

ICIQ ADMINISTRATION FAQs

I need to renew my NIE card / bring relatives to live with me → contact Anaïs, Human Resources alurion@iciq.es

I have a question about my contract / salary / taxes → contact Anaïs, Human Resources alurion@iciq.es

I need help with my health card or other bureaucracy related to personal documents → contact Marta Moya, mmoya@iciq.es

I have a question about my grant / I have to send a report to the granting agency → contact Noèlia Flores, nflores@iciq.cat (FI, FPU, FPI) or the Projects Unit (Beatriu de Pinós, Marie Curie)

I am going for a secondment funded by my grant → contact Noèlia Flores, nflores@iciq.cat (FI, FPU, FPI) or the Projects Unit (Beatriu de Pinós, Marie Curie)

I need to register for a conference / buy flights / book a hotel → contact Elena Masdeu, travel@iciq.es

I have travel tickets / URV registration fees / expenses to be reimbursed → contact Elena Masdeu, travel@iciq.es

I need to purchase something → ask your supervisor, once you have his/her OK contact Núria Vendrell, nvendrell@iciq.cat

I need to have a poster / my thesis printed → contact Núria Vendrell, nvendrell@iciq.cat

I need to deposit my thesis / organise the viva → contact Eva Casco ecasco@iciq.es if you need support with the URV documents, ask her to book the auditorium for you etc. I need to book a

meeting room / the library / the auditorium → contact Albert Sabadell (López'group) / Bruna Sánchez (Maseras' Group)