



Biosciences Postdoc Welcome to UCL

Biosciences Postdocs Committee

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Summary for impatient people

Welcome to the Division of Biosciences

Here is a checklist of the most critical information you need to know when you land at the Division of Biosciences. The list intends to be as complete as possible, however, you might need to take specific actions that are not listed below. In such cases do not hesitate to contact your postdoc representative for help. We might not have all the answers, but we will point you in the right direction.



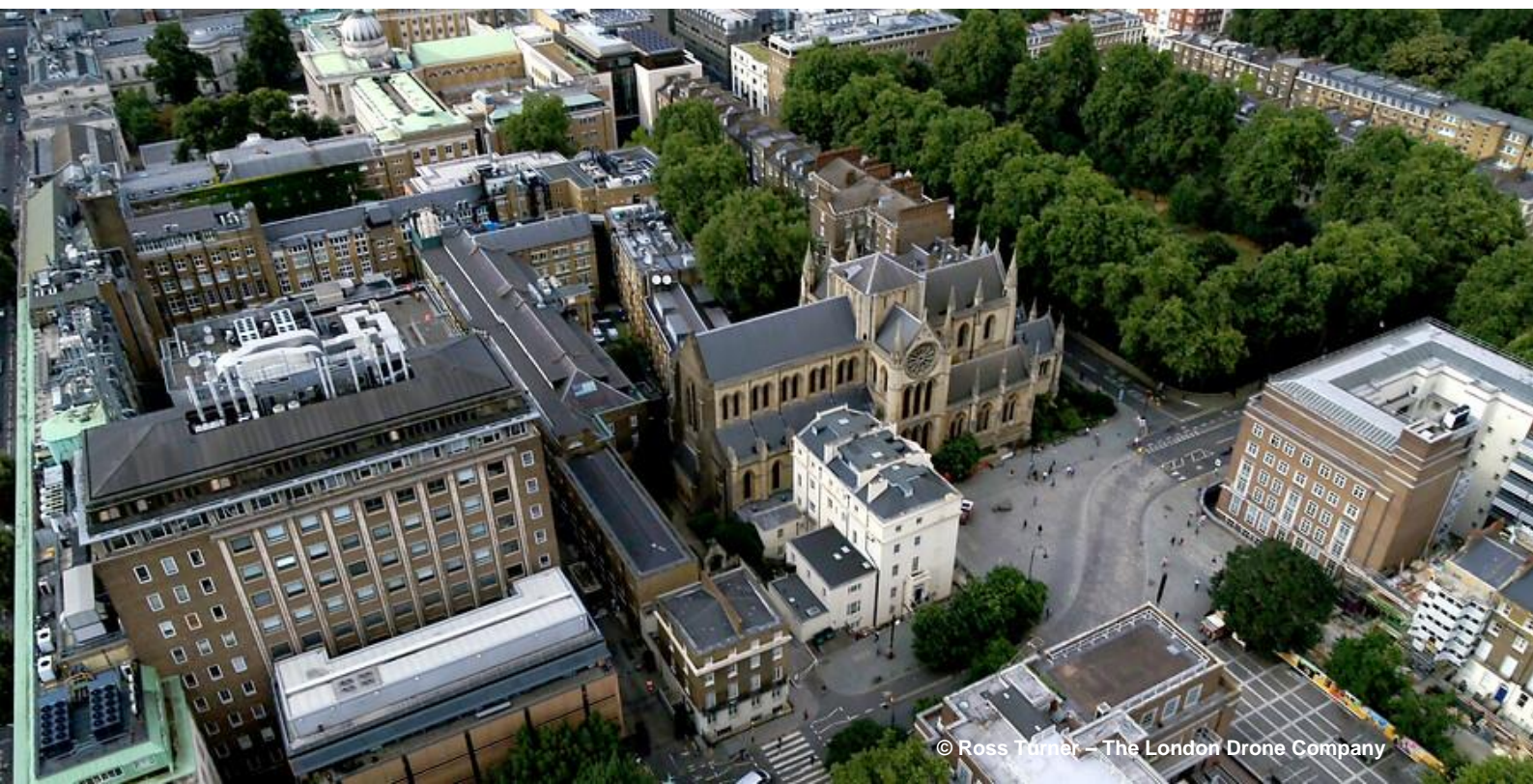
Checklist

When you arrive at UCL...

- ☒ Make sure all requirements for your contract are fulfilled and contract is active.
- ☐ Complete Staff Registration form.
- ☐ Provide bank account information. If you need to open a Bank Account UCL provides a useful guide to open an account in UK for internationals (<https://www.ucl.ac.uk/human->

[resources/pay-benefits/payroll/bank-accounts](#)). Alternatively, you can open an account in Wise or Monzo to receive your payroll. The link to payroll deadline dates for each month is [here](#). Make sure to provide the bank details to HR before the cut-off date for that month, otherwise it will not be processed until the following pay period.

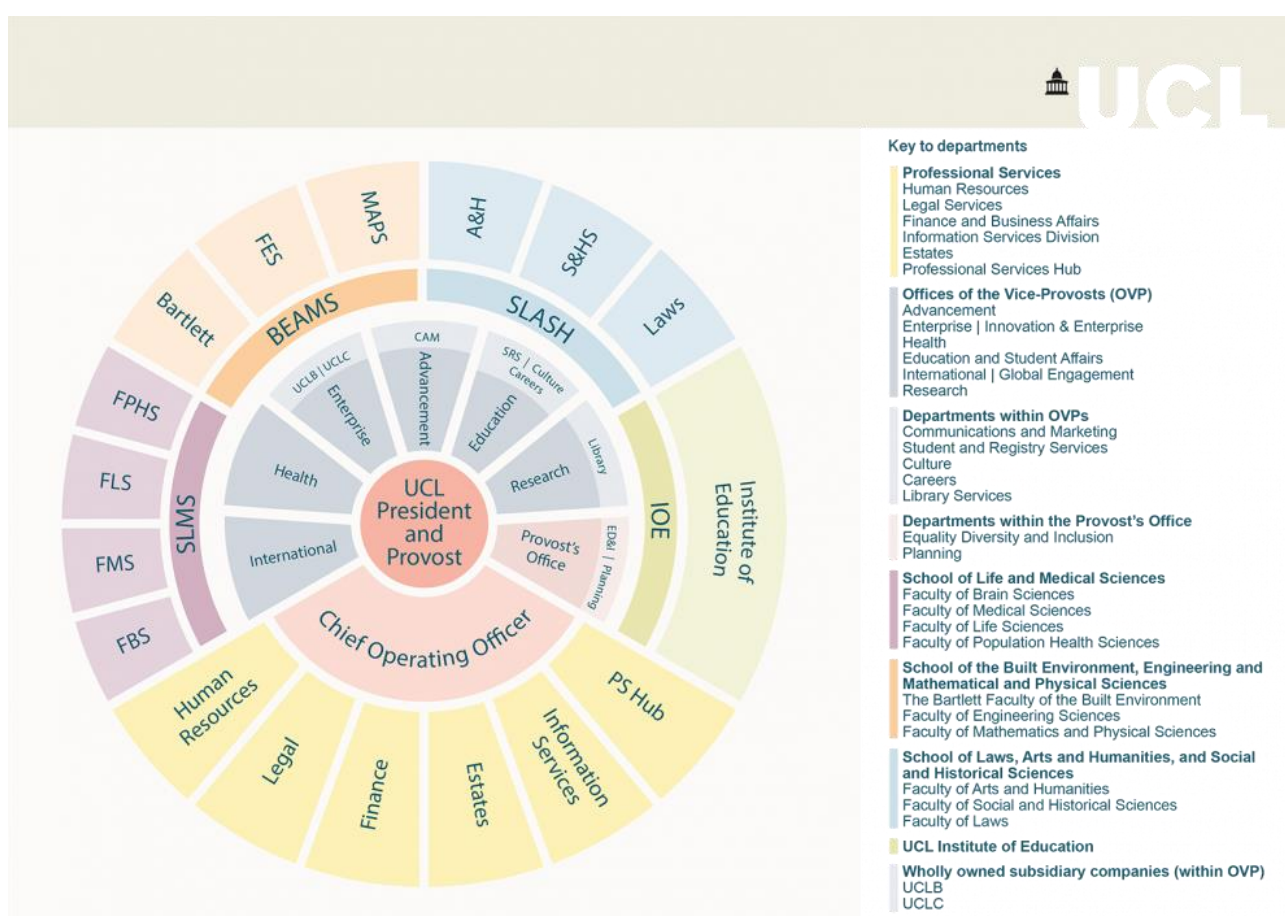
- Get your ID card from UCL [Security](#) Department by [pre-booking](#) an appointment. Remember to bring an identity document.
- You should shortly receive your credentials and an email address. With the information create an account at UCL [MyAccount](#).
- Get in contact with your postdoc representative and sign-up in the Biosciences postdoc Slack channel (https://join.slack.com/t/ucldivisionof-drz1427/shared_invite/zt-vlb2m8tj-YFiRwn0gZAbt25bUWivPyQ).
- Contact [HR](#) to schedule an induction.
- Get in contact with your manager/departmental support staff to know the compulsory training and courses to start working at UCL.
- Get in contact with the operations officer of the building for fire and safety training.
- Set up IT systems like VPN, [Desktop@UCL](#), etc... to be able to work remotely and have access to [print@UCL](#).
- Familiarize yourself with [MyFinance](#) and update information if necessary.
- UCL does not provide on-campus accommodation to Postdocs, so visit websites such as [SpareRoom](#), [Zoopla](#), [Rightmove](#) to find a suitable living space.
- Use the interactive [UCL map](#) to find your departmental building.



Division of Biosciences

Structure, People, Maps

Structure of the Division and Departments



List of centre/department heads and administrators

Division of Biosciences (from School of Life Sciences)

- Director: Professor Andrew Pomiankowski (a.pomiankowski@ucl.ac.uk)
- Manager: **Suzy Adcock** (s.adcock@ucl.ac.uk). I

- Executive Assistant Jess Sutherland (jess.sutherland@ucl.ac.uk)

Departments

Usually, the executive assistant has all the answers you want to get from your department.

- Cell and Developmental Biology (CDB):

- Head: Professor Barbara Conradt (b.conradt@ucl.ac.uk)
- Executive Assistant: Michael Wright (michael.wright@ucl.ac.uk)

- Genetics, Evolution and Environment (GEE):

- Head: Professor Chris Thompson (christopher.thompson@ucl.ac.uk)
- Executive Assistant: Fiona Williamson (f.williamson@ucl.ac.uk)

- Neuroscience, Physiology and Pharmacology (NPP):

- Head: Professor Stephanie Schorge (s.schorge@ucl.ac.uk)
- Executive Assistant: Charlette Bent-Gayle (c.bent-gayle@ucl.ac.uk)

- Structural and Molecular Biology (SMB):

- Head: Professor Snezana Djordjevic (s.djordjevic@ucl.ac.uk)
- Executive Assistant: Tabitha Owen (tabitha.owen@ucl.ac.uk)





Key people in finance and other services

There are senior finance officers for each department:

Rob Williams	Senior Finance Officer - GEE	ucbtrwi@ucl.ac.uk	020 3549 5709 Internal: 65709
Stavroula Lialiou	Senior Finance Officer - SMB	s.lialiou@ucl.ac.uk	020 3549 5470 Internal: 65470
Jonathan Telford	Senior Finance Officer - CDB	j.telford@ucl.ac.uk	020 3549 5472 Internal: 65472
Rebecca Khan	Senior Finance Officer - NPP	rebecca.khan@ucl.ac.uk	020 3549 5471 Internal: 65471

More information can be found [here](#) on the finance and procurement page for Biosciences. These are the people who will know about grant codes and similar funding-based things. This page also includes details of the procurement officers.

Talk to the finance officer for Biosciences, they are often involved with the approval of expenses. So, they are a good person to ask about any expense related questions. The link above also contains a lot of useful information on claiming back expenses, including the [UCL expense policy](#).

Chris Pieri (c.pieri@ucl.ac.uk) is the procurement officer for GEE, SMB and CBD. He is one of the people who hold department credit cards and so is a useful person to contact if you have a conference registration fee or similar large expense that you need to pay.

Naomi Newton-Fisher (n.newton-fisher@ucl.ac.uk) is the Area Facilities Manager at UCL Central. James Michaels (j.michaels@ucl.ac.uk) is the Operations Officer. They are a good first contact for anything related to building works, issues, etc.

For IT issues, contact biosciences-itsupport@ucl.ac.uk or check out their webpage: <https://www.ucl.ac.uk/biosciences/biosciences-it-support>

For issues related to reception of deliveries, contact Biosciences stores: biosciences-stores@ucl.ac.uk

Map of campus and buildings

Departments, cafeteria, library, HR office, stores, etc

Use this to plan an itinerary within the campus (e.g how to navigate from Medawar Building to Gavin de Beer Lecture Theatre): <https://www.ucl.ac.uk/maps>



Places to eat (or drink) on and off campus

<https://www.ucl.ac.uk/students/news/2020/dec/where-eat-and-drink-around-campus>

Japanese Garden / Refectory (Every Tuesday at 10:30am)

Print room café in the South Quad (Anytime 8:00 – 19:00 term times)

There are coffee machines around campus for coffee urgencies

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Career Management

HR, visa, salary, promotion

UCL induction activities

Most up-to-date: <https://www.ucl.ac.uk/human-resources/learning-development/ucl-welcome-space>

UCL pay scale

More information here: <https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales>

Info on promotions/pay rises

Most up-to-date: <https://www.ucl.ac.uk/human-resources/policies-advice/appraisal-review-and-development-scheme-resources>

Please note that workshops are run within the division on the awards and promotions process, where you will learn about the process and be able to ask questions. Keep an eye out for these!

What are promotions and rewards?

Promotions = going up a grade e.g. going from grade 7 to grade 8.

Rewards = include accelerated increments, contribution points, and one-off payments (or 'acting up allowances').

- Accelerated increments: You want to go up, within your grade, within the blue spine points (see grades here). This will be in addition to the annual increment increase of 1 spine point.

- Contribution points: This is when you are in the grey section of the spine points in your grade, so you are at the top of your grade, and want to continue moving forwards within that grey section. (again see grades [here](#)).
- One-off payments, or acting up allowances: This is for when you are undertaking the duties required of a higher graded post (not just for annual leave/sickness cover), or a significant number of additional duties, for more than six consecutive weeks. You can be considered for one-off, additional sums to cover this period of working beyond what is expected for your grade (see here for information on 'acting up allowance' and 'honoraria').

Each year, in August, your pay is increased automatically by moving you up a spine point on the pay scale. The UCL pay scales can be found [here](#). Postdocs who are still waiting for their viva or waiting to officially receive their PhD usually start on a point in grade 6 and then when you have your PhD you are moved onto the start of grade 7.

Once a year, you can apply for a promotion or award. The call for application is made at the end of first term with deadline for February for Biosciences. This is for instances where you have taken on more responsibility and/or are considered in some areas to be working above and beyond the expectations of your role.

To apply, you must have had an appraisal in the last 9 months. You can be put forward by your line manager, or you can put yourself forward directly to the Departmental Selection Committee **if** you do not have the support of your line manager.

To apply, you must complete an appraisal outlining how you have **surpassed** your objectives (though you can state why an objective was not met if something prevented this) and how you are going **above and beyond** what is expected of you. You must also complete the associated form that is sent round by email. More information and the request form can be found [here](#).

Note that rewards are not grant dependent. If the money needed for an increase is not available within your grant, then the division will cover the increase.

Tailoring your appraisal

Your application for an accelerated increment or contribution point will be assessed based on your most recent appraisal.

When filling in your appraisal form, you must refer to the [academic careers framework](#) (use the terms from this explicitly, to make things easier for the reviewing panels, if you can) and show how you are:

- Meeting the objectives you set previously, and
- Going above and beyond those objectives.

Evidence is needed!

The academic framework outlines 4 main working areas (research, teaching, enterprise and external engagement and institutional citizenship). Within each of these areas, within each grade, the framework outlines the ways in which you should be working within that grade. Explicitly give examples for these where possible and write the relevant bits of the framework in your appraisal.

Your most recent appraisal and increment/contribution point form should be sent to your department's Executive Assistant ; information is in the email that is sent round. It will be assessed first by the Departmental Selection Committee. Then, if you meet their requirements, it will be sent on to the Divisional committee and then the Faculty level selection committee, who make the final decision. If your application is not sent through all of the stages and you feel you have been assessed unfairly, you can appeal at any stage of the process.

If you are successful, increments are added to pay in August. This is when the usual annual increase occurs as well. So, if you have applied, and are successful, in getting 1 accelerated increment spine point, your pay will go up by 2 spine points in August (the applied for one, and the annual one).

Promotion & appraisal

Promotions, i.e. moving up a grade, are a bit different. These require an official format, full CV, regrade request form, appraisal, and personal statement. You are assessed against the academic framework and the facilitators recommended writing your statement and CV using the terms/language in the academic framework document(s) and providing clear evidence. This is a more complicated process that was not fully covered by the workshop.

Guidance within Biosciences is currently very vague on promotions for postdocs. Recent experience seems to be that postdocs are not promoted from grade 7 to grade 8. In the first instance it might be advisable to try for additional increments or contribution points.

Visa related enquiries

Currently, UCL do not offer immigration advice but encourage queries to be sent to Immigration specialists NewlandChase (ucl@newlandchase.com).

Traveling to the UK for the first time ([here](#))

In the link above you will find information covering UK and UCL Covid-19 policy and quarantine, accommodation, money and bank accounts, health and emergencies and information about groceries and other important shopping for a newcomer. There are other important advice regarding UCL ID-cards and how to stay well and find support.

Everything about VISAS

- [UCL can provide support and advice](#) to members of staff about VISA related issues. You can also find *Office of the Immigration Services Commissioner* (OISC)-registered immigration advisers to obtain assistance obtaining permission to stay in the UK.
- [Standard visitor visa](#): If you're coming to the UK for a short period of time (up to 6 months), you can get a standard visitor visa. This visa is valid for tourism, studying and academic purposes, but **not for working** (permanent academic position). Therefore, as a Postdoc,

you can have this visa to visit the laboratory, for your interview, or if you're working in another institution overseas and are planning to come to the UK for an exchange. Depending on the country of nationality, you can have this visa for free at the Immigration Border in the airport when arriving in the UK (guaranteed you have all the necessary documents) or you can apply in advance in your country paying a fee. Please ensure that you have a travel insurance before your flight.

- [Skilled worker VISA](#): A Skilled Worker visa allows you to come to or stay in the UK to do an eligible job with an approved employer. This is most probably the Visa category you'll fall into as a Postdoc from overseas. The process is Follow the link above to learn about how to apply, eligibility, duration, costs, etc.
- For visa applications you might need to first apply for ATAS (Academic Technology Approval scheme) certificate (depending on the nature of research being carried out). Please consult your HR and manager to check if your visa requires an ATAS certificate. The ATAS certificate takes about 20 working days. Following receiving your ATAS certificate, your departmental HR can provide you with the Certificate of Sponsorship (CoS) which takes about 2 days. You can start applying for the visa after that. Please bear in mind that you might have to pay Immigration Health Surcharge upfront for the number of years you are applying your visa for.
- [Global Talent Visa](#): You can apply for a Global visa if you have received a UK recognized funding or are joining as a postdoc in a research grant by endorsed funder. Please contact the departmental/UCL core HR about this visa and if you could apply for it. Find UCL's guidance [here](#).
- [Non-Tier 4 immigration advice](#): UCL can provide support and advice to members of staff about VISA related issues. You can also find [Office of the Immigration Services Commissioner \(OISC\)-registered immigration advisers](#) to obtain assistance obtaining permission to stay in the UK.

- [Tier 5 VISA \(Temporary Work – Government Authorised Exchange visa\)](#): This VISA allows you to come to the UK for short period for training, temporary work, research or fellowship. Follow the link above for more information.
- [Hong Kong BN\(O\) Visa](#): For British National (Overseas) (BN(O)) citizens ordinarily resident in Hong Kong, and their immediate family members.
- [More information about VISA applications to the UK](#): The UK government has a set up a web with all the information related to VISAS for coming to the UK. You can find other types of VISAS (Like Health and Care worker, entrepreneur, investor, stat-up, etc...). Please visit the [visas and immigration](#) webpage at GOV.UK to learn more.
- **Apply for a Schengen VISA** ([here](#)). The UK is NO longer part of the Schengen space therefore, if you want to visit a country in the Schengen zone you need to apply for a VISA. Follow the link to know more about the [Schengen area](#) and the [Schengen VISA policy](#).



Admin stuff for postdocs

Administrative & academic support

Find out who is your admin person and get to know them, they usually have all answers!

GEE

- Fiona Williamson (f.williamson@ucl.ac.uk)
Executive Assistant, Darwin Building room 111, Ext 32246
- Muslima Chowdhury (muslima.chowdhury@ucl.ac.uk)
Centre Assistant for IHA and CLOE, Darwin Building 3rd/4th floor Offices, Ext TBC
- Jackie Gadd (j.gadd@ucl.ac.uk)
Centre Assistant for UGI, Darwin Building room 210, Ext TBC
- Amy Godfrey (amy.godfrey@ucl.ac.uk)
Centre Assistant for CBER

SMB

- Tabitha Owen (tabitha.owen@ucl.ac.uk)
Executive assistant and inclusion officer, Darwin Building, Internal: 32308
- Stavroula Lialiou (s.lialiou@ucl.ac.uk)
Senior Finance Officer, Internal: 65470
- Thushyanthi Sivagnanam (t.sivagnanam@ucl.ac.uk)
Departmental Safety Officer, Internal: 32676
- Adolfo Quinones Lombrana (a.quinones@ucl.ac.uk)
Darwin research facility manager, Internal: 32728
- James Michael (j.michaels@ucl.ac.uk)
Darwin Building Operation and safety officer, Internal: 37374

CDB

- Michael Wright (michael.wright@ucl.ac.uk)
CDB Executive Assistant, Internal: 25009
- Jonathan Telford (j.telford@ucl.ac.uk)
CDB Finance Officer, Internal: 65472



NPP

- Charlette Bent-Gayle (c.bent-gayle@ucl.ac.uk)
Executive Assistant, Medical Sciences Building
- Rebecca Khan (rebecca.khan@ucl.ac.uk)
Senior Finance Officer, Medical Sciences Building
- Emilie Avisse (e.avisse@ucl.ac.uk)
Staffing Administrator, Medical Sciences Building
- Ian Coombs (i.coombs@ucl.ac.uk)
Experimental Officer, Medical Sciences Building

Other important contacts and addresses:

- Operations Development Manager: Brian Campbell (brian.campbell@ucl.ac.uk)
- Operations Officer: Sunny bae (s.bae@ucl.ac.uk)
- Staffing Team Manager: Nadia Ali (nadia.ali@ucl.ac.uk)
- Human Resources: hr-services@ucl.ac.uk
- Workplace Health services (ohsadmin@ucl.ac.uk)
- IT Team and Resources (itforslms@ucl.ac.uk)



Slack & Teams: how we communicate on a hybrid campus

Division of Biosciences Postdoc's Slack channel

<https://ucl.us15.list-manage.com/track/click?u=b74f052e9129055e97b52a9b5&id=74e4701557&e=b94bb35c0b>

More information on using Microsoft Teams:

<https://www.ucl.ac.uk/isd/services/communicate-collaborate/microsoft-teams>

Website & where to find information

GEE: <https://www.ucl.ac.uk/biosciences/gee/postdoctoral-researchers>

SMB: <https://www.ucl.ac.uk/biosciences/smb-post-docs>

CDB: <https://www.ucl.ac.uk/biosciences/cell-and-developmental-biology/postdoctoral-training>

NPP: <https://www.ucl.ac.uk/biosciences/neuroscience-physiology-and-pharmacology/postdoctoral-research>

Finance & procurement

<https://www.ucl.ac.uk/biosciences/finance-and-procurement>

The web link above contains all the main information for Bioscience finance and procurement. This includes email addresses for relevant contacts (see also section 2.3 Key people in finance and other services).

Expenses can be claimed via MyHR. The UCL expenses policy can be found through the above link. All expenses can be submitted online. You will often need to attach a photo of a receipt. Hard copies are no longer required.

Payslips can be accessed and downloaded via UCL MyFinance (again, accessed via MyHR).

Useful codes for ordering

Department finance codes:

- GEE is F99
- NPP is G02
- SMB is G03
- CDB is F96

Personal finance FAQs

Check out these UCL staff financial benefits: <https://www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits/financial-benefits>

These involve season tickets, cycle loans, discounts on renting a property, costco membership, TOTUM card, immigration loans etc.



Travel & conferences

Booking travel and accommodation

Clarity

Main UCL help page on travel for business: <https://www.ucl.ac.uk/staff/task/travel-ucl-business>

When booking travel and accommodation for work reasons including conferences and field work, you must use the UCL travel provider [Clarity](#). Through this system you can book flights, trains, international rail, taxis, parking, hotels, lounges and car hire. Before you start the process in Clarity you will need to arrange Travel Insurance and to create a Risk Assessment (Both requirements are easy to fulfil, read the sections below to know how). The online system is very easy to use, there are help documents available if you need them. The people that work at Clarity on the UCL account are also very helpful and usually respond to requests very quickly, so if you have specific issues it can be good to get in touch directly. For UCL funded travel, you can email them at this address: uclbusinesssupport@claritybt.com. If you can't find a conference lodging, a specific transport route, a conference, etc, don't panic. Contact your finance officer in your department and they will give you advice.

Travel expenses

You can usually claim back expenses from your travels very easily. The UCL Expenses policy, with detail of what is and what is not allowed to be claimed on expenses can be found [here](#).

To submit an expense claim, you must fill in an expense request through the MyFinance system which can be accessed via the MyHR portal. This will include detail on when the cost took place, what it was for, the amount and an image of the receipt. You will need to add information on where the payment for this claim is coming from (i.e. which grant is paying for it). For this you will need the project code and award number. You will also need to select a task code, (e.g. D-TRA for travel and subsistence costs). This claim is submitted

for approval from the relevant people (usually the grant holder and Savannah Lahtinen (s.lahtinen@ucl.ac.uk), who is a finance officer for Biosciences. She is the person to ask if you have problems with submitting expense claims. She may reject your claim but will usually email you and tell you what you need to change for it to go through!

Lists of expense codes and other usual information can be found here: <https://www.ucl.ac.uk/finance/finance-systems/data-codes#>

More information on expenses can be found here: <https://www.ucl.ac.uk/finance/expenses-insurance/policies-guidance/staff-and-non-staff-expenses>

Arrange travel insurance

If you are going to a conference, field work, or any other job related activity, UCL has a Business Travel Insurance policy that will insure UCL employees and students who are normally resident in the UK. When travelling on UCL business you'll **need to register your trip** through **TravelCert** (<https://travelcert.ajg.com/#/activation>), an automated system which allows users to register travel details covered by UCL travel insurance policy. You can find information about how to register your trip online here (<https://www.ucl.ac.uk/finance/expenses-insurance/travel-advice/register-your-trip#>).

Risk Assessment

UCL now requires that a Risk Assessment is created for any UCL business travel. There are good resources that will help you generate and get approval in your Risk Assessment. You can find a good guide here (<https://www.ucl.ac.uk/safety-services/sites/safety-services/files/ra-creating.pdf>). Remember that you need your Risk Assessment approved prior to register your trip with TravelCert.

Booking holiday

The annual leave year runs from 1st October until 30th September.

Full time staff are entitled to 27 full days of annual leave. This equates to 197.10 hours. In addition to this, staff are also entitled to bank holidays (8 per year) and UCL closure days (usually 6 per year). Closure days and bank holidays are usually listed at the bottom of the term dates page of the UCL website [here](#).

Annual leave is booked through the [MyHR](#) system, which you log into using your UCL credentials. This process involves creating an annual leave, or other form of leave, if necessary, submission which is sent to the relevant people for approval. Note that leave is recorded in hours rather than days, it can be a bit confusing at first!

Look here for more information on UCL annual leave entitlements and policies: <https://www.ucl.ac.uk/human-resources/policies/2021/sep/annual-leave>

Please make sure to take days off! You are entitled to it and breaks are needed!



Postdoc support for now and later

Seminars

UCL Biosciences postdoctoral committee holds career events every 2 months to provide ideas and life experiences from people that have taken different career paths such as academia, industry, translational research etc after their PhD. There are continuous seminars by departmental members about the exciting work done by their or their labs.

UCL has various training courses from individuals at UCL and organizations outside UCL for grant writing, CVs for academia/industry, lab management, coaching, leadership skills to name a few. UCL also organizes courses related to using various tools/new development, funding opportunities etc. Various seminars from different funding agencies such as Wellcome etc lets us know about the funding options and fellowships available for postdocs. The university also takes the wellbeing of the employees seriously and there are various seminars about management of stress and anxiety.

Career support & professional development

UCL provides a broad range of resources for career development.

[UCL Careers](#): In UCL Careers you will find personalised support to help you decide your next professional step, to identify development opportunities to meet your professional goals and will give you assistance in your recruitment process. Book a one-to-one interview to get personalised support for a successful professional career. Follow *UCL Careers Researchers* on Twitter ([@uclresearchers](#))

- Career support for researchers: <https://www.ucl.ac.uk/careers/about-us/who-can-use-our-services/researchers>
- Develop grants and fellowship e-learning resource: <https://liveuclac.sharepoint.com/sites/ODdeveloping-grants-and-fellowships/>

[UCL Arena](#) is UCL's professional development pathway for teaching: If you're a postdoctoral researcher, the [UCL Arena for Postdoctoral researchers](#) programme offers you a range of flexible opportunities for developing your teaching and supervision, and for gaining a qualification to teach (Higher Education Academy (HEA) fellowships). (Sign up for our monthly [e-newsletter](#))

[Research Development Programme](#): UCL is committed to supporting the professional and career development of researchers. UCL offers courses and training designed to help you to expand your research and transferable skills, to enable you to make the most of your potential and to help ensure the ongoing creation of excellent research outcomes at UCL and beyond.

- Leadership, management and Career planning: <https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/researcher-development/research-staff-development-programme-4>
- Research staff: engagement, influence and impact. Learn about research networking & partnership and find research impact training opportunities: <https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/researcher-development/research-staff-development-programme-1>

[The Neuroscience Careers Network](#): Neuroscience Careers Network (NCN) aims to promote the professional development of UCL's Neuroscientists. The Network encourages interaction and mentoring by organising career-advice seminars, workshops and talks covering a variety of topics relevant to early and mid-career neuroscientists. It also provides a platform for careers advice and the dissemination of information regarding jobs, training, and funding opportunities.

[Continuing Professional Development \(CPD\)](#): Short courses designed to enhance your skills and knowledge in the workplace and help you meet mandatory training requirements in your profession

More leadership courses and training opportunities:

- Leadership programme for postdocs: <https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/researcher-development/researcher-initiatives-networks-0>

- Leadership programme for research team leaders (including fellows who are leading their team for the first time): <https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/researcher-development/research-team-leaders>
- The lab leader series (leadership with LMS specific content): <https://liveuclac.sharepoint.com/sites/ODLabLeaders>
- Coaching skills e-learning resource (coaching is a key skillset for leadership): <https://liveuclac.sharepoint.com/sites/ODPeer-CoachingResourcesForEarlyCareerResearchers>

Biosciences Postdoc committee

Your Postdoc Representatives (Biosciences Postdoc Committee):

- Hannah (h.britt@ucl.ac.uk) SMB Department
- Emeline (emeline.favreau.15@ucl.ac.uk) GEE Department
- Jonas (jonas.hartmann@ucl.ac.uk) CDB Department
- Charlie (charlotte.outhwaite.14@ucl.ac.uk) GEE Department
- Guillermo (g.lopez-domenech@ucl.ac.uk) NPP Department
- Tanushree (t.kundu@ucl.ac.uk) CDB Department
- Maria (m.tossounian@ucl.ac.uk) SMB Department
- Juliane (j.fagotti@ucl.ac.uk) NPP Department
- Neeladri (n.sen@ucl.ac.uk) SMB Department

There are also departmental staff who are liaising with the committee, including Professor Patricia Salinas - Biosciences Staff supporting Postdocs.

Funding

Details from UCL about Funding Opportunities can be found [here](#). GrantFinder can be used to find funding opportunities and deadlines for UK funding agencies. Most common funding agencies are BBSRC, EPSRC and NERC can be used to fund biological research in UK along with various other postdoctoral funding such as Newton fellowship, Marie Curie Fellowship etc.

Mentoring

Essentially mentoring is a process where one person offers help, guidance, advice and support to facilitate the learning and development of another. However, mentoring provides many personal and professional benefits not just to the mentee but also to the mentor. UCL recognises 'Valuing our staff' as a key enabler to delivering the strategy, emphasising the importance of investing in staff, and mentoring is highlighted as an objective for addressing personal development needs. Mentoring is associated with a wide range of positive personal and career outcomes, both for mentors and mentees. You can find information about the mentoring program at UCL here (<https://www.ucl.ac.uk/human-resources/learning-development/coaching-mentoring-and-team-development/mentoring>). Download the "UCL Mentoring Handbook" here (https://www.ucl.ac.uk/human-resources/sites/human_resources/files/ucl_mentoring_handbook_website.pdf), which includes relevant templates on contracting, evaluations and how to make the most of mentoring meetings. You can also access this mentoring guideline (<https://leadershiplive.hult.edu/resource/develop/mentoring/read/mentoring-learning-guide?connection=UCL>) if you want to know more.

It is strongly advisable that you research a bit on the senior members of your Department, Division or Faculty to find an appropriate mentor. However, do not limit yourself to your academic environment, a mentor can also be found outside academia, or you could have several mentors either from within or outside academia.

Mailing lists

Make sure you are added to all your relevant mailing lists in the Division and in your department:

- biosciences.all@ucl.ac.uk / biosciences.postdoc@ucl.ac.uk
- cdb-all@ucl.ac.uk / cdb-postdoc@ucl.ac.uk
- gee-all@ucl.ac.uk / gee-postdoc@ucl.ac.uk
- npp-all@ucl.ac.uk / npp-postdocs@ucl.ac.uk

- smb-all@ucl.ac.uk / smb-postdocs@ucl.ac.uk

...and Newsletters:

- Biosciences Divisional Newsletter: biosciences.communications@ucl.ac.uk
- Biosciences Research Funding Newsletter: biosciences.newsletter@ucl.ac.uk
- Researchers Newsletter: [UCL Careers](#)
- News and Events: neurosciencedomain@ucl.ac.uk
- UCL Neuroscience Domain: <https://us13.list-manage.com/subscribe?u=91eabefd5ae9fe175b836dafe&id=e444610da1>

Research & writing support

UCL offers a range of services and resources to support your research and academic writing.

Academic writing and speaking

UCL offers several resources to help students/researchers with their general academic writing and speaking skills.

Grant/Research proposal

The resources and steps involved in writing and submitting a grant application in life and medical sciences at UCL are listed [here](#).

UCL also provides awards to pay someone to assist you in preparing and interdisciplinary grant proposal through [Bridging the Gaps](#) programme.

External resources that could be used to support your application are provided [here](#).

Writing and publishing a paper

UCL offers a [course](#) and a [workshop](#) on how to write a scientific, medical or technical research paper and get it published in a journal.

UCL library services

Provides a number of services and resources to assist UCL students and staff with your research projects including research data management, bibliometrics and copyright advice.

External sources of writing

UCL also has a licence for [Linkedin Learning](#) (formerly Lynda.com), the online video training provider. Linkedin Learning has several short courses on writing, such as writing in plain English.

IT & data storage

- Software database: <https://swdb.ucl.ac.uk/>
- Training, Servers, Storage: <https://www.ucl.ac.uk/research-it-services/>. They offer coding workshops, list of computational servers, tips on reproducible research.
- [Print@UCL](#)

Teaching

Postdocs at UCL Biosciences are encouraged to teach, for instance by leading a lecture in a module led by the PI, or by applying to the Division's funds that are available to support postdocs on secondment to 0.5FTE Lecturer (Teaching) position. Look out for opportunities from Sarah Davies (Strategic Research and Development Manager, s.k.davies@ucl.ac.uk), sign up for [UCL's Learning Academy Research newsletters](#).

UCL Arena

UCL Arena is UCL's professional development pathway for teaching: a scheme of awards accredited by the Higher Education Academy giving teaching and support staff nationally

recognised fellowships. IT also provides professional development for postdoctoral researchers looking to develop their teaching and supervision.

<https://www.ucl.ac.uk/teaching-learning/professional-development/ucl-arena-fellowships>

You can also join the Arena News and Events on Teams clicking [here](#).

Wet laboratory facilities

- Genomics facilities: find your favourite platforms here:
<https://www.ucl.ac.uk/science-technology-platforms/genomics>
- Sequencing facility (Sanger): contact the manager gee-sequencing@ucl.ac.uk
- Central molecular lab: contact the Manager Bill Andrews (w.andrews@ucl.ac.uk)
- Microscopy facility: contact the Manager Chris Thrasivoulou
(c.thrasivoulou@ucl.ac.uk)
- Fish facility: contact the Manager Carole Wilson (carole.wilson@ucl.ac.uk)
- More facilities here: <https://www.ucl.ac.uk/science-technology-platforms/>



Working environment

Health & safety

Often lab managers and departmental admin staff will be your first port of call when enquiring about health and safety (in the wet lab, in your office, on fieldtrip, in conferences). Reach out to them.

Sometimes there will be several risk assessments to create, which will be specific to your situation, and might take more administrative time than expected.

More information here: <https://www.ucl.ac.uk/biosciences/division-biosciences-health-and-safety>

Health & wellbeing

Being well at UCL

“We work to support psychological wellbeing of the UCL community. Recognising the importance of practicing self-care, showing kindness and managing compassionately.”

Use the link above to get access to the following and more:

- General health and wellbeing advice
- Support with pandemic and home-working related issues including advice on hybrid working
- Twitter and Instagram pages: [@UCL Wellbeing](#)
- They have a great monthly newsletter with details of information and events

UCL Occupational Health

“A comprehensive occupational health service for UCL staff and professionally regulated students.”

The occupational health pages of the UCL website present what is available to both staff and students in terms of support. This includes information on eyecare services, counselling services and online cognitive behavioural therapy.

Staff can contact occupational health using this address: ohsadmin@ucl.ac.uk

Sustainability & Wellness

The [Sustainable UCL website](#) showcases the work UCL does on sustainability and how staff and students can get involved. You can find information on the [Sustainability Strategy](#) for 2019-2024, [recycling and plastic free initiatives](#), and work to introduce [nature](#) onto campus.

Many departments have Green Champions who work to promote sustainability with their areas. Information on who is a Green Champion in your department can be found [here](#). If there isn't one, perhaps there is an opportunity for you!

Living in the UK/London (as a foreigner)

London is a big city and rents and living expenses can be higher compared to most other cities. Most people working in London live in the outskirts of the city (zone 3 and above). The city has very public transport and connectivity (via tubes/buses/trams/overground/DLR etc some of which run 24*7), which makes it easier to commute to UCL even if one stays far away. Places to rent can be found via RightMove, Zoopla, Openrent, SpareRooms etc. Please verify the agencies and landlords before proving any deposits/rent and read the rent agreement properly before signing it. You can also search regarding the crime rate of the area via UK police's website to get an idea of the safety in the neighbourhood. After renting you might need to apply for change in names in bills such as internet, electricity, gas, water, TV license, council tax etc. For health services one needs to be registered to a GP close to the place of stay. The application process will provide you with an NHS number to which all your health records will be linked. The dentist needs to be registered separately depending on availability of dentist to new NHS patients. One is allowed to go for private dentist treatment too which is costlier than that provided by NHS. London being extremely

multicultural you can find food items/restaurants/cultural activities from your country at various places; hence you will not feel homesick in London.

Bullying and harassment support (including Dignity)

Dignity advisors: The University has a network of trained Dignity Advisors who provide an informal, confidential information service to staff and students on issues relating to bullying, harassment, and sexual misconduct. Your advisors at the Faculty of Life Sciences are:

- Wendy Birch (w.birch@ucl.ac.uk)
- Sandrine Geranton (sandrine.geranton@ucl.ac.uk)
- Sukh Thiara (s.thiara@ucl.ac.uk)

Pregnancy and parenthood at UCL

UCL is fully committed to helping working parents balance the needs of work and family life, and appreciates the importance of providing greater choice for parents in how they arrange parental care during the first year of a child's life. Maternity/parental leave and caring for your child is extremely rewarding but it is also a big change from your normal working routine. It can be a stressful and lonely experience without the appropriate support. Please, visit UCL website to learn about how UCL support you through your pregnancy and early parenthood to make the most of your leave time [here](#). Also, look at the UCL Parental Leave and Pay Policy. Both resources have been developed to guide staff through the management of maternity and parental leave, by providing a concise overview of what to expect and what to consider before, during and after maternity/parental leave.

UCL is also committed to helping working parents to balance work and family life, whilst this is compatible with the interests of the University. Returning to work after parental leave can be difficult, balancing work and childcare. There are several facilities and policies to help ease the transition process which you can check [here](#).

THIS DOCUMENT WAS LAST UPDATED ON 1 AUGUST 2022. INFORMATION CAN CHANGE QUICKLY SO ALTHOUGH WE HAVE TRIED OUR BEST TO BE ACCURATE, YOU SHOULD CHECK THE RELEVANT WEBSITES BEFORE DOING ANYTHING IMPORTANT

COVER PHOTO: Matt Clayton