UCL Cancer Institute Postdoc Welcome Pack

www.ucl.ac.uk/cancer
@uclcancer

Contents

Welcome to the Cancer Institute!

3 simple steps to hit the ground running:

1. Email the postdoc committee to let us know you are here at ci.postdoccomittee@ucl.ac.uk. We will add you to the postdoc mailing list. If you see us around don't hesitate to say hi!

2. Visit the CI website and postdoc webpages

3. Follow us on Twitter @UCL_CI_Postdocs

CI Postdoc Society Mission:

1. To **encourage scientific discussion**, networking and collaborations between early career researchers.
2. To **support career development** though resource identification and promoting skills sharing.
3. To promote a collaborative, inclusive, supportive, creative and sustainable **research environment.**

An introduction to the Cancer Institute and Faculty of Medical Sciences

The Cancer Institute is a division within the Faculty of Medical Sciences which also includes:

- UCL Medical School
- UCL Division of Infection and Immunity
- UCL Division of Medicine
- UCL Division of Surgery and Interventional Science
- UCL Eastman Dental Institute

The UCL Cancer Institute is the hub for cancer research at UCL, one of the World's leading universities. The Institute draws together over 400 talented scientists who are working together to translate research discoveries into developing kinder, more effective therapies for cancer patients.

Institute Director: Professor Tariq Enver

Deputy Director and Clinical Lead: Professor Jonathan Ledermann

Research departments: UCL Cancer Institute is structured around five research departments that span our three Institute sites at UCL and the Royal Free Hospital:

- Cancer Biology - Dept. Head: Professor Simona Parrinello
- Clinical Trials - Dept. Head: Professor Allan Hackshaw
- Haematology - Dept. Head: Professor Kwee Yong
- Oncology - Dept. Head: Professor Daniel Hochhauser
- Pathology - Dept. Head: Professor Adrienne Flanagan

Cancer Institute resources/initiatives

Seminars/discussions:

- **CI research in progress seminars (CIRPS):** Tuesday 10-11.30 weekly. Tea/coffee/food/networking after.
- **Postdoc town hall meetings:** we host termly town hall meetings with the institute director Tariq Enver to provide a forum for postdocs to voice any concerns/issues/questions to senior management.
- **Training Programme for Cancer Institute Researchers**. The full programme is compulsory for first-year PhD students but is open to all CI staff and students. Email notifications will be sent to the CI staff mailing list.
- **Athena Swan seminar series.**
- **Other CI seminars** are organized on an ad-hoc basis
- **Annual CI retreat** and **annual CI postdoc retreat**

Postdoc buddy: when you join the CI, you will be assigned a postdoc "buddy" within your research department. They will be a friendly face to help welcome you to the institute and a potential point of contact for any queries during your first few weeks and months at the CI. They should arrange to have an initial welcome meeting within your first few weeks.

Mentoring: The Cancer Institute offers a [Mentoring Scheme](#) in collaboration with seven other UCL Institutes, with more than 100 mentors with whom you can establish a mentoring relationship to gain support and guidance.

How to get involved? First attend a brief training session aimed at both mentors and mentees, to explore what mentoring is, what it involves and how it works so you can make a start to set up your mentoring relationship. You can either attend one on the regular mentoring training sessions (keep an eye out for emails) or you can attend the self-enrolment online training via [this link](#) (key: Mentoring2021).

If you have any question don't hesitate to contact the CI mentoring champions Lucia Cottone, Nnenna Kanu and Yasmin Morris: ci.mentoring@ucl.ac.uk. Happy mentoring!

Postdoc mailing list: In the middle of an experiment and realise you're missing a reagent? Want some advice on a particular technique but don't know who does it? Want to share a job advert/opportunity with fellow postdocs? Email all CI postdocs at ci.postdocs@ucl.ac.uk. If you are not on the mailing list, contact ci.postdoccommittee@ucl.ac.uk

Public Engagement and Outreach: Established in 2023, the CI public engagement group is aiming to engage public and patients with our research and researchers, with a series of Open Evenings and events. To get involved contact ci.outreach@live.ucl.ac.uk

Annual appraisals, promotions and rewards: You should organise an annual appraisal with your line manager. This allows discussion of your progress, career aspirations, and setting objectives to support your career development and is a requirement for promotion/rewards. The Faculty Reward Committee meets at fixed points in the year to discuss applications for promotions, incremental progression and other rewards.

Accelerated incremental progression/contribution point: reward of an increase in extra spine point (or two) within your grade, this is based on sustained outstanding performance against stretching objectives in your annual appraisal. Funding must be available within your grant.

Promotions: read the academic careers framework here to understand more about the requirements for promotion. The Cancer Institute will cover the extra funding for Junior promotions (Grade 7 to 8).

Contact your line manager (PI) or HR manager Manuela Rossini (m.rossini@ucl.ac.uk) for information.
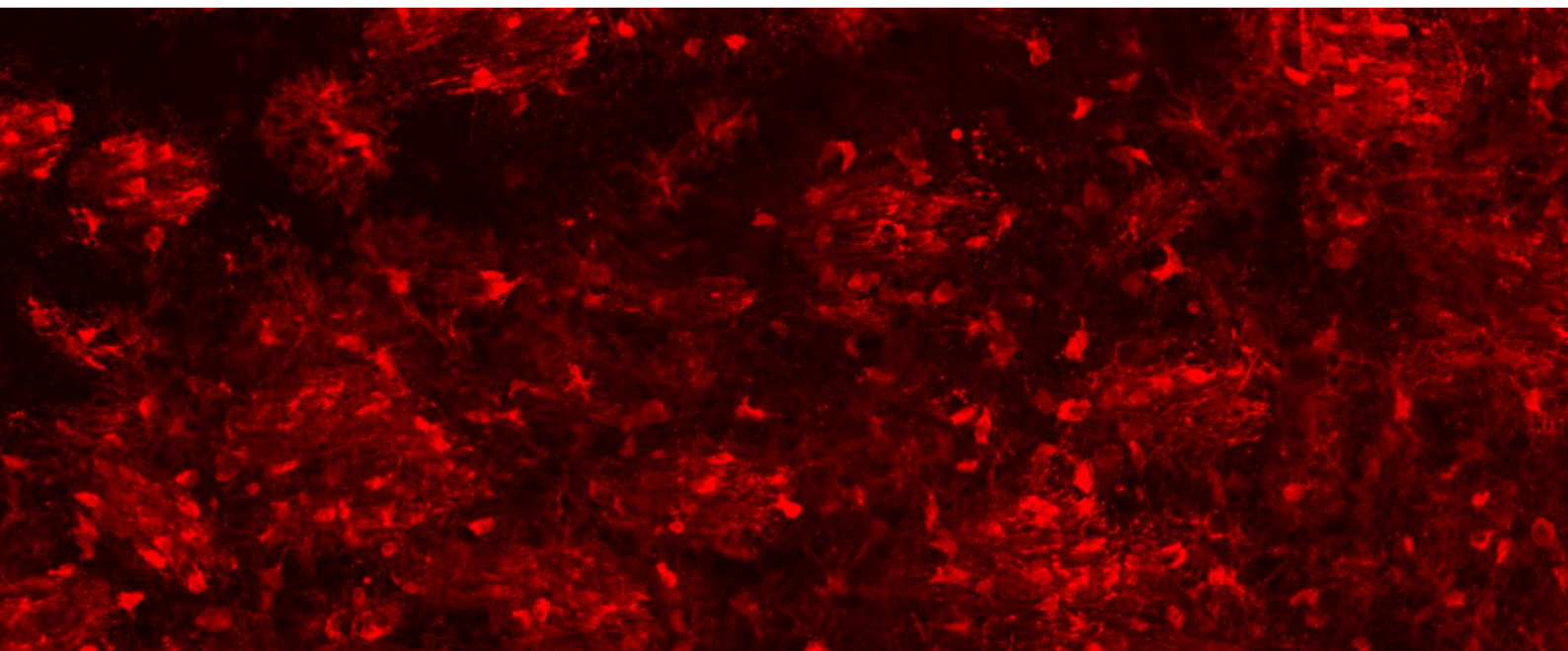
Teaching opportunities:

The Cancer Institute runs the following taught courses:

- Cancer Biomedicine BSc
- Oncology iBSc
- Cancer MSc
- Oncology MSc

If you are interested in teaching opportunities, you can get involved in the following ways:

Personal tutoring: personal tutors are important in providing pastoral care and study support at undergraduate and masters level. Personal tutors can apply for UKAT affiliate membership.

Supervising lab projects: Undergraduate projects run part-time from Nov-March. MSc projects run full-time from April-August.

Teaching support with workshops, lab demonstrating, marking, moodle materials, lectures, running tutorials, etc.

To get involved with any of the above, contact ci.ugeducation@ucl.ac.uk or ci.pgeducation@ucl.ac.uk

For training and development opportunities regarding teaching see the **UCL Arena** and **Arena Fellowship** in the learning and development section below.

Technology platforms

The Cancer Institute has excellent [translational technology platforms (TTPs)](#) that are open to all researchers.

- Flow Cytometry TTP ([website](#), [leaflet](#))
- Genomics TTP ([website](#), [leaflet](#))
- CRUK CoL Single Cell Genomics Facility ([website](#))
- Microscopy and Imaging TTP ([website](#), [leaflet](#))
- Organoid TTP ([website](#), [leaflet](#))
- Pathology Services ([website](#), [leaflet](#))
- Preclinical Radiotherapy Facility ([website](#), [leaflet](#))
- Proteomics Research TTP ([website](#), [leaflet](#))
- UCL ECMC GCLP Facility ([website](#), [leaflet](#))

Cancer Institute researchers can also gain access to other UCL technology platforms including:

Bloomsbury Consortium for Light and Electron Microscopy: This consortium brings Bloomsbury core microscopy facilities under one

umbrella, to offer simplified access to a wide range of cutting-edge instruments, training, and expertise, for all researchers at UCL.

Centre for advanced biomedical imaging (CABI): CABI is one of the most advanced biomedical imaging facilities in the world, and its pioneering capabilities provide imaging solutions to meet today's medical challenges. It has a unique combination of twelve state-of-the-art imaging modalities to advance early diagnosis and interventions and is located in the heart of the UCL campus. Includes MRI, SPECT/PET/CT, photoacoustics, ultrasound, bioluminescence and more.

Mass spectrometry: Mass Spectrometry facilities at UCL ensure researchers have timely access to equipment, resources and expertise necessary to undertake world-leading research.

And more: Science Technology Platforms (STPs)

Research Computing

UCL Research Computing: For storage of your research data, you can apply for a project space of variable size (1st TB is free) from the RDS. UCL also has a number of high-performance computing clusters (Myriad, Kathleen) for bioinformatic tasks.

UCL Computer Science: Computing Facilities are also available to access from the UCL Department of Computer Science but note that there is an expectation that user groups contribute to usage costs through research grants.

Life at the Cancer Institute

Social events:

- **Friday socials** are at 5pm on the last Friday of every month in the Cancer Academy, organized by the Postdoc Society or PhD committee. All staff and students at the CI are welcome.
- **Postdoc brunch** every month in the Cancer Academy
- **Annual Postdoc retreat**

Cycling: Many people at the Cancer Institute cycle to work. There is a shower in the basement. Bikes can be stored at the rear of the Cancer Institute. UCL also partake in the cycle to work scheme.

Cancer Academy: The Cancer Academy (accessible from POGB reception area) is open for all for lunch and has a free coffee machine. It can be booked for large meetings or used for smaller meetings without a booking.

UCL Research Support Services

UCL provides an incredible array of resources for its staff. In fact, we consider ourselves to be sector leaders. Sometimes though, the hardest part can be finding the right website! Here's a list to get you started:

Research Staff Hub: The Research Staff Hub is designed to bring together all the different strands of UCL professional staff support.

UCL Careers: UCL Careers offers events, interview coaching, 1-on-1 sessions, employer and job fairs and more. This is delivered by specialists who are accustomed to working with researchers, many of whom have research and postdoc experience themselves**.** Twitter @uclresearchers @uclcareers

UCL Innovation and Enterprise: UCL Innovation and Enterprise can support you in many ways. They provide training, funding, and advice on starting your own business and commercialising you research outputs. They can also help building partnerships with external companies, and can even help you set up your own continuing professional development (CPD) courses.

UCL Consultants: With the support of your PI, UCL Consultants are available to support your work with outside partners (including companies, government and public sector) when it is being undertaken as consultancy or other non-research service provision. They offer a variety of training programmes, details of which are provided on their website.

UCLB: UCLB (business) is the commercialisation company of UCL and its partner NHS Trusts, covering spin-outs, intellectual property, licensing, etc. If you're an academic or student at UCL working on a novel and exciting idea that shows promise and potential, UCLB are there to help and guide you at every step of your journey from innovation to impact.

UCL Research Coordination Office: Research facilitators from the Research Coordination Office are here to support you in your pursuit of research funding. They can support you with your grant and fellowship applications by checking eligibility, reviewing draft applications and arranging mock interviews.

UCL Translational Research Office: The Translational Research Office help support making basic research into clinic or market-ready products. They provide integrated support for translational research, industrial partnerships, and drug discovery.

UCL Research Services: If you need help with grant applications, Research Services have resources that can help you. If you are applying for funding, please discuss it with your PI well in advance of the funder deadline.

Academic Careers Office: The Academic Careers Office supports academic and clinical academic researchers at UCL to pursue research. They run niche funding schemes, innovative skills training and personal development support including the UCL NIHR integrated academic training programme.

Joint Research Office: The Joint Research Office can help you when you need to set up a new project involving people (such as patients). They can advise you on whether or not you'll need ethics approval and check your approval application and help with sponsorship when needed.

UCL Open Access: UCL's Open Access Team help researchers understand how to make publications open access, meet open access requirements, use UCL's Research Publications Service (RPS) and take advantage of open access funding.

UCL Media Relations: UCL Media Relations team is the university's central press office. They connect journalists to academics and promote UCL research and teaching throughout the global media. If you are about to publish, they can help you with a press release.

UCL Branding and Imagestore: Need to make a poster or use UCL branding? Download templates such as posters, powerpoint presentations, A4 letterheads from the UCL Imagestore (UCL login required). Read more about design guidelines here. The Imagestore also has stock images of UCL buildings and people.

Printing posters: UCL also has a poster printing service. For information, help and advice contact the team via email at posters@ucl.ac.uk or phone on 020 3108 9347. For faster turn-around, there are also alternative companies near to campus.

Learning and Development

UCL Researcher Development: UCL has a wide programme of research staff development courses designed to develop skills for research, professional and career development. Research staff are encouraged to engage in a minimum 10 days for skills development pro rata every year.

UCL Culture - Public Engagement: UCL Culture teams manage museums, theatres, collections and facilitate engagement. The department offers training, networks, funding and opportunities for you to connect your work with groups outside the university. Visit their website for more details and stay in touch via their newsletter and Twitter @UCL_Culture @UCLengage

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. They offer three different schemes that are designed to give the skills not only to research but also to teach effectively.

Arena Fellowship: UCL Arena Fellowship is a welcoming and flexible programme of events and opportunities which focus on advancing research-based education at UCL. Open to all staff, if you teach, support students' learning or if you lead on an area of education, no matter what your job title.

UCL Institute of Making: Need somewhere to spin a pot or 3D print a rocket ship? Members of UCL Institute of Making have access to making events and the use of their make space and equipment.

Access to LinkedIn Learning: As a member of staff at UCL, you have free access to LinkedIn Learning, a huge range of video tutorials supporting learning in software, creativity and business skills.

Nature Masterclasses: UCL has access to nature masterclasses high-quality online training courses and resources on demand. Researchers benefit from access to 13 courses and any newly added courses launched on the platform.

Networks, Benefits and Support

UCL Research Domains: The UCL Research Domains are large, cross-disciplinary research communities that span UCL and our partner organisations, fostering interaction and collaboration.

UCL Support Networks: There are many fantastic networks across UCL. These include networks for LGBTQ+ staff, women, staff with disabilities, black and minority ethnic staff and many more. You can find a list here.

UCL Work-Life Balance and Benefits: The UCL Human Resources webpages have information about benefits and wellbeing, including information on discounts such as the Totum discount card, cycle schemes and season ticket loans. UCL staff also get discounts at many local food/drink venues such as Leon, Café Nero, and Marlborough Arms. You can also find information on policies around inclusion, family friendly initiatives and allowances, and lots more.

Parental leave: The UCL HR webpages have information about UCL's maternity, paternity/partner's, adoption and shared parental leave policies and support available for returning to work after parental leave.

Visas and Immigration: The UCL HR webpages contain information about immigration and UCL financial support for immigration costs.

Support and wellbeing: The Employee Assistance Programme offers confidential, 24/7 mental health support: by phone (0808 196 5808), WhatsApp or Live Chat. Support is available for both personal and work-related matters.

Bullying, harassment and sexual misconduct are never okay. All UCL students and staff can report anonymously, or with their contact details at UCL Report+Support.

If you feel you or someone you know is experiencing or has experienced bullying, harassment, sexual misconduct or discrimination you can confidentially contact:

One of UCL trained Dignity Advisors directly from the list available here or through submitting a 'contact advisor' form on Report + Support.

One of UCL Cancer Institute trained Inclusion Leads: Manuela Rossini, Louise Rusha and Sonia Buckingham

Useful contacts

POGB helpdesk (8-5.30 Mon-Fri)   ext. 46500
Report anything wrong from a building
perspective e.g. water leak, power, AC etc

Out of hours helpdesk (when POGB   ext. 33333 (external line 020 7679 3333)
helpdesk is closed) as above for reporting

Locker keys for write-up area   Juan Castelo j.castelo@ucl.ac.uk

Room booking   POGB: ci.room.booking@ucl.ac.uk
UCL centrally bookable rooms: CIMS GO

Postdoc committee   ci.postdoccommittee@ucl.ac.uk

Postdoc mailing list   ci.postdocs@ucl.ac.uk
Email **all** postdocs for requests for
reagents/advice or to share opportunities

IT   How-to guides and help here or email itservices@ucl.ac.uk

Software   Commonly used software to purchase.
List of all software at UCL (free and to purchase).
Instructions for installing on UCL machines.

Cancer Institute HR   Manuela Rossini m.rossini@ucl.ac.uk or CI.HR-Office@ucl.ac.uk

Biological Services Unit (BSU)   bs-admin@ucl.ac.uk or webpage
transfer your PIL, apply for training

Safety   Sonia Buckingham s.buckingham@ucl.ac.uk

Purchasing/couriers   ci.purchasing@ucl.ac.uk

Equipment training/questions   Duncan Kennedy duncan.kennedy@ucl.ac.uk
Alicia Ellison a.ellison@ucl.ac.uk

Lab coats   Go to deliveries in G31 and inform them you are a new
starter; you will be issued 2 coats, write your name and lab
in the inside collar. To wash, empty pockets and place in
yellow wheelie bin lab 129/529, they take about 2 weeks to
be returned.

Mental health support (24/7, free   Employee Assistance programme
confidential support available to all staff)   Call: 0808 196 5808
WhatsApp: Text 'Hi' to 0741 836 0780