



MINISTERIO  
DE CIENCIA  
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CSIC



EXCELENCIA  
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CENTRO NACIONAL DE BIOTECNOLOGÍA

# Welcome to the CNB

Guide for new PhD students

Welcome! From now on you are a member of the Centro Nacional de Biotecnología (National Centre for Biotechnology, CNB-CSIC).

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 around 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.

## 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 PhD student should contact a PhD training committee representative for a short introduction talk (You can check your Department representatives in page 5 of this guide).
- 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](mailto:predoctorales-request@cnb.csic.es)
- Every new student working in a lab must complete an induction and biosafety course. Talk to [NURIA MARTIN](#) (Risk Prevention Unit) for information about when the next courses 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
- [ALVARO SAN MILLÁN](#), Department of Microbial Biotechnology
- [INÉS ANTÓN](#), Department of Cellular and Molecular Biology
- [MARK VAN RAAIJ](#), Department of Macromolecular Structures
- [JAVIER TAMAMES](#), Department of Systems Biology

- 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.



- [ANDRÉS PARÍS & SOFÍA GARDETA](#), Department of Immunology and Oncology
- [IRIS MARTÍNEZ & SANTIAGO MICHAVILA](#), Department of Plant Molecular Genetics
- [LETICIA LUCERO & MARTÍN SASTRE](#), Department of Microbial Biotechnology
- [ANDONI GÓMEZ & LORENA BRAGG](#), Department of Cellular and Molecular Biology
- [MOISES MAESTRO, & ARTURO GARCÍA VESGA](#) Department of Macromolecular Structures
- [DIEGO JIMÉNEZ](#), Department of Systems Biology

- CNB Equality Committee



SAÚL ARES



PILAR CUBAS



ANA CUENDA



MÓNICA CHAGOYEN



DANIEL LÓPEZ



CARMEN SAN MARTÍN



JUAN JOSÉ SANZ

The Equality Commission (<https://www.cnb.csic.es/index.php/es/igualdad>) has been created with the aim of promoting gender equality in the academic and research environment, and to ensure that in our center the principle of equal opportunities is respected without any discrimination due to gender, race, ideology or sexual orientation.

For any enquiries, incidences, ideas or suggestions you have regarding equality, you can get in touch with any member of the commission (<https://www.cnb.csic.es/index.php/es/igualdad>) or write to the CNB Equality Commission e-mail: [igualdad@cnb.csic.es](mailto:igualdad@cnb.csic.es)

- Fellowship Issues

If you need information about fellowships or any other grant calls, you can contact Daniel Martín.



DANIEL MARTÍN

[dmartin@cnb.csic.es](mailto:dmartin@cnb.csic.es)

91585 4859 (432166)

- Foreign students

In collaboration with Human Resources (Marina Hernando), Daniel Martín (Project Management) offers advice on foreign students' issues. Information of interest for foreign students can also be found in the



MARINA HERNANDO

[mhernand@cnb.csic.es](mailto:mhernand@cnb.csic.es)

91585 4920 (432176)

- 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.



FERNANDO USERA

[fusera@cnb.csic.es](mailto:fusera@cnb.csic.es)

91585 4541 (432057)

- 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](mailto:igomez@cnb.csic.es)

91585 4502/4839 (432 022/148)

- General Services

They are in charge of general functioning at the CNB such as:

- sending a parcel: [mensajeria@cnb.csic.es](mailto:mensajeria@cnb.csic.es)
- booking the Lecture hall, Room B6 or Rooms A and B, email: [seminarios@cnb.csic.es](mailto:seminarios@cnb.csic.es)



Left to right: Julián Grande, Gabriel Sánchez and Manuel Grande  
91 585 4538/ 46 92

## Direction Team



MARIO MELLADO  
Director



FERNANDO ROJO  
Vicedirector



SUSANNA MANRUBIA  
Vicedirector

## Management And CNB Support



ISABEL SEVILLANO  
General Manager



MARINA HERNANDO  
Head of Human Resources

- Project Management, DANIEL MARTÍN
- Economic Management, GEMA BRAVO
- Purchasing & Supplies, JULIO DIEZ
- Information Technologies, SONIA DE DIEGO
- 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 six departments:

- Department of Macromolecular Structures. Head: [JOSE MARÍA VALPUESTA](#)
- Department of Cellular and Molecular Biology. Head: [M<sup>o</sup> DOLORES RODRÍGUEZ](#)
- Department of Microbial Biotechnology. Head: [SILVIA AYORA](#)
- Department of Plant Molecular Genetics. Head: [ROBERTO SOLANO](#)
- Department of Immunology and Oncology. Head: [DOMINGO F BARBER](#)
- Systems Biology Programme. Head: [FLORENCIO PAZOS](#)

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

- Electron microscopy. [CRISTINA PATIÑO](#)
- Confocal microscopy. [ANA OÑA](#)
- Cryoelectron microscopy. [ROCÍO ARRANZ](#)
- Macromolecular X-ray crystallography. [CÉSAR SANTIAGO](#)
- Proteomics facility. [FERNANDO CORRALES](#)
- Protein tools unit. [LEONOR KREMER](#)
- Bioinformatics for Genomics and Proteomics. [JUAN CARLOS OLIVEROS](#)
- Scientific computing. [JOSE RAMÓN VALVERDE](#)
- Sequence analysis and structure prediction. [FLORENCIO PAZOS](#)
- Flow cytometry. [M<sup>o</sup> CARMEN MORENO](#)
- Greenhouse. [TOMÁS HERAS](#)
- Animal Facility. [ÁNGEL NARANJO](#)
- 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](#)

## CNB-CSIC codes

### Good Scientific Practices

CSIC has a Code of Good Scientific Practices developed by the CSIC Ethics Committee. As part of the organization, the CNB assumes this code, that can be found in the [CSIC Intranet](#).

Moreover, CNB is committed to the [CSIC Manual of Conflicts of Interest](#).

### Good Practices in Animal Research

The CNB Animal Research Ethics Committee (<http://wwwuser.cnb.csic.es/~animalaro/CEEA.html>) supervises compliance with codes of good scientific practice at the centre.

The CNB embraces the [Statement Supporting Directive 2010/63/EU](#) in support of European Animal Research Legislation.

### Gender policy

The CNB gender policy follows the recommendations from the CSIC Women and Science Commission and is committed to fulfil the strategic recommendations from the II [CSIC Equality Plan](#) (2019) and its [annex](#)

### International students

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](#)

## 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.

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.
- Attendance to the Annual CNB Scientific Workshop.



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

The annual workshops information can be found in the CNB website

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

## Complaints and appeals

You should contact a member of the Training Advisory or PhD Students Committees immediately if there are any circumstances that will affect your performance on your PhD 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.

## CNB Training Activities for 2021-22

**Workshop: “Cómo planificar, estructurar, diseñar y exponer presentaciones científicas”** (In Spanish) (18th-19th October, 2021)

**How to Write a Scientific Article** (17th November 2021)

**Welcome to the CNB for new PhD Students** (1<sup>st</sup> February 2022)

**Ethics and Integrity in Research** (15th March 2022)

**Scientific Workshop for PhD Students** (23<sup>rd</sup> May 2022)

## 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](#)

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