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| FEBRUARY 2022 Newsletter |
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## **WELCOME TO NEW STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **Events**  February 25  British Heart Foundation Research Funding Opportunities  March 8  Equality, Diversity and Inclusion Insights Session  March 21  Professor Rajko Reljic Inaugural lecture  March 22  Vitae Session  March 28  Infection CAG Research Taster Event   |  | | --- | |  | | **MONTHLY DEADLINEs**  Researchfish Submission:  4pm, 17th March 2022  [**Researchfish submissions**](http://georgesweekly.sgul.ac.uk/nm5wvnde99d15hx93zsix8/external?a=6&p=61285452&t=28568509)  Public Engagement Seed Funding: 18th March 2022  [Link for information](https://www.sgul.ac.uk/about/who-we-are/public-engagement/Public-Engagement-Seed-Funding)  Image Resource Facility Research Excellence Fund: 21st February 2022  [Link for information](https://www.sgul.ac.uk/research/research-operations/image-resource-facility/documents/IRF-Research-Excellence-Fund-Application-Form-v2.2.pdf) | | **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 | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Welcome to the following staff who joined us recently:

Megan Brown, Postgraduate Research Assistant for Henry Staines

Dr Ishwari Duraisingam, Clinical Research Fellow for Catherine Cosgrove

Dr Anna Ostrzewska, Clinical Research Fellow for Catherine Cosgrove

Andy Tran, Research Associate for Rajko Reljic

The all-in-one information tool for new and existing research staff is available via the [Arrival and Survival Guide for Academic and Research Staff.](https://www.sgul.ac.uk/research/research-operations/documents/Arrival-Survival-Guide-Dec-21.pdf) See page 14 specifically for Infection & Immunity.

**PERSONAL Development REVIEW Round**

A reminder that the new Personal Development Review cycle runs from January to March 2022. St George’s [Personal Development Review Policy and Procedure](https://www.sgul.ac.uk/about/governance/policies/staff-only-policies/personal-development-review) outlines that annual PDRs are mandatory for all staff who have completed their probationary period and have been confirmed in post.

Please ensure that you bring your mandatory training up to date as a requirement of the PDR. Supervisors should ensure their staff’s mandatory training is up-to-date. A summary of mandatory training can be found at the end of this newsletter.

Thank you to all who have started their personal reviews and please continue working on them. Note that the review round closes on 31st March 2022.

**INSTITUTE Sessions**

Please ensure you support these information sessions arranged specially for you!

**Equality, Diversity and Inclusion Insights**

***Where are we now? Sharing insights into the diversity within our staff community at University and local levels.***

***Tuesday 8th March at 1pm via MS Teams***

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ab3f3232b02bd40be862ba7a8e7217b80%40thread.tacv2/1645113296278?context=%7b%22Tid%22%3a%22f66cbc6b-cdf7-4261-bd73-43db3b9ee2aa%22%2c%22Oid%22%3a%222ea3ffd8-eb6d-4a84-a5e5-e69054b9eaab%22%7d)

Join us for our first Equality, Diversity and Inclusion Insights Session with I&I where we will explore diversity demographics at St George’s and what this tells us about our staff community.

Dr Vanessa Ho (Dean for Equality, Diversity and Inclusion) and Liz Grand (Diversity and Inclusion Adviser) will be leading the session and will provide an outline of the data, as well as discussion areas specific to I&I.

The session will be informal. It will provide a chance for staff to learn more about who makes up our workforce and collectively consider how we support diversity, representation, and inclusion at St George’s.

[**Vitae**](https://www.vitae.ac.uk/)

**Tuesday, 22nd March at 1pm**

**Teams link to follow**

Rebecca Henry-Litteck and Angelika Kristek will be offering a session on Vitae as a resource for research staff on career and professional development resources. This is to support the [HR Excellence in Research Award](https://www.sgul.ac.uk/about/our-professional-services/staff-development/hr-excellence-in-research)  six year action plan and actions we have agreed to support our research culture and professional development for research staff.

The following will be covered in the workshop

* To raise awareness of Vitae, their webpages and resources amongst St George's research staff, technicians and those that lead and manage research teams
* Introduce staff to the range of resources on the Vitae website, that can help staff relating to professional, career development. Resources to support those starting a career in research; at different points in their careers and those that lead and manage research teams
* Introduce staff to the Researcher Development Framework (RDF) as a resource for research staff

**INFECTION CAG RESEarch Taster EVEnt**

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| **Monday 28th March 2022**  **500 – 6.30pm**  Boardrooms H2.5&H2.6  2nd Floor, Hunter Wing  SGUL | **[Infection CAG Research Taster Event](https://sgul365-my.sharepoint.com/personal/kcostell_sgul_ac_uk/Documents/Shared%20with%20Everyone/Infection%20and%20Immunity%20CAG%20Taster%20Event.docx)**  CAG Director: Tihana Bicanic  Administrator: Kathleen Costello  5-6pm:  Four short presentations  6.630pm: networking, drinks and                    nibbles | This is a face to face networking event, please [Register](https://www.eventbrite.co.uk/e/infection-and-immunity-cag-research-taster-event-registration-269589558627) |

**British HEart Foundation Research Funding Opportunities**

We are pleased to say that **The British Heart Foundation** has offered to talk to about their grant schemes and to answer our questions. They will be giving a presentation entitled, ‘*The British Heart Foundation: Research Funding Opportunities’* on **Friday 25th February 2022** **12-1pm** as a webinar, meaning that people will need to register in advance.

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| |  | | --- | |  | | **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/NEAR-mISS/Accident reporting**  The online forms should be used to report accidents/incidents/ near misses/excessive lab temperatures at work. The link can be found here:  [I](https://portal.sgul.ac.uk/she/Accident%20Reporting)[RIDDOX by SteSec ltd.](https://www.riddox.co.uk/form/MHZ1amdBUWQwWE1DU3FqckJkNVRFbExqMWMxY2lyWDVkaDViREc3VFBUaHpRcjdOdW0vaGNYcEZIVDNOb3cvTQ==)  **REPORTING DATA BREACHES**  You can find the Data Incident Reporting Form  [here](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/policies-and-procedures/information-technical-security)  **IT HELPDESK**  The[IT Drop-In Helpdesk](http://georgesweekly.sgul.ac.uk/kwrhyq7nb5s/external?a=6&p=60613270&t=28568509) Service is open from 12pm to 2pm, Monday to Friday in room 0.49, Corridor 3, Jenner Wing for support with IT issues. | |
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**Please use this link to register:** [**Registration link**](https://teams.microsoft.com/registration/a7xs9vfNYUK9c0PbO57iqg,wx8Qzuq-d02TDMTvJ1_4lw,ngNpX0Hr2UOlGzxxVYEfvA,X-fN8yiiP0-uxlWgTrFSWw,5AtEJvVCyUibEA2AdQQwXg,Vtd6UNhNKE6gbBLxa5tDTg?mode=read&tenantId=f66cbc6b-cdf7-4261-bd73-43db3b9ee2aa)

This will be an excellent opportunity for anyone with future grant holding ambition to further understand their processes, and we would strongly encourage you make a space in your diary and attend.  This will be of benefit individuals, and it is also for St. George’s to demonstrate a strong commitment to the BHF’s various funding opportunities.

**Royal Veterinary College Research Afternoon**

[Royal Veterinary College](https://www.rvc.ac.uk/about/the-rvc) (RVC) and St George’s are planning a collaborative research discussion afternoon on Friday, 24 June at the RVC’s [Camden campus](https://www.rvc.ac.uk/about/our-campuses/camden/find-us). The draft programme includes speakers, round table sessions and speed-dating style introductions of research interests.

The aim of this event is to discuss collaborations, use of research facilities and funding opportunities. You may be aware that RVC is the world’s leading veterinary school, with state-of-the-art animal research facilities and interest in many of our research themes. Some of the cross-over areas of interest that would be good to explore during these collaborative discussions include:

* Vaccines and antimicrobial resistance
* Cardiovascular research
* Musculoskeletal research and neuroscience
* Zebrafish and genetics
* Imaging technology

Further information on the RVC’s research and facilities can be accessed via their [website](https://www.rvc.ac.uk/research).

At this early stage, we are trying to gauge the level of interest, ensure we have the strongest programme and the right size venue. Researchers at all career stages are encouraged to participate, and we will be identifying speakers, round table chairs and rapporteurs.

If you are interested in this event, please let us know:

* whether you would attend (and if you are leading a group, let us know the names of those who are interested to participate too);
* what are your main areas of overlapping interest with RVC/any potential collaborators

Please send your replies to [Jacqui Marks](mailto:jmarks@sgul.ac.uk) by Monday, 28 February.

Jon Friedland and Jodi Lindsay

**Professor Rajko Reljic’s INaugural Lecture**

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| |  |  | | --- | --- | | |  | | --- | |  | |   Professor Rajko Reljic will deliver his inaugural lecture "New approaches for prevention of tuberculosis: the story so far." Professor Reljic will focus on the novel approaches to vaccine development and immunotherapy of tuberculosis (TB). The lecture will take place on Monday 21 March from 5.30pm - 6.30pm.  [**Register here**](http://georgesweekly.sgul.ac.uk/b2joosa1ie215hx93zsix8/external?a=6&p=61285460&t=28568509)  **INTRODUCING CARLY LIGHTFOOT**  I recently joined St. George’s as the new Library Research Services Manager, so thought I’d introduce myself. I’ll be managing the services that support Open Access publishing, research data management, and other areas of scholarly communications, including systems provided by the Library, such as the CRIS, publications repository (SORA), and data repository (Figshare).  My team is comprised of Jennifer Smith (Research Publications Librarian), Jenni Hughes (Research Publications Assistant), and Liz Stovold (Research Data Support Manager), all of whom I’m sure you’ve been in contact with; I’m keen for us to work closely with your institute to ensure we provide the support that researchers need.  Please feel free to get in touch if there’s anything you’d like to discuss further; the team are also available to attend relevant meetings or forums to share information and answer any questions. I look forward to working with you!  **Carly Lightfoot**  Library Research Services Manager   |  | | --- | |  | |
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## **CENTRAL SERVICES UPDATES**

Starters and Leavers

STARTERS:

* Vinod Pindoriya Technician for Equipment and Maintenance, Research Operations
* Carly Lightfoot, Library Research Services Manager,

LEAVERS:

* Nadia Azzouzzi, Clinical Research Governance Officer, JRES
* Janice Howard, Learning Support Adviser, IMBE
* Darrell Hannan, Project and Space Manager, Estates and Facilities

## **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.**

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| **Statutory Requirement** | **Frequency** | **Indicate you are up to date and include year of completion** |
| Health & Safety –Biological Agents Form | Annual requirement  Queries to the [SHE Office](mailto:SHE%20Office%20%3chealth@sgul.ac.uk%3e) |  |
| Health & Safety –COSHH Forms | Annual review for Hazard 3 agents & 2 yrs for others  Queries to the [SHE Office](mailto:SHE%20Office%20%3chealth@sgul.ac.uk%3e) |  |
| Health & Safety – Fire Safety | Annually  [Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) If you cannot access site, contact the [SHE Office](mailto:SHE%20Office%20%3chealth@sgul.ac.uk%3e) |  |
| Health & Safety – Display Screen Assessment | Annually  [Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Display Screen Equipment e-Learning | Annually  [Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| General Health, Safety and Environmental Awareness | Every 2 years  [Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Manual Handling | Every 3 years  [Health & Safety E-learning Platform](https://sgul.britsafelearning.com/login/index.php) |  |
| Diversity in the Workplace | Every 3 years  [Learnupon Platform](https://sgul.learnupon.com/)  Queries to [Liz Grand](mailto:Liz%20Grand%20%3clgrand@sgul.ac.uk%3e) |  |
| Unconscious Bias | Every 3 years  [Learnupon Platform](https://sgul.learnupon.com/)  Queries to [Liz Grand](mailto:Liz%20Grand%20%3clgrand@sgul.ac.uk%3e) |  |
| Prevent Duty Training | Every 2 years  [Canvas](https://canvas.sgul.ac.uk/courses/805)  Queries to  [Elizabeth Okona-Mensah](mailto:Elizabeth%20Okona-Mensah%20%3ceokona-m@sgul.ac.uk%3e) |  |
| Information Security Essentials | Annually  [Canvas](https://canvas.sgul.ac.uk/courses/805)  Access queries to [lts@sgul.ac.uk](mailto:lts@sgul.ac.uk) |  |
| Data Protection Briefing | Annually  [Canvas](https://canvas.sgul.ac.uk/courses/805)  Access queries to [lts@sgul.ac.uk](mailto:lts@sgul.ac.uk) |  |
| Digital Accessibility | Every 3 years  [Canvas](https://canvas.sgul.ac.uk/courses/805) |  |
| Time Allocation Survey (TAS) | Annually  (Academic HEFCE funded staff /or do teaching) |  |
| ORCID Number | Only single registration required (Essential for PhD students & upwards or where relevant) |  |

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**