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| OCTOBER 2019 Newsletter |
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## **WELCOME TO NEW STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **Upcoming Events**  October 9  Jenner Day  October 17  Spotlight on Science:  HIV – How far have we come?  Professor Derek Macallan  December 3  Research Day   |  | | --- | |  | | **PayROLL Deadline**  Expenses claims via Payroll: **Wed 2nd October.**  **Mon 4th November.** Bring your expense claim forms to the admin office in Rm 2.137, 2nd Floor, Jenner Wing.  **MONTHLY DEADLINEs**  Researcher Bridging Fund Scheme: **Mon, 14th Oct, 12 noon.**  MRC LID : Sun, 6thOct  Bloomsbury PhD Studentships: Mon, 14th Oct. | |  | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Dr Kathryn Biddle, Honorary Research Fellow for Nidhi Sofat

Dr Jessica Carter, Clinical Research Fellow for Jon Friedland/Sally Hargreaves

Anna Deal, Research Assistant for Jon Friedland/Sally Hargreaves

Polly Fox, Project Officer for Paul Heath

Suzannah Gore, Research Technician for Kirsty Le Doare

Siti Ismail, Clinical Trials Co-ordinator for Sanjeev Krishna

Rakan Musleh, Project Officer for Kirsty Le Doare

Robert Watts, Laboratory Technician for Kirsty Le Doare

**SGUL NEW Website Launched**

The new SGUL website was launched yesterday. The II&I web project team, Adam Witney, Irina Chis Ster, and myself have been involved with preparing the institute webpages. It has lots of information about our people, research themes, studying, events, public engagement and an information for staff page. Hope you like it! Do check it out via this link:

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity>

**UPDATED PAGES on CENTRAL SUPPORT CONTACTS**

The central support contacts for Infection & Immunity has been updated and is now available on the new website on the institute page in the section, “Information for Staff.” I have also attached it to this circular.

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>

**UPDATED COSTING TABLE**

The salary costing table has been updated by payroll/ finance to reflect changes in April 2019 clinical staff salary scales, Aug 2019 pay rise for SGUL and Prof Sen scales and USS confirmed new rates.

Note that this table is only for guidance of costs and actual costings should be obtained from JRES for your grant applications.

The table is available on the new website from the Information for Staff link:

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>

**Institute Staff development Funds**

We have started the new financial year and a reminder that institute staff development funds (SDF) are available for staff and PhD students attending conferences, courses, training, updating skills and other developmental activities. Up to £550 is available from SDF. Application form and guidance notes are on the new SGUL website in the section, Information for Staff.

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| |  | | --- | |  | | **Your WELLBEING AT WORK**  Look after your team-mates.  Include wellbeing in your team talks.  Be active.  Connect with others.  Talk to someone.  **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 and near misses at work. The link can be found here:  [Incident reporting](https://portal.sgul.ac.uk/she/Accident%20Reporting) | |
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Here is a summary of some of the courses/conferences the institute supported last year:

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| 8th International Meeting on Antimicrobial Peptides, Edinburgh |
| 4th EUPLAN conference - European Platelet Network, Belgium |
| Price Practitioner Project Management Classroom course |
| Educational Course in Statistical Methods UCL |
| Modern Trends in Infectious Diseases and Immunology Workshop in PID and Immunology |
| Metabolomics Workshop |
| Network Opportunity in Cancer Drug Repurposing Workshop |
| Fundamentals of Clinical Trials, Nottingham |
| Introduction to Meta-analysis and Critical Appraisal |
| Anaphylaxis Training course |
| European Society of Clinical Microbiology and Infectious Diseases |
| European Congress of Clinical Microbiology and Infectious Diseases Conference |
| ECCMID 2019 Conference |
| British Society for Rheumatology |
| Drug Regulatory Affairs course, KCL |
| HPLC and an Introduction to LC-MS provided by Phenomenex |
| STI & HIV 2019 World Congress |

**JEnner SYMPOSIUM and Lecture 2019**

The Jenner Symposium and Lecture takes place on Wednesday, 9th October. Registration is from 1pm in the Hyde Park room, Lanesborough Wing.

The Jenner Lecture will be given by Professor Sir Brian Greenwood, LSHTM. The title of the lecture, “Vaccination against epidemic meningitis in Africa.”

## **INTRODUCING SACHIN SHAH, Research Funding officer, JRES**

I joined the Joint Research & Enterprise Office almost two months ago as a Research Funding Officer. I previously worked at the Courtauld Institute of Art as a Finance Officer and then as an Assistant Management Accountant and was there for 11.5 years.

*Sachin Shah, Research Funding Officer, JRES.*

## **EXTERNAL EVENTS**

**The diet-driven metabolic ecology of clostridium difficile infection**

Sr Andrew Hryckowian, Stanford University

4th October, 2pm, The Crick Institute,

[**https://www.crick.ac.uk/whats-on/the-diet-driven-metabolic-ecology-of-clostridium-difficile-infection**](https://www.crick.ac.uk/whats-on/the-diet-driven-metabolic-ecology-of-clostridium-difficile-infection)

## **CENTRAL SERVICES UPDATES**

Dr Anna Dulic-Sills, Director of Research Operations replaces Katia Nesbitt following her retirement.

## **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**