STAFF HANDBOOK

WELCOME FROM THE HEAD OF THE SCHOOL

Dear Colleague

Welcome to the School of Chemistry Staff Handbook.

This handbook provides an accessible overview of the key information you will need as a member of staff. It is intended as a practical guide to the School, bringing together essential policies, procedures, and points of contact in one place. Throughout the handbook, you will also find links to online resources where more detailed or up-to-date information is available.

The School of Chemistry is committed to excellence in both teaching and research. Our research spans five core themes: Chemical Biology and Organic Synthesis, Inorganic Materials, Organic Materials / Soft Matter, Programmable Chemistry and Structure, Reactivity & Dynamics. Further information about our research activities is available on the School website: https://www.gla.ac.uk/schools/chemistry/. [Site redesign in progress.]

The School is supported by a dedicated Professional Services team, including the Student Support Office, Finance Office, Technical Support Services, and IT Support. In addition, members of the College Research Support Team are based in the School during the week, while Human Resources and broader financial matters are coordinated through the Head of School Administration.

School Staff Meetings are held regularly and are convened by the Head of School. All members of staff are encouraged to attend and contribute to these meetings, which provide an important opportunity to share information, discuss developments, and engage with the wider School community.

This handbook outlines the School's administrative structure and identifies the appropriate contacts for advice and support. Additional information for current staff is also available on the School webpages:
https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/.

The health, safety, and wellbeing of our staff and students are of paramount importance. All members of staff are expected to familiarise themselves with the School's Health and Safety policies and procedures, which are available at:
https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/safety/.

In the event of an emergency requiring an immediate response from University Security, please dial **4444** from any telephone on campus.

We hope this handbook will help you settle into the School and serve as a useful reference throughout your time with us. Building on our strengths in research, teaching, and professional support, we look forward to continuing to develop the School as a leading environment for studying chemistry and undertaking world-class research.

Professor Andrew Sutherland, Head of School

Contents

1.0 INTRODUCTION 4
2.0 STAFF AND SUPPORT 4
2.1 Teaching 4
2.2 Finance 5
2.3 Research 6
2.4 Facilities 6
2.5 Head of School Support 6
2.6 School Admin Assistant 7
2.7 Head of Professional Services 7
2.8 Technical Services 7
2.9 IT Support 8
3.0 SERVICES 9
3.1 MyGlasgow Staff Portal 9
3.2 Pullprinting 9
3.3. Room Bookings 10
3.4 Building and Room Access 10
4.0 PROCUREMENT 11
4.1 Chemistry Stores 11
4.1.1 Stores also deals with disposal of waste: 12
4.2 External Orders 13
4.3 Other Orders 13
4.4 Travel 13
4.4.1 Selective Travel Management 13
4.4.2 Visit of PhD external examiners for vivas 14
4.4.3 Travel insurance 14
5.0 RESEARCH 15
5.1 Research Applications 15
5.2 Research & Business Development 15
5.3 Trusted Research and Export Controls 15
5.4 Research Excellence Framework (REF) 16
5.5 Research Publications 16
5.5.1 Open Access 16
5.5.2 Enlighten 17
5.5.3 Early Career Development Programme 17
5.5.4 Research Seminars 17
5.5.5 Staff Web Profiles 18

5.5.6 Publicising Research and Teaching 18
6.0 SAFETY 19
6.1 Fire Discovery 20
7.0 HR POLICIES 20
7.1 Performance and Development Review 20
7.2 Visitors 21
7.2.1 Visiting Academics 21
7.2.2 Visiting Students 22
7.3 Dignity at Work and Study Policy 22
7.4 Equality and Diversity 23
7.5 Athena SWAN 23
7.6 Equal Opportunities 23
7.7 Health and Wellbeing 23
7.8 Student Disability Service 24
7.9 General Data Protection Regulation (GDPR) 24
7.10 Smoking 25
8.0 FREQUENTLY ASKED QUESTIONS 26
9.0 KEY CONTACTS 28
9.1 HEADS OF TEACHING SECTIONS 28
9.2 HEADS OF RESEARCH SECTIONS 29
9.3 COLLEGE RESEARCH SUPPORT OFFICE 29

1.0 INTRODUCTION

The University of Glasgow, founded in 1451, is the second oldest university in Scotland and the fourth oldest in the UK. With over 30,000 students, it is also one of the top 100 universities in the world and offers study in a wide range of subjects at all levels in four Colleges (Science and Engineering; Arts; Medicine, Veterinary and Life Sciences; and Social Sciences).

The School is located in the Joseph Black Building on the Gilmorehill Campus. The University is structured into Colleges and Schools. Professor Andrew Sutherland is Head of the School of Chemistry. The School is part of the College of Science and Engineering, and Professor Eric Yeatman is Head of College.

2.0 STAFF AND SUPPORT

The School of Chemistry has over 40 academic staff members and a similar number of administrative, technical and support staff. There is also a healthy complement of Post Doctoral Research Assistants.

A full list of staff in the School, including contact details, is available on the University website at https://www.gla.ac.uk/schools/chemistry/staff/.

2.1 Teaching

Professor Harry Moiras is Director of Learning and Teaching and has overall responsibility for teaching within the School. Dr Stephen Sproules is the Convenor for Postgraduate Taught Programmes and is responsible for the MSc programmes within the School. Dr Bernhard Schmidt is Director of the School of Chemistry Graduate School and is responsible for PhD students across the School. Teaching is organised into 3 specific teaching areas:

Organic Chemistry	Dr Joëlle Prunet
Inorganic Chemistry	Professor Mark Murrie
Physical Chemistry	Dr Adrian Lapthorn

Administrative support for teaching throughout the School is provided by the School Student Support Office, located in Room A4-30. The Student Support Office is the location for you to arrange for students to collect any documents that are not issued by lecturers directly, for students to submit and uplift assignments, and for any general enquiries related to teaching.

Contact details for the School Student Support Office are:

- Levels 1 and 2: Kate McGarrigle, enquiries should be sent to chem-ug-pgt-enquiries@glasgow.ac.uk.
- Undergraduate Levels 3 and 4, and Postgraduate Taught Course: Ellie Morris, enquiries should be sent to chem-ug-pgt-enquiries@glasgow.ac.uk.
- Postgraduate: enquiries should be sent to chem-gradschool@glasgow.ac.uk.

Managing the Student Support Office is the L&T Team Manager (Room A4-27): Angela Woolton (Angela.Woolton@glasgow.ac.uk)

Examples of the support this team provides are:

- Administrative support for all UG/PGT programmes
- PGR support including applications, progression
- Liaising with College Graduate School and supporting Convener of PGR
- Staff and Student support
- Programme and Course Approval support
- Plagiarism Report support
- Advisers of Study/Senior Adviser support
- Exam paper processing, exam marks processing and awarding of degrees
- Support of School Committees, such as, Learning & Teaching Committee, Board of Studies, exam boards, mitigating circumstances, good cause, progress, discipline meetings and SSLC.
- Timetabling and class scheduling
- Final year projects
- Student Questionnaires
- Accreditation and Periodic Subject Review Support
- Liaising with Senate Office on procedural and student matters
- Student Visa attendance monitoring (UG/PGT/PGR)
- Co-ordination of additional needs for students
- Support to class heads

The School has a Student Support Officer who provides a range of practical and emotional support. They can be contacted on chem-studentsupport@glasgow.ac.uk.

2.2 Finance

Finance in the College is split into 3 hubs and Chemistry is part of a shared hub with Physics and Astronomy (P&A). Support for finance matters in Chemistry is provided by the School Finance Office, located in Room A4-22. To contact the Finance Office, please email chem-accounts@glasgow.ac.uk.

The Hub Supervisor (based in P&A) is Alan Bowman (Alan.Bowman@glasgow.ac.uk) Ext. 5937.

Examples of the support this office provides are:

- All procurement for the School
- Providing guidance to staff and students on University Finance policies and procedures and claiming expenses via CORE
- Managing service charges for School specialised equipment
- Liaising with Procurement Office and Finance Office

2.3 Research

Professor Andrew Jamieson is Director of Research and has overall responsibility for research strategy within the School. Research staff are split into six Research Sections, each with a Head of Section:

Chemical Biology and Organic Synthesis	Dr David France
Inorganic Materials	Professor Ross Forgan
Organic Materials/ Soft Matter	Professor Emily Draper
Programmable Chemistry	Professor Lee Cronin
Structure, Reactivity & Dynamics	Dr Emma Gibson

Administrative support for research applications and awards throughout the School is provided by the College Research Support Team. Their role is to support academic staff through the whole process of applying for research grants.

Initial enquiries should be submitted to CoSE-researchoffice@glasgow.ac.uk.

Main contacts for the School are:

Project Coordinator, Jacqui Heuchan (Jacqueline.Heuchan@glasgow.ac.uk)
Project Coordinator, Meri Alguero-Muniz (Maria.Alguero-Muniz@glasgow.ac.uk)
Assistant Project Coordinator, Sandra James (Sandra.James@glasgow.ac.uk)
Research Support Administrator, Iona Davidson (Iona.Davidson@glasgow.ac.uk)

The RS Home Page provides information such as the latest versions of the costings request form, PC/RSA allocations and other relevant guidance. You may also find this presentation useful.

2.4 Facilities

Duty Facility Assistant in the Joseph Black Building can be contacted on **07484 096345** directly – please use this number if you require help from the FA but do not see them at the janitor's box in B wing.

2.5 Head of School Support

Administrative support for the Head of School is provided by Indira Gray (Indira.Gray@glasgow.ac.uk) in Room A4-40c. This office provides support such as:

- Administrative support to the Head of School
- Process Honorary / Affiliate Status for visiting academics
- Scholarships, Prizes for Graduation, receptions for graduation
- ECDP/Probation/P&DR

- Support School Committees, such as, Executive Team, Staff meetings and Safety Committee.

2.6 School Admin Assistant

Rachel Hill (Rachel.Hill.2@glasgow.ac.uk) provides a comprehensive range of general administrative support to the School including clerking School meetings and organising local events. Rachel is also a travel arranger and therefore can be contacted for travel related queries. Rachel compiles the School newsletter and any items for this can be sent to chem-newsletter@glasgow.ac.uk. Rachel is based in the School Student Support Office, Room A4-30.

2.7 Head of Professional Services

The Head of Professional Services, Lynn Kearns (Lynn.Kearns@glasgow.ac.uk) is located in Room A4-34. Lynn provides administrative support such as:

- Finance – non-research budgets including general funds, donations and endowments
- HR recruitment – non-research, contract issues, maternity, paternity and other HR policy guidance
- REF and Impact Case Studies support
- Colleague Engagement and EDI support
- PGR support including scholarships, financial aid, travel bursaries

2.8 Technical Services

The technical & specialist team provide high quality research, teaching and analytical services across the School of Chemistry.

- The Science Hub incorporates technical facilities across Chemistry and GES and is headed by Cyril Pacot.
- The Science Hub Facility Coordinators - Cameron Fletcher and Mi Mi Sham - deal with the day-to-day coordination of building and fabric requests within the School, including Estates Helpdesk requests, roof access and key provision for rooms and offices. To contact Cameron and Mi Mi please email: ChemFacilityCoordinator@glasgow.ac.uk.
- Requests for the teaching technicians, lab assistants and apprentices can be sent to chem-teaching-techs@glasgow.ac.uk.
  In Chemistry, analytical services provided include mass spec, GCMS, LCMS, microanalysis, NMR, SEM & SQUID, crystallography, ICP OES, Raman Spectroscopy & TGA. Charging for accessing these facilities is made bi-annually and details of this is available from the service providers. Enquiries about analytical services should be directed to Dr Claire Wilson. Further information can be found at https://www.gla.ac.uk/schools/chemistry/analyticalservices/.
- The School also provides a scientific glassblowing service led by John Liddell.

2.9 IT Support

Chemistry IT Facilities include:

- 16-PC cluster in A5-23
- 30-PC cluster in A5-06

These all use the campus-wide CSCE student login environment. They also use the campus-wide print quota system.

Support staff are based in Room A5-09a.

Requests for IT assistance should be logged with the IT Helpdesk system https://www.gla.ac.uk/help (please refer to Q&As for details, p.22).

School laptops are available for loan to give presentations etc.; contact IT Support to arrange this. A digital camera is also available on request.

Please note that there are links to much more information on the website at: https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/localitfacilitiessupport/.

Please visit https://www.gla.ac.uk/myglasgow/it/informationsecurity/ for information about the University IT Regulations, Multi-factor authentication (MFA), mandatory IT security courses and information security.

A number of generic e-mail lists for groups of staff and students are available and can be found at: https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/chemistryinternalphoneandemail/.

3.0 SERVICES

3.1 MyGlasgow Staff Portal

MyGlasgow Staff Portal has been developed to provide staff with a comprehensive link to various services. You access it by using your email address and password at https://www.gla.ac.uk/myglasgow/staff/.

Services include

- Ferguson Bequest (Utilising funds bequeathed from a former Professor, various corporate memberships and theatre tickets are available)
- HR/Payroll System (annual leave and expense claims)
- Insight Hub
- MyCampus (student record system)
- Parking Permit Portal
- Past Exam Papers
- PDR
- PIP System
- Sport Online (details of sports facilities and on-line booking)
- Tender Viewer
- Timetables and Room Booking (checking availability of rooms)
- Travel Hub
- TRICAP (Travel Insurance) (all staff are strongly encouraged to take out insurance for all business trips)
- UofG Life

Please note not everyone will have access to all these services. You can also access Moodle, Library and Health & Wellbeing SharePoint sites from MyGlasgow, as well as general public announcements and news.

You should note that you are expected to be in attendance at the University at all times during each semester. If you are planning time away from the University during the semester (e.g. for a research trip or invited talk) this must be approved by your line manager and it should not affect your teaching commitments. Staff typically ensure cover with academic colleagues on a reciprocal basis before seeking approval to miss a lecture slot. If, due to illness or any other reason, you are not available for your scheduled teaching, you must alert the Student Support Office immediately so that the students are kept fully informed.

All business or annual leave absences should be recorded and approved through CoreHR (HR/Payroll System) on the MyGlasgow Staff Portal.

3.2 Pullprinting

UniFLOW printing is the photocopying and scanning service used throughout the campus. This service will appear on the computer as a printer called **'UofG Secure print'** or similar, while the old one is called 'PULLprint' or 'safecom'. Information on MyGlasgow IT Printing is available here:
https://www.gla.ac.uk/myglasgow/it/printing/

UniFLOW PIN code – to collect printing from a uniFLOW printer, you will need to swipe your card and enter your 6-digit PIN code. You can find your PIN code by logging into your **uniFLOW online account** with your UofG credentials.

UniFLOW software – to print from a UofG manged device (MyMac, MyDevice or Standard Staff Desktop), **you don't need to do anything,** the uniFLOW printing software will be automatically installed on your device.

To print from an unmanaged or personal device, you will need to install the uniFLOW software. Step-by-step instructions are available on the **UofG uniFLOW webpage**.

If you have any questions or need any help, please contact your local IT team or **send a request to the IT Helpdesk team** who will be more than happy to help.

All users with a GUID are currently registered for access to the system; ad hoc registration can extend printing support to visitors and designated partners.

Student usage requires real cash balances to print on the managed print hardware:
https://www.gla.ac.uk/myglasgow/it/printing/printcredits/

Tracked Printing for PhD Students - if you wish to request that a student is converted to Tracked printing so that their print costs are met by a project budget code, please complete the form below. This process is managed by IT services so any issues please submit a helpdesk request to them.
https://glasgow.saasiteu.com/Modules/SelfService/#serviceCatalog/request/4C9C66EB850F40C48440F8DF7828A684

3.3. Room Bookings

There are 3 rooms available to book for internal meetings. The Parkin Room (B3-27) on Level 3, the Conference Room (A4-41a) on Level 4 and the David Sharp Room (A5-30) on Level 5. The availability of these rooms can be checked using the Timetables and Room Booking facility within MyGlasgow. Bookings for these 3 rooms can be made by contacting chem-roombookings@glasgow.ac.uk.

Bookings for lecture theatres/tutorial rooms are handled by the Student Support Team.

3.4 Building and Room Access

The Joseph Black Building is open Monday to Friday from 08.00hrs until 17.30hrs. Access to the building outwith these times is via a secure fob access system. Access to offices is via keys and the majority of labs is via a secure access operated by the fob.

Requests for keys are handled by Facility Coordinators and a Key request form should be completed and returned to keys@chem.gla.ac.uk. For temporary members of staff, a refundable charge is made for fobs/keys.

Undergraduate access to research labs is on a supervised basis. Undergraduate students are not allowed in the labs after 17.30 hrs or at the weekend.

4.0 PROCUREMENT

The University of Glasgow and therefore the School of Chemistry operates a web requisitioning system (called Agresso) which means that orders are placed on-line. In order to access this system you should complete training, details of which is available at:
https://www.gla.ac.uk/myglasgow/agresso/informationforusers/trainingcourses/#/agressowebrequisitioning

There are 2 main types of orders – internal (e.g. chemistry stores) and external (e.g. Fisher, Sigma Aldrich). Please refer to the following page for further information on ordering:
https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/chemistrystores/

There are a couple of exceptions to ordering with Agresso and the main exceptions are orders to internet only suppliers, gases, dry ice and liquid nitrogen. Orders for these items are not placed on-line but order forms should be completed for these, see 4.1 and 4.4.

You must have undertaken appropriate training which is provided by the University of Glasgow Finance Office before you will be given access to Agresso. Details of training courses is available at:
https://www.gla.ac.uk/myglasgow/agresso/informationforusers/trainingcourses/

You should also advise them of specific projects which you would like access to (supervisors will provide this to students). If you are a student, you must also have a staff ID to use Agresso, please contact chem-gradschool@glasgow.ac.uk for this.

Unless an exceptional case can be made for Purchasing Policy Exception in advance of that purchase being made then the following thresholds will apply.

Expenditure under European threshold including VAT

- Expenditure up to £3,000 - one written quotation.
- Expenditure up to £5,000 - two written quotations.
- Expenditure up to £25,000 – three written quotations.
- Expenditure over £25,000 tender procedure applies – refer to Procurement Office (https://www.gla.ac.uk/myglasgow/procurementoffice/)

All queries relating to thresholds should be directed to a member of the School Purchasing Team.

4.1 Chemistry Stores

The Chemistry Stores holds a varied but small range of stock. A catalogue of items stocked by Chemistry is available on the stores website at:

https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/chemistrystores/.

Orders are placed via the Agresso system.

Your internal stores orders are passed to finance for approval and then get sent to stores. Stores orders are processed throughout the day, and a member of the stores team will contact you to advise you that your order is ready for collection.

Stores also take delivery of items from external suppliers, and these should be collected from there. A member of staff will contact you when an item has arrived.

4.1.1 Stores also deals with disposal of waste:

- *Waste Solvents*

Waste solvents must be disposed of in a 10 litre waste solvent drum that can be purchased from stores, this is product A/329. Store cannot accept waste solvent in any other container. When disposing of a waste solvent drum, it should be properly labelled with the name of your research group and then a waste solvent form must be handed into stores.

Please note waste solvents are stored in an external store and staff will give you keys when the relevant paperwork is submitted.

Mon – Fri 8am - 3pm

Under **NO** circumstances should waste solvents be left at Stores without contacting a member of staff and completion of the necessary paperwork.

- *Disposal of Waste Silica*

Waste silica should be disposed of in a 5ltr container. The drop off point, paperwork and times are the same as waste solvents.

- *Waste Chemicals*

Currently chemical wastes are disposed of by Tradebe UK.

Please follow this procedure:

- Please read and understand the information in the Waste Disposal section of the Stores website.
- Complete the appropriate form to list and quantify your waste chemicals.
- E-mail the form to Tradebe for costing Uk.mts@tradebe.com.
- When you have received a quote from Tradebe for the disposal, please raise an order for disposal in Agresso (Tradebe trading as Avanti – 42160, Code - Lab96) in the usual manner. In the requisition details tab description box add the reference number to the end along with the name of your research group or lab. e.g. 'Chemical Waste Disposal - FP 13437 - Teaching Lab'.
- Contact Karen McLachlan or Douglas Fyffe in Stores to arrange uplift.

- Once the Agresso order has been approved and you have a Purchase Order (PO) number, liaise with Stores staff to ask when would suit him for you to bring the waste downstairs. Please note that you should take a printed copy of the Tradebe quotation down to stores when you take the waste downstairs. Do not add extra waste(s) as Tradebe will not uplift anything that is not already listed.
- Your waste chemicals will then be uplifted.

4.2 External Orders

As much as possible a University of Glasgow approved supplier should be used. The list of approved suppliers is available on the University Purchasing Office web-site and a new system of E-procurement is also now used, further information can be found at: http://www.gla.ac.uk/services/agresso/informationforusers/e-procurement/

If you cannot find an approved supplier or the supplier is not already on the system, please contact a member of the Purchasing Team in the School Finance Office. Goods are received in the stores area and a member of the stores team will contact you by e-mail to advise that your order has been received and is ready for collection.

Any enquiries about orders, e.g. non-delivery, delivery of wrong items, etc. should be emailed to a member of the stores team on stores@chem.gla.ac.uk.

4.3 Other Orders

There are a number of instances where orders are NOT processed directly through Agresso. These include dry ice, liquid nitrogen and gas cylinders.
Please check the web-site for details of the correct form to use:
https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/chemistrystores/.

Please note that when a gas cylinder is withdrawn from the Store there is a charge for the gas and for the cylinder rental. Rental will continue to be charged to the identified project code until a Gas Cylinder Order Form is completed and submitted with the returned cylinder. Cylinder rental is charged by the month.

4.4 Travel

4.4.1 Selective Travel Management

All travel should be arranged using the Selective Travel Management which enables self-booking for flights, accommodation and rail travel, and **not** booked and paid for by individuals.

Please visit https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/ for further information.

The online booking tool is simple to use, however, you will require a project code before an order can be placed. To gain access to the online tool to book your own travel, you must first have a created a profile for yourself at https://glasgow.selective-travel.com/myprofile, and then make a request via the University's Helpdesk by

clicking this link: Selective Access - the University Helpdesk. If you have a query regarding an Online Travel Hub booking, please contact online@selective-travel.co.uk. Training resources and user guides can be found on the Online Travel Hub homepage https://glasgow.selective-travel.com/.

Rachel Hill (Rachel.Hill.2@glasgow.ac.uk) is a Travel Arranger and can be contacted for travel related queries.

Any member of staff can become a Travel Arranger. If you wish to gain Travel Arranger access make travel arrangements for third parties please complete the online Travel Arranger training here Course: Transform PTP Travel (Moodle), and then request the necessary permission via Selective Access - the University Helpdesk.

Selective can also be contacted via the Travel Helpdesk, further information can be found at:
https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/bookmyowntravel/.

The completed Travel Booking Form should be submit this form to the UofG Dedicated Travel Team, email: uog@selective-travel.co.uk. Please note that bookings made via the Selective Travel Helpdesk will incur transaction fees.

It is against University policy to use online travel agencies, e.g. Travelocity, E-bookers, Expedia, etc. and under NO circumstances should these suppliers be used. Please note that AirBnB cannot be used for any accommodation bookings, and this includes those of external visitors who may be claiming back from UofG funds.

Further information can be found at:
https://www.gla.ac.uk/myglasgow/procurementoffice/travelinformation/travelbookingpolicy/.

Please ensure that any visitors you invite to the University are aware of this policy.

4.4.2 Visit of PhD external examiners for vivas

External examiners should book their own accommodation and travel and claim back through expenses (College Graduate School will provide this form and it should be returned to them). Graduate School will pay up to £500 and anything over that the School would need to pay. If you are expecting costs to go over this (for example, overseas travel) please contact Lynn Kearns beforehand.

The School will provide budget for any associated lunch which the convenor normally pays and is claimed back (129192-01). The limit for lunch claims is £30 per person and information relating to the costs including the total cost and name of the student should be sent to Rachel Hill for recording.

4.4.3 Travel insurance

You should also remember to ensure that you have arranged the required **travel insurance**. Access to the travel insurance application can be managed by logging in, using your GUID, via the following link:
https://www.gla.ac.uk/myglasgow/insurance/travelinsurance/applyfortravelinsurance/

5.0 RESEARCH

5.1 Research Applications

The College Research Management Office has responsibility for research management, administration and strategy. Their dedicated team of research support staff provides cradle to grave support for research grants and contracts. This includes support for researchers in the search for funding opportunities, the preparation, costing and submission of applications that comply with funder terms and university policy, the processing of awards, and post award financial administration through to completion.

In the School of Chemistry, there are a number of Project Coordinators who support research activity and provide face-to-face support for academic colleagues requiring costing and submission assistance in applying to all funding bodies. Their role is to support Principal Investigators (PI) through the whole process of applying for research grants. The Project Coordinators are supported by Research Support Assistants (RSAs); for the School of Chemistry, this is Iona Davidson (Iona.Davidson@glasgow.ac.uk).

Staff should contact cose-researchoffice@glasgow.ac.uk to discuss grant proposal submission well before submission deadlines. A costing form will be provided which will then form the basis of the final financial approval by the Head of School. Proposals requiring a letter of support from the School should be discussed with the Head of School in advance, and at least 10 working days before submission deadline.

5.2 Research & Business Development

The College Research and Business Development Managers are here to help research staff identify funding opportunities, develop proposals and support external engagement with a view to creating impact. If you have an idea or a more defined proposal and want help, please contact Lynne McCorriston (Lynne.McCorriston@glasgow.ac.uk).

The team can often provide you with examples of successful proposals, template letters, hints and tips for developing proposals and are more than happy to review proposals and provide feedback. If you are working on a First Grant, a Fellowship, a multi-party proposal or a collaborative project with industry please do get in touch with them. The team are also the first point of contact for many local and national funding agencies, and often circulate calls and opportunities via a variety of mailing lists. Please contact them for information on which of these may be relevant to you.

5.3 Trusted Research and Export Controls

The UK government is instituting additional controls over research collaborations which could have a potential military or related application, and where the UK government has security concerns about specific collaborators.

"Trusted Research" is the overarching government campaign; "Export Controls" and the National Security and Investment Act are the key legislation. The University has put policies, support and resources in place to help with this: https://www.gla.ac.uk/myglasgow/ris/researchpolicies/governance/.

If you have any research or teaching connections abroad, please make sure you understand the basics.

The Research Governance and Integrity (RGI) has created a course to give you a succinct overview https://moodle.gla.ac.uk/course/view.php?id=36418 and are ready to help you if you need to explore the requirements in more detail for a particular collaboration or project. This needs to be addressed before any work or travel takes place. If you have any questions or are unsure about any aspect of the process, please contact the RGI team for advice and, if necessary, clearance at compliance-support@gla.ac.uk.

5.4 Research Excellence Framework (REF)

The REF (https://www.gla.ac.uk/myglasgow/research/ref/) is the system for assessing the quality of research in UK higher education institutions. Beyond this financial contribution, our performance in the REF exercise is one of the key measures by which our research is judged by our peers.

Professor Andrew Jamieson is the School of Chemistry's REF2029 submission lead.
The three parts of REF 2029 and their leads are:

- Contribution, Knowledge and Understanding – Professor Andrew Sutherland
- Engagement and Impact – Professor Dave Adams
- Strategy, People & Research Environment – Dr David France

The Impact Lead's role is to ensure that impact case studies are identified and that a pipeline of studies is developed and matured for REF 2029. The Impact Lead works with other Impact Leads across the institution to ensure that Impact is embedded with their respective Schools. The Research Integrity Adviser for the School is Professor Andrew Sutherland.

5.5 Research Publications

5.5.1 Open Access

Open Access (https://www.gla.ac.uk/myglasgow/openresearch/openaccess/) to research publications means making the full text freely available on the web. This is a requirement of REF, many funders, and good research practice. The library can provide support. All University of Glasgow academic and research staff who are acting as lead University of Glasgow authors should notify the library as soon as an article or conference proceeding is accepted. This can be achieved by forwarding the acceptance notification and a copy of the author final version (final agreed text before the publisher adds their logo) to research-openaccess@glasgow.ac.uk. The open access team will ensure its inclusion on Enlighten (see below). All papers should include acknowledgement of the funder name(s) and

funder grant reference. This should be in the format: 'This work was supported by the … [grant number XXX].'

Up-to-date information of read and publish agreements with many of the standard chemistry publishers can be found at:
https://www.gla.ac.uk/myglasgow/openresearch/openaccess/publisherarrangements/

Staff are encouraged to contact the library before they start the publishing process, if they have any questions (research-openaccess@glasgow.ac.uk).

5.5.2 Enlighten

Enlighten (https://www.gla.ac.uk/research/enlighten/) is the University's system for managing research publications. Details of all research publications must be recorded in Enlighten, as the data is used for a number of key purposes:

- Publicising worldwide the research carried out at the University of Glasgow;
- Populating staff pages with publications details;
- Providing publications details for the University's REF return;
- Providing publications details for the Performance and Development Review process.

The University's Publications Policy also requires staff to deposit the full text of journal articles and conference proceedings where this is permitted by publishers. Full details of what you should deposit can be found here:
https://www.gla.ac.uk/myglasgow/openaccess/managingyourresearchpublications/

5.5.3 Early Career Development Programme

The Early Career Development Programme (ECDP) is the University of Glasgow's commitment to developing its early career academic staff. It aims to develop high achieving, high performing academics who will help the University to deliver its vision and ambitions as articulated in our strategic plan, Inspiring People, Changing the World.

The Programme will enable this by providing learning and development opportunities in all aspects of the academic role; allocating a mentor to provide support and advice; and setting annual objectives, which enable academics to develop their abilities and achievements with a view to meeting the criteria for promotion to Grade 9 within a defined timescale. All Early Career Researchers are allocated a mentor by their School and should speak with their line manager to ensure that this commitment is fulfilled.

5.5.4 Research Seminars

The School holds regular research seminars. If you are hosting a visiting researcher or have an idea of who you would like to see speak, please contact the School's Seminar Coordinator, Dr Gordon Hedley (Gordon.Hedley@glasgow.ac.uk).

5.5.5 Staff Web Profiles

Staff profiles are overwhelmingly the most visited web pages on our school site, and your profile may be the first interaction a visitor has with the University. Therefore, it is important that your research profile is kept as up to date, relevant and visible as possible. Further guidance for staff is available on the Guide to web publishing/Manage your staff research profile section of the website.

5.5.6 Publicising Research and Teaching

The School is always keen to publicise news and successes. Please forward any interesting news you would like publicity for to chem-newsletter@glasgow.ac.uk.

It is important to flag these opportunities early as the School can then help to maximise the impact of your publicity. It could also help liaise with University's Communications and Public Affairs Office to widen dissemination where appropriate (e.g. news on University main page, MyGlasgow news, contacts with the press).

Social media (https://www.gla.ac.uk/myglasgow/staff/brandtoolkit/resources/socialmedia/) provides a powerful means to improve the visibility of your research and to interact with peers, collaborators and stakeholders. Platforms may include professional or personal blogs, X (formerly Twitter), Facebook, Google+, YouTube and a broad range of professional networking sites, including LinkedIn and ResearchGate.

The University actively encourages members of its research community to engage responsibly and professionally with social media. However, as the barriers between personal and professional use of social media can be poorly defined, it is important to consider how your activity reflects on both your professional research integrity and the reputation of the University of Glasgow.

The University is very active on Facebook, X, Instagram, Snapchat, You Tube and LinkedIn. The School has an X and Facebook account, @UofGChemistry, and we encourage you to follow and engage with us. The University has created a Social Media Toolkit to help colleagues set up and run professional social media accounts with confidence.

Please consider adding the School website on your e-mail signatures: glasgow.ac.uk/schools/chemistry and promote our Athena Swan Bronze Award.
You may want to consider including the X.com site (which has a growing number of influential followers): @UofGChem.

Add any special interest group or event with which you are associated, or of course your personal website.

The University provides a variety of resources in its Brand Toolkit:
https://www.gla.ac.uk/myglasgow/staff/brandtoolkit/

6.0 SAFETY

The School of Chemistry oversees the health and safety of all staff and students while working or studying degree programmes within the School of Chemistry.

The Head of the School of Chemistry is responsible for safety within the School and is chair of an appointed Safety Committee, to take care of the day-to-day implementation of safety matters.

The maintenance of protection for hazardous equipment and the condition of the laboratory environment is the responsibility of designated School technicians. The provision of local safety instructions and anything particular to any laboratory exercise is the responsibility of the relevant research leader, course leader or supervisor as appropriate. Academic staff who are running laboratories or directly supervising postgraduate students are responsible for safety in the laboratory. Academics are primarily responsible for upholding safety standards in the lab in terms of PPE and ensuring safe working practices. In the event of an incident, if the academic staff is not a first aider themselves, then they should alert the nearest **First Aider (FA)** who will manage the situation, and then offer their support to FA and maintain order in the lab.

In the event of an accident or an incident where first aid is required or may be required, the academic or demonstrator should notify the nearest FA (normally the technician). Even if the nearest first aider is not the technician, the technician should still be notified as soon as possible. The FA then manages the incident, with support from other staff members, i.e. clearing space etc. The first aider will instruct someone to phone Security (**4444**), if necessary.

The technicians working in each undergraduate lab are first aiders and should be the first point of contact in any situation where first aid is required, or any accident has occurred. The technicians responsible for UG labs are listed below:

- Connolly lab - Marcox Pun
- Cullen lab - Craig Bradley
- Speakman lab - Zoe Michel

The Safety Committee carries out a monitoring function to ensure that appropriate safety information and procedures are available.

The School undertakes to provide or specify the following in so far as is reasonably practical:

- Provide safety instructions for staff and students;
- Provide protection for hazardous equipment;
- Provide local safety instructions;
- Provide instructions for labs;
- Specify safety clothing;
- Specify supervision required and provided;
- Inform students and staff of emergency services, e.g., first aid;
- Provide instruction on use of mains services;
- Provide instruction to staff about how to deal with problems which could arise during laboratory.

Staff and students must read the School of Chemistry Safety Manual, available online via https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/safety/

- Food must not be brought into laboratories.
- Clothing worn in laboratories must be appropriate.
- Everyone should behave in a calm manner while in the laboratories.
- Students should not undertake any experiment without proper guidance and instruction from academic or technical staff.
- Local safety signs must be obeyed.

6.1 Fire Discovery

If you discover a fire:

- warn anybody in the immediate vicinity;
- use one of the "break glass" boxes to sound the alarm;
- only attempt to fight the fire if doing so does not threaten your chance of escape should the fire get out of control.

There are fire extinguishers throughout the building. To report fire contact Security on 4444.

Continuous sounding of the alarms will normally mean that there is a fire and that everyone must leave the building and assemble at the nearest muster point. There will be practice fire drills from time to time. Note **that the alarm tests are carried out, in short blasts, weekly during term - at 2:00pm on a Tuesday**. Only evacuate the building if the alarm sounds continuously.

Anyone with mobility impairment should make their way to a designated 'Refuge' area. These are on each landing of the main stairwells in B-wing. People should use the call points to summon assistance.

7.0 HR POLICIES

There are a number of important HR policies and below are just a few of note. Others can be found at:

https://www.gla.ac.uk/myglasgow/humanresources/

7.1 Performance and Development Review

Performance and Development Review provides the opportunity for all staff and their line manager to reflect upon performance and development in the last year (review period is July – June) and agree objectives and development plans for the forthcoming year. For more information on this process, please refer to the HR website at:
https://www.gla.ac.uk/myglasgow/pod/all/pay/pdr/

7.2 Visitors

The School routinely receives requests for visiting academics and students to come and spend short periods with academic colleagues. General information on Visitor Types and the links to the visitor registration forms can be found here:

https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/adminresources/.

As part of their induction, all Visiting Researchers to the College of Science and Engineering are required to complete the Moodle training course on Trusted Research: https://moodle.gla.ac.uk/course/view.php?id=36418.

7.2.1 Visiting Academics

Head of School approval

All requests for visiting academic staff should be processed through the Head of School Office, as the Head of School requires to approve each of these. You will be required to justify the visit academically; you will need to provide Indira Gray with a copy of the visiting academic's CV and the appropriate completed form: Short-term visitor form for visits up to 4 weeks, or Affiliate Staff Registration form.

The inviting academic is responsible for justifying the visit on academic grounds and, in the case of overseas visitors, checking whether an ATAS certificate is required.

Trusted Research compliance

If the research area involves controlled technology, the inviting academic must consult the Research Governance and Integrity (RGI) team at compliance-support@gla.ac.uk to establish whether any export control issues arise. They must also confirm that these checks have been completed and that RGI Compliance Support has approved the visit. Please refer to Section 5.3 on Trusted Research for further information.

UKVI compliance

The UofG Staff UKVI Compliance team is required to assess all visiting academic queries to ensure compliance with UK immigration rules and that the correct visa type is selected for entry to the UK.

In order to assess your visitor's eligibility for the exact visa type, the UKVI Compliance Team require the visitor or someone else who is suitably placed to do so to complete the Visiting Academic Screening Form (VS form).

The completed form should be returned to staffukvi@glasgow.ac.uk along with the documents listed below (also detailed in Section 5 of the VS form).

This will allow UKVI Compliance administrators to assess the most appropriate visa route, advise on this matter and any conditions that apply to the appropriate visa, including the ATAS certificate, where applicable.

Links to Visiting Academic Screening Form and ATAS Research Statement Form can be found here: https://www.gla.ac.uk/schools/chemistry/informationforcurrentstudentsandstaff/adminresources/).

Further information can be found here: UoG Visas and Immigration (Staff), and the team can be contacted via email at: staffukvi@glasgow.ac.uk.

Please note: The UKVI team only manages visa processing and cannot proceed with the visitor's invitation until clearance is received from the Research Governance and Integrity team.

Invitation letters for certain types of visa are issued by the UKVI Compliance team. If the team advises that a visitor requires an invitation letter from the School for a specific visa application, the letter must be issued by the Head of School.
Please note: only the Head of School has the authority to issue such letters.

7.2.2 Visiting Students

There are various categories of visiting students and information on how these are processed is detailed below.

Undergraduate:
If prospective students are interested in the International Exchange, please refer to https://www.gla.ac.uk/study/visiting/studyabroadexchange/internationalexchange/.

Any prospective visiting undergraduate students seeking a placement/internship, where there is no current International Exchange/placement agreement or other exchange agreements, should be referred to Lynn Kearns (Lynn.Kearns@glasgow.ac.uk). The appropriate form must be completed and submitted for approval by the Head of School: Short-term visitor form for visits up to 4 weeks, or Visiting UG/PGT Student Application form.

PGR:
Applications for PGR students to visit the University for a short time commonly arise out of academic collaborations. The College of Science and Engineering will allow such visits for up to 6 months without the charge of a tuition fee provided these students have the approval of the Head of School. Any longer than 6 months will require a tuition fee payment from the students. All Visiting PGR applications should be submitted to chem-gradschool@glasgow.ac.uk to be considered and, where appropriate, approved by the Head of School.

7.3 Dignity at Work and Study Policy

The University is committed to protecting the dignity of students, staff and visitors in their interactions with others. You will find the Dignity at Work and Study Policy on the HR website at: glasgow.ac.uk/myglasgow/humanresources/equalitydiversity/dignityworkstudyover

7.4 Equality and Diversity

The University is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment.

We all need to be aware of our individual and collective responsibility in relation to equality following the introduction of the Equality Act 2010 and the University has developed a wide range of training resources for staff and students to address this. This training is **compulsory** for all members of staff. Further information about courses available can be found at: glasgow.ac.uk/myglasgow/humanresources/equalitydiversity/training

7.5 Athena SWAN

The School of Chemistry is currently holder of an Athena Swan Bronze award. This is a great achievement for the School and to our commitment to ensuring equality for all our staff and students. There is further information on the School's website at: https://www.gla.ac.uk/schools/chemistry/abouttheschool/athenaswan/

7.6 Equal Opportunities

The University has adopted a code of practice on Equal Opportunities for students and staff. The University aims to ensure equality of opportunity for all its students in teaching, learning and assessment, and in the provision of services. The University aims to create conditions whereby students are treated solely on the basis of their merits, abilities and potential, regardless of age, socio-economic background, religious belief, ethnic origin, gender, marital or family status, sexual orientation or disability.

7.7 Health and Wellbeing

Your health and well-being are important to us and a full list of University services can be found on the Health and Wellbeing Hub SharePoint site: https://gla.sharepoint.com/sites/HealthWellbeingHub

The University has a gym: http://www.gla.ac.uk/services/sport/.

The Chaplaincy website gives details of Religions and some Places of Worship http://www.gla.ac.uk/services/chaplaincy/.

The Ferguson Bequest gives University of Glasgow staff the chance to enjoy free attraction tickets and take part in exciting annual ticket draws, offering memorable experiences beyond the workplace. Opportunities are promoted through staff communications and MyGlasgow Staff portal, so be sure to keep an eye out and get involved.

Mental Health First Aiders

The School of Chemistry currently has several members of staff who are qualified as mental health first-aiders. They are available for anyone in the School of Chemistry to speak to about any mental health issues which may be affecting you during your time here at the University of Glasgow, including but not limited to:

- Suicide
- Depression
- Anxiety
- Alcohol and drugs
- Psychosis

Please feel free to get in touch with any of the following mental health first aiders if you would like to talk about any issues which may be affecting you:

- Angela Woolton (A4-27, Learning and Teaching Administrator)
- Frances Docherty (A4-15, Senior Lecturer)
- Emily Draper (A5-13, Professor)
- Euan Stobbs (Teaching Technician)

7.8 Student Disability Service

The University is committed to developing an environment in which students with special needs can pursue their intellectual and personal development with appropriate support. If students have special needs, please contact the Student Disability Service glasgow.ac.uk/services/disability so that appropriate support can be arranged.
The disability co-ordinator for the School is Kate McGarrigle (Cathrine.Mcgarrigle@glasgow.ac.uk).

7.9 General Data Protection Regulation (GDPR)

The legislation around Data Protection changed and was implemented on 25th May 2018 (https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/). As a result, the School has been reviewing all the data we hold (both in physical and electronic files) and it was thought that it would be useful for all colleagues to have some guidelines/information and these are set out below.

The UofG online Introduction to GDPR training course is a requirement for all University of Glasgow staff and PGR students (login to Moodle required: https://moodle2.gla.ac.uk/login/index.php).

Encryption of all mobile devices

In order to protect any confidential or personal data that you have stored on your mobile devices (phone; laptops; tablets, pen drives), it is important that you have all your devices encrypted. There is useful guidance at the following website, however, Stuart Mackay (support@chem.gla.ac.uk) will also provide help to anyone to ensure compliance with this requirement:
https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/

Data Security Responsibilities

The most important question to ask is - do you need the data? If not, then dispose of the data either in confidential waste bags (if they are physical files) or delete them routinely from your electronic sources. Specifically, you may want to consult the Student Support Office if you have any examination/course assessment marks that you want to pass over to them to retain. Also, if you want help with removal of confidential waste bags, please contact the Student Support Office. They will arrange for the removal of any confidential waste bags from your office and store them safely until we arrange for them to be removed for confidential shredding (please be aware this may take a couple of days to arrange an uplift).

There are some general rules to follow – this is not exhaustive:

- Ensure appropriate/secure storage for paper and e-records (either in your office or in an approved School filing system);
- Do not divulge any information on students to third parties (including their parents) unless you have the student's express consent to do so;
- Encrypt data on laptops, tablets, memory sticks, etc (see point 1 above);
- Do not share any system passwords – find alternative means of sharing data (eg discuss with the IT support Team alternatives such as shared drives, approved cloud providers);
- Destroy records appropriately and securely;
- Use approved cloud providers only (SharePoint; shared drives; OneDrive).

One example is that academic colleagues receive from time to time speculative enquiries from prospective RAs/PhD students – if you do, either ask their permission before passing on their CV to another colleague or suggest that they contact a more appropriate potential supervisor directly.

Student References: Guidance can be found at:
https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/references/

Personal Data

Personal Data is any information relating to a natural person who can be identified, directly or indirectly, by that information. For example,

- Name
- Identification number
- Location data
- Online identifier
- Pseudonymised data
- Factors specific to physical, physiological, genetic, mental, economic, cultural or social identity.

There is a Frequently Asked Questions page concerning GDPR at https://www.gla.ac.uk/myglasgow/dpfoioffice/faqs/; however, if you have a specific question that is not covered on this page or in this email, please feel free to contact Lynn Kearns (Lynn.Kearns@glasgow.ac.uk). On-line training is available through Moodle.

7.10 Smoking

Smoking is not permitted in any University building or vehicle. The University's definition of smoking extends beyond traditional cigarettes to also cover e-cigarettes which are also not permitted to be smoked in any University building or vehicle. For the avoidance of doubt, e-cigarettes include personal vaporizers and electronic nicotine delivery systems.

8.0 FREQUENTLY ASKED QUESTIONS

- *How do I submit a request for IT support via online Helpdesk*

1) Login to https://www.gla.ac.uk/help (also accessible at MyGlasgow/IT Services/IT Helpdesk);
2) Search for "cose it" in the search bar and select the option "*CoSE IT Support*":



3) Use the ♥ (heart) on the top right-hand side of the tile to add to your favourites/easy access list on the homepage;
4) Add your contact details;
5) Select your area of issue, or "general" if you are unsure;
6) Submit your request; a member of the IT Help Desk team will get back to you soon.

If you have query which is definitely for a central service, like Moodle, or HR, or MyCampus etc., then you should continue to search for those topics, but anything Chemistry or specialist is better to be submitted directly to CoSE Helpdesk. If you're not sure, then as long as your problem description is clear, it should still get routed to the right people.

- *The printer/photocopier is not working. What do I do?*

Submit a help request via IT Helpdesk at MyGlasgow and you will need the photocopier device ID printed on the large sticker on the front of the photocopier.

- *How do I report a fault with a projector in my lecture theatre?*

Submit a help request through IT Helpdesk at MyGlasgow.
For **URGENT** AV faults, there is an AV helpdesk number: 0141 330 5678 (08:00 - 16:45).

- *How do I report a fault with a projector in the Conference, David Sharp or Parkin Room?*

This will be handled by local IT support and a help request through CoSE IT Helpdesk at MyGlasgow should be submitted.

- *What if I lock myself out of the building outside office hours?*

Campus Security have a non-emergency number Ext 4282, and master keys for all areas of the campus.

- *What is the process for posting of letters / parcels?*

If you have a letter to post, you can bring it to the Student Support Office (Room A4-30) where the letter will be stamped and then taken to the Janitors box on Level 3.

If you have a package/parcel that needs to go DHL this needs to be delivered to the Central Mailroom by 2.30pm.

- *How do I deal with phishing and other e-mail security issues?*

Avoid clicking on links or opening attachments if you do not recognise the sender. Check out https://www.gla.ac.uk/myglasgow/it/informationsecurity/emailsecurity/.

9.0 KEY CONTACTS

Head of School	Prof Andrew Sutherland	head-chemistry-school@glasgow.ac.uk
Head of Professional Services	Mrs Lynn Kearns	Lynn.Kearns@glasgow.ac.uk
Director of Research	Prof Andrew Jamieson	Andrew.Jamieson.2@glasgow.ac.uk
Director of Learning and Teaching	Prof Harry Miras	Charalampos.Moiras@glasgow.ac.uk
Director of Graduate Studies	Dr David France	David.France@glasgow.ac.uk
Head of PG Taught Studies	Dr Stephen Sproules	Stephen.Sproules@glasgow.ac.uk
Stores Manager	Mr Finlay Smith	Finlay.Smith@glasgow.ac.uk
Facility Coordinators	Mr Cameron Fletcher Ms Mi Mi Sham	ChemFacilityCoordinator@glasgow.ac.uk
Technical Services Manager – Analytical Services	Dr Claire Wilson	Claire.Wilson.2@glasgow.ac.uk
Technical Services Manager – Teaching Lab Services	Mr Lloyd Henry	Lloyd.Henry@glasgow.ac.uk
Finance Office	Ms Nikki McCreath Mr Matt Woods	chem-accounts@glasgow.ac.uk
Out of hours access (staff card activation)	Facility Coordinators	ChemFacilityCoordinator@glasgow.ac.uk
Facility Assistant in the JBB	Duty Facility Assistant	07484 096 345
Security	4444	security-maincampus@glasgow.ac.uk
IT Queries		IT Helpdesk

9.1 HEADS OF TEACHING SECTIONS

Organic Chemistry	Dr Joëlle Prunet	Joelle.Prunet@glasgow.ac.uk
Inorganic Chemistry	Prof Mark Murrie	Mark.Murrie@glasgow.ac.uk
Physical Chemistry	Dr Adrian Lapthorn	Adrian.Lapthorn@glasgow.ac.uk

9.2 HEADS OF RESEARCH SECTIONS

Chemical Biology and Organic Synthesis	Dr David France	David.France@glasgow.ac.uk
Inorganic Materials	Prof Ross Forgan	Ross.Forgan@glasgow.ac.uk
Organic Materials / Soft Matter	Prof Emily Draper	Emily.Draper@glasgow.ac.uk
Programmable Chemistry	Prof Lee Cronin	Lee.Cronin@glasgow.ac.uk
Structure, Reactivity & Dynamics	Dr Emma Gibson	Emma.Gibson@glasgow.ac.uk

9.3 COLLEGE RESEARCH SUPPORT OFFICE

Research Support Manager	Ms Sarah MacPhail	Sarah.MacPhail@glasgow.ac.uk
Project Coordinator, Hub Lead	Ms Jacqui Heuchan	Jacqueline.Heuchan@glasgow.ac.uk
Project Coordinator	Ms Meri Alguero-Muniz	Maria.Alguero-Muniz@glasgow.ac.uk
Project Coordinator	Ms Sandra James	Sandra.James@glasgow.ac.uk
Research Support Administrator	Iona Davidson	Iona.Davidson@glasgow.ac.uk