



NIBEC

Nanotechnology & Integrated
Bioengineering Centre

THE NIBEC HANDBOOK

PRACTICE AND PROCEDURES – NIBEC

Updated February 2015



Nanotechnology and
Integrated Bioengineering
Centre

1. Introduction

NIBEC is one of three research centres within the Engineering Research Institute, School of Engineering, Faculty of Computing and Engineering.

In all cases it should be our endeavour at NIBEC to follow the [University of Ulster's Practice and Procedures](#).

Due to the location and nature of work at NIBEC this document highlights key information important to all staff, students and long term visitors.

1.1 Registration

Please complete the registration and health & safety forms available from the NIBEC office.

Email: You will receive an email address after receiving your staff number via Ulster HR department and the NIBEC IT Technician will assist your email set-up.

1.2 NIBEC Web Site Management

The NIBEC website (www.nibec.ulster.ac.uk) contains information on the research clusters, groups, staff and activities currently being undertaken in NIBEC and is wholly managed at NIBEC web master. News stories and updates to the website should be sent to the Institute Director and Ann Blair for uploading/updating onto the website.

1.3 ERI Annual Report

The Engineering Research Institute report is published annually highlighting the research, grant awards, publications and student activity within the Institute over the past 12 months and can be found on the NIBEC website.

1.4 NIBEC Personnel

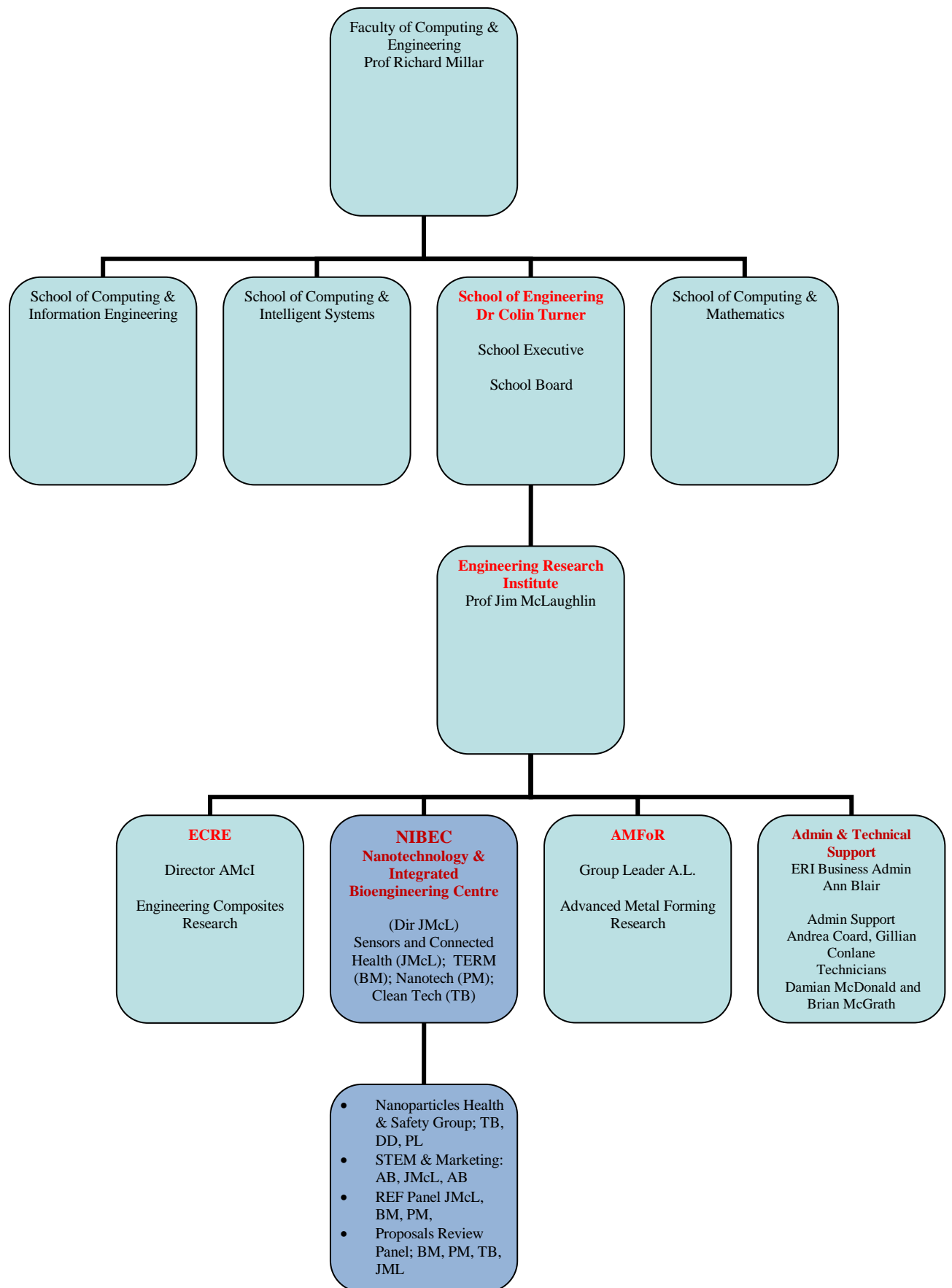
1.5.1 [Academic](#)

1.5.2 [Research](#)

1.5.3 [Admin/Technical](#)

1.5.4 [Research Students](#)

1.6 NIBEC Internal Management



2. NIBEC Infrastructure and Facilities Management

This section outlines the procedures to be adopted as part of the day to day running of NIBEC. These arrangements apply to the physical building security and maintenance.

2.1 Physical Security and Fabric Management

This section gives details of the security and general housekeeping procedures to be followed in NIBEC at all times. These guidelines have been laid down in an attempt to:

- (i) ensure that the building and its structural components are in first class condition at all times;
- (ii) provide staff and research students with the best facilities possible within current budget constraints;
- (iii) provide staff and research students with the most flexible access arrangements possible and allow research and development work to be carried out at times additional to normal working hours;
- (iv) ensure that proper security of the building is maintained at all times. Make sure all windows and doors are well secured on leaving your room and at no time should fire-doors, corridor doors, rear or front doors be propped open.

2.2 Building Access and Security

The building is to be used by authorised personnel only.

AT NO TIME SHOULD RESEARCH STAFF/STUDENTS ALLOW UNAUTHORISED INDIVIDUALS INTO THE CENTRE.

2.3 Access Points

Access to the building is through the double doors at the front of the building. The Emergency exit doors at ground floor and first floor level in Block 22 and 25 are alarmed and should only be used in the event of an emergency.

2.4 Building and Room Keys

Staff and research students are provided with a pin number (or in some cases a swipe card) and, if appropriate, a key for their particular room or laboratory. Access to locked laboratories other than one's own normal working environment should be through the NIBEC office staff, who are in possession of room master keys.

2.5 Access Times

Monday - Friday:

08.30am - 5.00pm	Electronic locks disengaged
5.00pm - 11.00pm	Access with pin number
11.00pm- 9.00am	Contact security to gain access

Saturday/Sunday/Holidays

Contact security to gain initial access and pin code then needed for internal doors. For health and safety reasons anyone working in NIBEC outside the hours of 08.30am – 5.00pm should ensure that there is at least one other person in the building. No experiments should be carried out in the laboratories while working alone. Experiments should only be carried out when supervised by a member of staff. Research staff and students wishing to work outside normal hours should get authorisation from their supervisor/line manager.

2.6 Undergraduate Students

Undergraduate students working on final year projects must not work unsupervised. Working arrangements are during normal open access hours only unless supervised by their project leader.

2.7 Breaches of Security

Suspected breaches of security in the form of damaged or missing equipment must be reported immediately to the Institute Director, providing as much detail as possible regarding exact location, time and components in question.

2.8 Faults in the Building

Faults or damage to the building or its facilities should be reported to the NIBEC office.

2.1.8 Faults with Equipment

Any faults with equipment should be reported immediately Patrick Dunlop and the person with responsibility for that piece of equipment. The name of the person responsible for the equipment should be beside the risk assessment for the equipment. A list of [equipment responsibilities](#) is also available on the NIBEC website.

2.9 Office Furniture

Requests for additional office or laboratory items including furniture and shelving should be directed through the appropriate supervisor or line manager. All items must be ordered through approved university suppliers of that particular item.

2.10 General Housekeeping

All work areas should be kept clean and tidy at all times.

2.11 Kitchen Area

A kitchen area is provided for the use of staff and students and must be kept clean and tidy at all times. Dishes should not be left in the sink or draining boards. Consideration should be taken with regard to food being heated in the microwave oven as there is no extraction system and food aromas can linger throughout the building. This is especially important when visitors are expected. Failure to show consideration will result in the removal of the facilities.

2.12 No Smoking Policy

The University operates a No Smoking Policy within the building. You should only smoke in the designated smoking areas.

2.13 e-Security and Document Security

PC/Network Security

Each PC is password protected (changed on a regular basis) with network protection offered through know shared directories. Please ensure that your PC is continuously updated with the latest Virus protection software and if direct advice is required contact NIBEC's IT Technician.

Please read the University range of IT policies:

<http://plangov.ulster.ac.uk/governance/policies/informationstudentservices.html>

Documentary Security

Shredding facilities are available in the reception and should be used as required. Confidential material can be disposed off through the use of Confidential Waste bags which should be requested from the office. In some laboratories a localized printing facility ensures that confidential material is not exposed inadvertently to others.

2.14 Health & Safety and First Aid

It is important to read and understand the University's Health and Safety Policy and keep updated on all matters relating to good practice and housekeeping. In particular make sure you understand all matters relating to Risk Assessment and COSHH advice.

NIBEC has designated Risk Assessment Regulators (BMcG), COSHH Regulators (TB) and First Aid trained personnel (Ann Blair).

2.15 NIBEC and Corporate Identity

Please adhere to the University's guidelines on corporate identity and try to use the [NIBEC presentation guideline as outlined on the web page](#).

3. Research Management

3.1 General

NIBEC is managed by the Centre Director. Four Cluster Leaders control research activities and ten research groups underpin the majority of outputs. PI's manage projects and special panels are set up to monitor research proposals, the REF process and specific health and safety concerns. Two administrative staff resource all the finance, business and support activities.

The centre is part of the Engineering Research Institute, along with ECRE and AMFoR and will continuously supply evidence based data to all continuous REF type monitoring of publications, funding, PhD numbers, esteem and impact. The centre is currently preparing for the REF2020 and staff should be familiar with all REF criteria.

3.2 Publications

Research publications will only be recognised by the University when they are entered onto the University's repository. It is the duty of all staff to ensure all publications are submitted to the [Ulster University Repository](#). An email address for all authors employed by the University of Ulster should be entered onto the database. Where possible a pdf of the publication should be uploaded with the publication. (see also section 4.0)

3.2 Research Projects

All proposed projects should be discussed with your line manager and a [sponsored research form](#) completed ASAP. All proposals should be passed by the ERI Proposal Review Panel and therefore a final draft copy should be submitted to the RI Director before final submission.

3.3 Appointment of Principal Investigators

This individual should be agreed at the outset of the project before the initial application is made. He/she will then be considered as the point of contact and the one responsible for the execution and management of the project. The choice of the Principal Investigator should reflect the type of project, e.g. only those technically competent to lead the project should be considered as Principal Investigator for a research council grant.

3.4 Additional Principal Investigators

Where a second 'Principal Investigator' is required by the University he/she should be appointed by agreement of all partners. In such a case, for operational purposes, the

research team should clearly recognise the first choice as Principal Investigator. Some Grant bodies will have specific rules on PI's and these should be followed.

3.5 Responsibilities of Principal Investigators

The Principal Investigator will be responsible to the University for the success or otherwise of the project, since he/she will be the named grant holder. In addition the Principal Investigator will be responsible to the Director of NIBEC in such matters relating to the project/NIBEC and use of finances.

3.6 Project Costing

All proposals will be costed in accordance with University regulations which include the demand that a [sponsored research form](#) be completed so that estimated costs can be deduced by the Research Office and physical resources be reserved in the Centre. Staff time allocation and physical resource requirements must be discussed and agreed with the relevant HOS and Centre Director prior to submission and the Director must sign the form.

It is the responsibility of the Principal Investigator to submit the sponsored research form to the Research Office and to ensure a signed copy of the form along with the official costing returned from the Research Office is lodged with the Director.

3.7 Control of Project Finance

The Principal Investigator will be responsible for the budget should the project be supported and will be the signatory for all of the budget categories. In keeping with School policy, all projects which have a NIBEC cost code will require the additional signature of the Director. Unless authorised by the Principal Investigator or other authorised staff, no other staff will have signatory authority. In such cases the Principal Investigator will inform, in writing, the Director of the substitute signatory.

4.0 Research Publications

4.1 Ulster Institution Repository

Uploads to repository: The following gives details of the suggested practices to be followed within NIBEC when submitting conference or journal papers and applying for research grants. These guidelines have been laid down in an attempt to:

- (i) allow for adequate resource provision within NIBEC
- (ii) allow for proper credit to be given to individuals concerned
- (iii) provide the appropriate encouragement of all staff
- (iv) provide a means of arbitration in the event of dispute over copyright, IPR etc.

The affiliation of the authors will firstly be NIBEC followed by the relevant School (may differ in some journals).

Where more than one author is involved, the order in which the names appear on the publication should be by the agreement of all authors, but in the event of dispute, will be determined by the Director. It should, however, be the principle that those who are deemed to have contributed most to the publication, in whatever form, should be named as first or corresponding author. However there may be overarching rules imposed by the Journal Editor

Papers which are submitted should have the approval of, and be vetted by (integrity of results, adequacy of internal review, appropriate protection of IP, intended place of publication) the appropriate group leader (or person the PI), whether or not the group leader is a named author. The publication must also have the consent of all authors prior to publication. (refer to the Postgraduate Student handbook for further information)

All publications should acknowledge appropriate sponsors. Upon acceptance, notification must be given to the NIBEC office or uploaded to the [Ulster Institution Repository](#).

Prior approval **MUST** be received from the appropriate source for costs (if any) associated with such a publication before submission of the paper or abstract. Publications which are submitted to and accepted by conference administrators, without prior approval will, in general, not be supported by the Centre. Conference presentations will only be supported in the future if one or more of the following apply:

- (i) Multiple papers can be given by a single presenter.
- (ii) It is an essential part of a student's / researchers training.
- (iii) The conference is of particular significance and standing.

4.2 Consultancy

NIBEC supports the University encouragement of staff to participate in proper consultancy activity.

4.3 Type and Amount of Consultancy

To ensure an appropriate balance with other duties, the amount of time staff devote to consultancy will be restricted to that dictated by their direct line manager (usually HOS or RI Director). Please read the [Innovation Ulster Consultancy Policy](#) and fill out signed approval forms.

4.4 Protection of Intellectual Property

NIBEC has many years of experience relating to the advancement of knowledge and technology transfer through research.

All enquiries relating to the Protection of IP or the development of a commercial strategy, should be made first via your line manager and then further advice sought through the Office of Innovation. In the case of a Group member, it is important that a Group Leader is informed of any requests for IP protection.

The latest Ulster IP Policy and Practice can found at :
http://oi.ulster.ac.uk/support_for_academics/intellectual_property

5.0 Green Impact

NIBEC is committed to the University's environmental policy and encourages all staff and students to be environmentally aware and make their work area more sustainable.

Save Energy

- Close the front door
- Ensure windows are closed when leaving a room
- Turn off lights if last to leave
- Turn off projectors and equipment at the end of the day
- Turn off computers and monitors when away from your desk
- Shut down computers at the end of the day
- Enable energy saving settings on computers and equipment

Save Paper

- Use a laptop/tablet where possible in meetings
- Only print off essential documents
- Print double sided or 2 pages per sheet where possible
- Print in black/white and draft quality where possible
- Recycle ink cartridges via the office

Save Fuel

- Car share when attending meetings
- Enrol for the Bike to Work Scheme
- Use video/tele conference facilities where possible – save fuel and time

Get Involved

- Send your ideas to the NIBEC Green Impact team via Ann Blair in 25A01 or a.blair@ulster.ac.uk

www.ulster.ac.uk/sustainability/

6.0 Other related Ulster Policies

6.1 [HR Policies](#)

6.2 [Communication and External Affairs](#)

6.3 [Information and Student Services Policy](#)

6.4 [Finance Policy](#)

6.5 [Research Office & Research Governance](#)

6.6 [Health and Safety Policy](#)

6.7 [Other Policy](#)