

# NEWSLETTER

## RESEARCH GOVERNANCE AND INTEGRITY TEAM

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Imperial College  
London

ST MARY'S HOSPITAL

## WELCOME

Welcome to the RGIT Newsletter. We plan to issue a newsletter every 6 months providing updates on the following:

- Standard Operating Procedures (SOPs)
- Internal Staff updates
- Training Events
- Website Updates
- New/Updated Guidelines
- Regulatory Updates

If there are any topics you would like to see covered, please let us know.

## STAFF UPDATES

RGIT Welcomes our new

Clinical Trial Monitor **Tom Barbera**  
[t.barbera@imperial.ac.uk](mailto:t.barbera@imperial.ac.uk)

**Elizabeth Magnusson**, the Research Integrity Officer and **Nooreen Shaikh**, the Ethics and Research Governance Coordinator have returned from Maternity leave.

**Phumzile Tshuma**, the Ethics and Research Governance Coordinator (Maternity Cover), has left RGIT.

**Kadambari Rai**, will be leaving the RGIT on 15<sup>th</sup> Jul 2022.

## Quality Management System – Q-Pulse



The RGIT will be implementing a new Quality Management System (QMS) to be utilised by the team and research study teams. The QMS that will be introduced for us is Q-Pulse which is currently being configured. Further updates on use and training will be provided in due course.

# SOP UPDATE

The following SOPs have been updated since January 2022:

RGIT_SOP_031 – ICHT Trust Approval	V9.0	12Jan2022
RGIT_SOP_011 – SOP Writing and Review	V9.0	01Feb2022
RGIT_SOP_016 – Informed Consent for Research	V19.0	01Feb2022
RGIT_SOP_022 – Public Databases	V12.0	01Feb2022
RGIT_SOP_033 – NIHR Studies (CSP)	V8.0	01Feb2022
RGIT_SOP_039 – HRA Approval	V5.0	07Apr2022
RGIT_SOP_044 – ICREC-SETREC Ethics Application Process	V4.0	25Apr2022

## JRO GRANTS TEAM

The JRO grants team has a slightly new structure with Pre and Post Award Manager. This should not affect how we work with them and further details can be found in Guidance document: **[RGIT GUID 021 – JRO Org Chart Teams – Master file](#)**

## RESEARCH INTEGRITY & ETHICS AT IMPERIAL COLLEGE E-LEARNING

The RGIT is excited to announce the newly developed '[Research Integrity & Ethics at Imperial College](#)' e-learning course, mandatory for all new staff starters at Imperial.

This course has been created in the context of the increasing emphasis and scrutiny on the importance of Research Integrity for public trust in research. This self-guided 90-minute training will cover the integrity and ethics of research at the College, discuss what it means, how it applies to researchers, research and ethics regulations to be aware of, and where researchers can seek further support. This course is an element of "[Imperial Essentials](#)". While the course is currently only mandatory for new starters, we encourage all staff who want to refresh in Research Integrity to take it, as it is open to all.

## WORKTRIBE SYSTEM UPGRADE

The Worktribe system will be upgraded shortly. This includes two new pieces of functionality:

a

Standalone budgets can be converted into full grant application records. This will mean that if a superuser is given access to a standalone budget by the creator (potentially an academic or support staff), the superuser could choose to copy the content into a full grant application record, or to create one from scratch manually as they do now. Only super-users will have this ability.

b

[Health and Social Care Levy](#) comes into effect on 6 April 2022 and will be included in staff costing calculations as appropriate. The value will be displayed separately for ease of inclusion on application forms where required.

The standalone budget conversion was developed by the supplier due to user feedback. Please continue to share ideas or issues with [worktribe.admin@imperial.ac.uk](mailto:worktribe.admin@imperial.ac.uk) so these can be raised with Worktribe directly.

The upgrade is currently due to be implemented in May 2022. Worktribe Admin will publicise a specific date nearer the time. No downtime of the system is envisioned during office hours.

We welcome your suggestions for topics to be displayed in this, if you have any suggestions please send an email to [Rosemary Ichaba](#)