

Welcome to the CNB

Guide for new PhD students

Presentation of the CNB

Welcome! From now on you are a member of the **National Centre for Biotechnology** (CNB)!

As you might know, our centre is part of the Spanish National Research Council (Consejo Superior de Investigaciones Científicas, CSIC). We have four main goals:

- To acquire knowledge and develop new technologies in the areas of human and animal health, agriculture and the environment
- To promote knowledge and technology transfer for the benefit of society
- To train future generations of researchers and technologists
- To engage and inform society about advances in and the benefits of biotechnology

We are a team of more than 600 professionals, among whom you will find more than 150 PhD students like you.

To facilitate your incorporation into the CNB team, we have prepared this guide with some information and people you might want to know. Please do not hesitate to contact anyone mentioned here if you need advice.

Work hard, learn all you can, make friends and discover the wonders of research. In the end, you will get what you have come for: your PhD and a wealth of experience that will serve you for many years.

We really hope you enjoy your time with us.

Becoming part of the CNB community: first steps

- Once you arrive at the CNB, make an appointment with [MARINA HERNANDO](#) (Head of Human Resources). Her department will help you to **formalise your incorporation**.
- Once you have been included in the CNB and CSIC workers' database, you can apply for a **personal email** account at [TIC WEBSITE \(HTTP://TIC.CNB.CSIC.ES/INDEX.PHP\)](http://tic.cnb.csic.es/index.php). Talk to [SONIA DE DIEGO](#) (Head of Information Technologies Department) if you need any help with the process or setting up your CNB computer.
- To **appear on your lab's webpage** as a member of your group, contact [JULIA GARCÍA](#) (Communications and Outreach).
- Every new student working in a lab must complete a **biosafety course**. Talk to [FERNANDO USERA](#) (Head of Biosafety and Radiation Protection) for information about when the next course will take place.
- If you need to use any controlled access CNB facility such as the Animal Facility or the Greenhouse, you will need an **access card**. You can ask [SÓCRATES GUTIÉRREZ](#) (Head of Security) for it.
- If you want an **identification card** to justify that you work at the CNB-CSIC, ask for it in the Human Resources Department. This card will certify you as an employee of the CNB at any time you might need it.
- The CNB is part of the [UAM CAMPUS INTERNACIONAL DE EXCELENCIA](#). This means that you can get discounts in some UAM services such as sports or other activities.

People and committees you should know

- **Training Advisory Committee**

The purposes of this committee are to implement and coordinate training activities. It is formed by representatives from each of the centre's research departments, who serve as an additional contact point for any issues or doubts the PhD trainees might have.



- [YOLANDA CARRASCO](#), Department of Immunology and Oncology
- [VICENTE RUBIO](#), Department of Plant Molecular Genetics
- [MIGUEL VICENTE](#), Department of Microbial Biotechnology
- [JUAN JOSÉ SANZ](#), Department of Cellular and Molecular Biology
- [MARK VAN RAAIJ](#), Department of Macromolecular Structures
- [JAVIER TAMAMES](#), Systems Biology Programme

- **PhD Student Committee**

A committee formed by one or two PhD student representatives of each department participates in the organisation of the centre's scientific activities. Current members are:

- [JESÚS OGANDO](#), Department of Immunology and Oncology
- [ANDRÉS ORTIGOSA](#), Department of Plant Molecular Genetics
- [ALEJANDRO ASENSIO](#), Department of Microbial Biotechnology
- [NOELIA SOFÍA DE LEÓN REYES](#), Department of Cellular and Molecular Biology
- [MARÍA TERESA BUENO](#), Department of Macromolecular Structures
- [ADRIANA SANZ](#), Systems Biology Programme

The PhD community at the CNB also keeps in touch through an email list. All PhD students are invited to join. To sign up, you only have to send an email to this address:

PREDOCTORALES-REQUEST@CNB.CSIC.ES

- **Fellowship Issues**

If you need information about fellowships or any other grant calls, you can contact Dani in Administration.



DANIEL MARTÍN

dmartin@cnb.csic.es

91585 4859

- **Foreign students**

In collaboration with Human Resources (Marina Hernando), Daniel Martín (Administration-Project Management) offers advise on foreign students' issues. Information of interest for foreign students can also be found in the [GUIDE FOR THE MANAGEMENT OF THE MOBILITY OF THE FOREIGN RESEARCHER IN SPAIN](#)



MARINA HERNANDO

mhernand@cnb.csic.es

91585 4920

- **Biosafety Issues**

Safety is a major concern at the CNB. Fernando Usera is in charge of chemical, biological and radiological safety at the CNB. He is the contact person if you have an accident caused by any of these.

To prevent accidents, contact him if you have any doubts regarding equipment or materials you are using.

Once a month, he organises a biosafety course that every person working at the CNB must complete.



FERNANDO USERA

fusera@cnb.csic.es

91585 4541

- **Instrumentation support**

At the CNB, some equipment is owned exclusively by each lab and used by its members, and some equipment is shared by an entire department or by the whole centre. Each item of shared equipment usually has its own person in charge whom you can contact if you have doubts, but if you need any help, Ismael Gómez is the head of Instrumentation at the CNB.



ISMAEL GÓMEZ

igomez@cnb.csic.es

91585 4502/4839

CNB Training Activities for 2016

- **Welcome to the CNB for new PhD students** (25 May 2017)
- **Scientific Workshop for predoctoral students** (09 June 2017)
- **Workshop: How to write a Scientific Paper** (26-28 September 2017)
- **Workshop: Public presentations skills** (February-March 2018)

What should I do in case of an accident?

- **Serious accidents or could be so:**
Call **112** and seek immediate medical attention

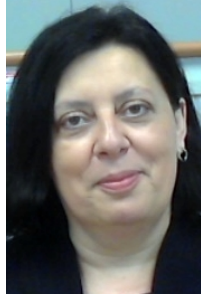
- **Minor accidents:**
 1. Perform FIRST AID

 2. Notification
 - a. In case of accident with **biological, chemical or radiological risk**: notify **Fernando Usera** at Biosafety Unit.
 - b. **In all other cases** notify **Marina Hernando** at Human Resources

 3. Seek MEDICAL ASSISTANCE:
For CSIC workers, FREMAP is the insurance company for workplace accidents and occupational illnesses. **FREMAP MUTUAL EMERGENCIAS: 900610061 (24h)**.
In the case of emergencies, assistance is also provided by the **Medical Service on the campus** (Plaza Mayor; 91 568 1949 / 91 568 1950).

- Once a year, the CNB carries out an evacuation drill for which the necessary procedures are explained. **Socrates Gutiérrez** is responsible for security in such cases.

Management and CNB support



ISABEL SEVILLANO
General manager



MARINA HERNANDO
Head of Human Resources

- Project Management, SORAYA OLMEDILLA
- Economic Management, MARIANO MUÑOZ
- Purchasing & Supplies, RAMÓN SERRANO
- Information Technologies, SONIA DE DIEGO
- Library, MARÍA DOLORES APARICIO
- Maintenance, ANTONIO DUEÑAS
- General Services, GABRIEL SÁNCHEZ DE LAMADRID
- Scientific Editing, CATHERINE MARK
- Technology Transfer, ANA SANZ
- Communication and Outreach, JULIA GARCÍA LÓPEZ

Direction team



Fernando Rojo
director



Mario Mellado
vicedirector



Peter Klatt
vicedirector

How are we organised

The CNB is organised in **five departments and one programme**:

- Department of Macromolecular Structures. Head: [JOSE MARÍA VALPUESTA](#)
- Department of Cellular and Molecular Biology. Head: [MARTA NIETO](#)
- Department of Microbial Biotechnology. Head: [JOSÉ LUIS MARTÍNEZ](#)
- Department of Plant Molecular Genetics. Head: [JOSE JUAN SÁNCHEZ SERRANO](#)
- Department of Immunology and Oncology. Head: [ANA CUENDA](#)
- Systems Biology Programme. Head: [VÍCTOR DE LORENZO](#)

21 **core facilities** provide leading-edge technologies and support to research labs:

- Electron microscopy. [CRISTINA PATIÑO](#)
- Confocal microscopy. [SYLVIA GUTIÉRREZ](#)
- Cryoelectron microscopy. [ROCIO ARRANZ](#)
- Macromolecular X-ray crystallography. [CÉSAR SANTIAGO](#)
- Proteomics facility. [ALBERTO PARADELA](#)
- Protein tools unit. [LEONOR KREMER](#)
- Genomics unit. [JOSE MANUEL FRANCO](#)
- Bioinformatics for Genomics and Proteomics. [JUAN CARLOS OLIVEROS](#)
- Scientific computing. [JOSE RAMÓN VALVERDE](#)
- Sequence analysis and structure prediction. [MÓNICA CHAGOYEN](#)
- Flow cytometry. [M^a CARMEN MORENO](#)
- Greenhouse. [TOMÁS HERAS](#)
- Animal Facility. [ÁNGEL NARANJO](#)
- *In vitro* plant culture.
- Histology facility. [LLUIS MONTOLIU](#)
- Mouse embryo cryopreservation facility. [LLUIS MONTOLIU](#)
- Transgenesis. [BELÉN PINTADO](#)
- Radiation protection and biological safety. [FERNANDO USERA](#)
- Tissue culture washing and sterilisation. [ROSA MARÍA BRAVO](#)
- Photography. [INÉS POVEDA](#)
- Workshop. [DANIEL PASTORA](#)
- Instrumentation. [ISMAEL GÓMEZ](#)