

SBMS CIP Executive Committee meeting

Monday 11th October 2010

MINUTES

Present: MS, JP, DP, MC, ML, AJ, SM(sec)

WT investigator and ERC awards

College is encouraging applications for ERC awards which are similar in scale to the Wellcome Trust awards. It was noted that joint applicants to the WT are assessed on an individual basis even if the work is linked. Individuals thinking of applying jointly should consult MS & discuss proposals with Wellcome first. The number of WT Investigator awards to be made remains unclear programmes that will be funded and the maximum single amount will be ~ £3 ¾ million over 7yrs.

Groups of investigators with a core theme should also consider strategic awards from Wellcome.

Research Excellence Framework (REF)

CMVM will run a mock REF exercise around Easter 2011. CIP academics will be asked for their 6 best papers, list of grants and PhD students from January 2008 along with a 50 word statement emphasising the importance and contribution to each paper. In the final REF approximately 70% of the overall score will be based on the top 4 papers. Impact statements will be required for approx every 5 academic staff returned. Impact statements are to highlight and quantify achievements from the last 17 years which have a demonstrable societal or economic impact – for example something which has changed policy – and must be based on a clearly identified body of published research. The mock exercise will also develop Impact statements and identify areas of potential impact that need to be developed (e.g new patents in which output needs to be delivered). It was also noted that impact doesn't need to have happened while at UoE as long as the identified staff are a member of UoE at census.

CIP publicity material

It has been highlighted that the journal front covers at reception need updating and/or replacing. It was noted that frameless frames may keep the covers in better condition.

Action: Ask staff to send any journal front covers published

Centrifuges and freezers

A -80 freezer has broken down resulting in a member of staff losing two years worth of work. The transmitter had been switched off and the system reset without the transmitter being turned on. In addition the internal freezer alarm failed to work. JP had explored new systems and Enserve have offered a maintenance contract which will cost £500/year plus additional call out charges to be funded by CIP. Freezer alarms will be transmitted to Enserve who will be the primary call out and are the current freezer engineers – this means security need no longer be relied upon to monitor the alarm systems. In this way staff will only be called out if a decant is required. A newly installed PC will also record all user activity. Enserve can also be the main contact for the liquid nitrogen but will not be able to fix any problems. This will require installation of a new alarm system and HoS has agreed for the school to pay for installation. **Action: All staff to be notified once new system installed and new procedures for call-out**

Two of the centrifuge rotors are now age-retired and the H&S manager has confirmed these must not be used. The HoS has agreed for the school to pay for new rotors with a plan for CIP to repay this. JP is examining centrifuge rotor usage and key requirements with a view to rationalisation. It was agreed that any new grant requiring centrifuge use will automatically include a component to help support replacement of communal rotors. **Action: JP to obtain various quotes for best deal. And to coordinate costs on new grants**

Principal's Studentships & ORS awards

The deadline to nominate students for the Principal's PhD studentships is the 1st February 2011. It was agreed that the deadline for the first round of all CIP PhD applications will be early January and that references must be provided with all applications. Interviews will then be held before the end of January. It was agreed to score interviewees by one unified committee.

Action: AJ to check with BBSRC re funding / Email to PI's to apply to guarantee a studentship / Encourage additional industry sponsored studentships

CIP centre manager & technical support infrastructure

JP will take over part of the school administrators remit for the School. Due to funding restrictions, the CIP centre manager role will only be open to existing, grade 7 or above, school staff. It was noted that the job description should include 'floor management roles' and the revised document sent to the committee. It was agreed that the potential applicants should provide a CV, an A4 list of priorities, along with a covering letter outlining the major issues of running a successful centre, their ideas to improve existing procedures and what their priorities would be. They will also give a 10 minute presentation on their ideas. It was agreed that the submission deadline will be mid-November and the interviews held in mid December. Potential candidates were discussed.

Action: JP to confirm recruitment processes with HR.

Date of next meeting: 8th November at 1300