if required a service to book and charge for an equipment use. The chemical Inventory can be used by key laboratory staff who will be able to manage their chemical stock.

As there are a limited number of licences, principal Investigators have been contacted to give me names of up to three to five users who will have write permission to update their records within their group.

**EVENTS**

**Internal Events**

**Research and enterprise update**

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**Date: Tuesday 23 February**

**Time: 1.00pm-2.00pm**

**Via Microsoft teams**

Professor Jon Friedland, Deputy Principal (Research and Enterprise) will be hosting a meeting on 23 February, to provide a research and enterprise update to all academic staff.  At the meeting attendees will hear about the new and exciting innovations and advances at St George's, and have a chance to ask questions, make suggestions and contribute to the broader discussion on research directions.

[**To join the meeting, please use this link. Everyone welcome!**](http://georgesweekly.sgul.ac.uk/3ri26lw8mx315hx93zsix8/external?a=6&p=58625356&t=28568509)

**NIHR Research Design London Service**

Several online sessions are available including drop-in clinics which gives you an opportunity to meet with an RDS adviser to discuss your research, Implementing patient and public involvement workshop, and a NIHR Fellowship information session. For further details, check out the link:

<https://www.rds-london.nihr.ac.uk/events/>

**External Events**

**Wellcome Trust are holding this year’s Reimagine Research Culture Festival online from Monday 22 to Friday March 2021.**

The festival is free to attend and all content will be available to read or watch in your own time. Sign up for exclusive access to workshops to help you create change, as well as a first look at inspiring talks and articles.

**Register now**

**CENTRAL SUPPORT UPDATES**

Starters and Leavers

STARTERS:

* Director of Estates and Facilities, Graham Schofield, 7 December 2020
* Professional Services and Financial Reporting Manager, Karen Stewart, 1 January 2021
* Research Finance Manager (Karen’s replacement has been advertised)

LEAVERS:

* Susan Trubshaw, Director, Governance, Legal and Assurance (Derek Baldwinson to cover until an Interim Director of GLAS (one year contract) is appointed (recruitment in the New Year)
* Robert Hall, Technician
* Maria McGlynn, Electron Microscopy Technician
* Paul Carter-Bowman, Research Funding Officer, JRES

## **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 – 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 *Neisseria meningitidis, Corynebacterium diphtheria, and Bordetella pertussis* 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](https://sgul.learnupon.com/users/sign_in?next=%2Fdashboard) | Online module | Once in employment | All new staff | HR will inform |
| Unconscious Bias  Link [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 | 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 | 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 |

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**