



Welcome to the CNB

Guide for new PhD students

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

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 who to contact if you need further information and advice. Please do not hesitate to contact anyone mentioned here if you have any questions or concerns, academic or personal.

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.

Prof. Fernando Rojo and the Training Advisory Committee

Direction Team



Fernando Rojo
Director



Mario Mellado
Vicedirector



Peter Klatt
Vicedirector

Management And CNB Support



ISABEL SEVILLANO
General manager



MARINA HERNANDO
Head of Human Resources

- Project Management, SORAYA OLMEDILLA
- Economic Management GEMA BRAVO
- Purchasing & Supplies, JULIO DIEZ
- Information Technologies, SONIA DE DIEGO
- Library, MARÍA DOLORES APARICIO
- Maintenance, ANTONIO DUEÑAS
- General Services, GABRIEL SÁNCHEZ DE LAMADRID
- Technology Transfer, CRISTINA MERINO
- Communication and Outreach, SUSANA DE LUCAS

Centre Organization

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: [FRANCISCO JOSÉ IBORRA](#)
- Department of Microbial Biotechnology. Head: [JOSÉ LUIS MARTÍNEZ](#)
- Department of Plant Molecular Genetics. Head: [ROBERTO SOLANO](#)
- 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. [ROCÍO ARRANZ](#)
- Macromolecular X-ray crystallography. [CÉSAR SANTIAGO](#)
- Proteomics facility. [FERNANDO CORRALES](#)
- 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. [LLUÍS MONTOLIU](#)
- Mouse embryo cryopreservation facility. [LLUÍS 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](#)

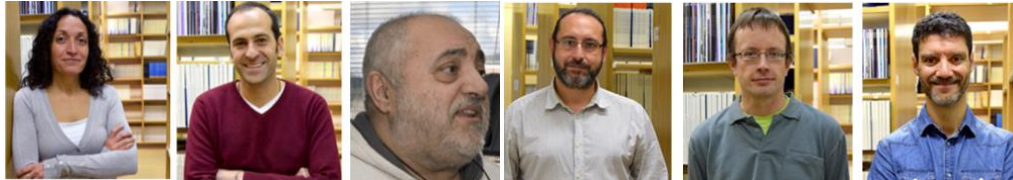
Becoming Part Of The CNB Community: First Steps

- 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 [SUSANA DE LUCAS](#) (Communications and Outreach).
- Every new student working in a lab must complete an induction and 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.

- [GUILLERMO ALBERICIO & SOFÍA GARDETA](#), Department of Immunology and Oncology
- [ELENA SÁNCHEZ](#), Department of Plant Molecular Genetics
- [ALEJANDRO ASENSIO](#), Department of Microbial Biotechnology
- [LORENA BRAGG](#), Department of Cellular and Molecular Biology
- [MOISES MAESTRO](#), & [MARCOS GRAGERA](#) Department of Macromolecular Structures
- [MARTA COBO](#), 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 advice 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
Some equipment at CNB is exclusively owned by each lab and used by its members, but some equipment is shared by an entire department or the whole centre. There is a responsible person in charge of shared equipment whom you can contact if you have doubts. If you need extra help, Ismael Gómez is the head of Instrumentation at the CNB.



ISMAEL GÓMEZ

igomez@cnb.csic.es

[91585 4502/4839](tel:9158545024839)

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.

CNB PhD Training Programme

The aim of this PhD programme is to train students in cutting-edge biotechnology, a multidisciplinary, dynamic and exciting discipline that will increasingly underpin research in many different fields. Students on this PhD programme will receive training in a spectrum of techniques including advanced microscopy, molecular, cell and plant biology, proteomics, bioinformatics and systems biology.

Attendance at seminars, training courses and events organised by the institute is compulsory. Students are also expected to attend the CNB and CNB Junior seminar series held on Fridays and the CNB Scientific Workshop held in December.

After Junior Seminars, time is scheduled for speakers to discuss their research with the PhD students, attendance at seminars and discussions with the speakers is compulsory.

Students are strongly encouraged to participate in outreach events, particularly those organised by the Centre. Students will be advised by e-mail of other opportunities to participate in outreach events throughout the year.

In addition, as part of the CNB PhD program, students are expected to actively participate in the following activities during their stay at CNB:

Year 1 and/or 2. Attendance to the PhD Welcome event.
Attendance and talk at the PhD symposium.

Year 3 and/or 4. Poster or talk at the Annual CNB Scientific Workshop.

Assessment

A volunteer pilot program will start running in 2019. In this program, a thesis committee will be appointed at the beginning of your PhD and they will monitor the progress of your studies annually. If **you and your thesis supervisor** are interested in joining the program, please contact the Training Committee for more information.

Complaints and appeals

You should contact a member of the Training Advisory Committee immediately if there are any circumstances that will affect your performance on the course or if you have a complaint of any kind. It is often better to deal with a concern immediately rather than allow it to escalate.

Programme for 2019/2020

This programme may be amended to include additional courses or events, students will be informed of course amendments by e-mail.

- Welcome to the CNB for new PhD students (7th May 2019). (For students starting from June 2018).
- Scientific Workshop for PhD students (17th June 2019) Attendance open to all PhD students. Talks from 1st or 2nd year PhD students
- Workshop: **How to write a Scientific Paper**. Miguel Vicente (attendance limited to 35 participants). 28th May, 12:00, Room B6
- Workshop: Public presentations skills (attendance limited to 20 participants). Priority will be given to students from 3rd and 4th PhD year (and involved in committees). September 23rd-24th
- Workshop: **Ethics and Integrity in Research**. Lluís Montoliu. Lecture Room 22nd October, 11:00-13:00
- Core Facilities Seminars: Dates to be determined

Non-Scientific activities you can enjoy/join during your PhD

- Nokaut. Amateur Theatre Group at CNB. If you want to join us, please contact [Moises Maestro](#), or [Isabel Corraliza](#)
- Informal Football games. We play every Thursday, if you want to join us, contact [Enrique Rojo](#)
- Board games playing group: If you are interested, get in contact with [Raquel Tenorio](#) or [Javier Tamames](#)