

# ICIQ ADMINISTRATION FAQs

I have a question about my contract / salary / payslip / taxes → contact Anaïs, Human Resources [alurion@iciq.es](mailto:alurion@iciq.es)

I need to renew my NIE card / bring relatives to live with me → contact Marta Moya, [mmoya@iciq.es](mailto:mmoya@iciq.es) and Anaïs [alurion@iciq.es](mailto:alurion@iciq.es)

I need help with my health card or other bureaucracy related to personal documents → contact Marta Moya, [mmoya@iciq.es](mailto: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](mailto: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](mailto:nflores@iciq.cat) (FI, FPU, FPI) or the Projects Unit (Beatriu de Pinós, Marie Curie)

I need travel/medical insurance for my trip/secondment → Marta Moya, [mmoya@iciq.es](mailto:mmoya@iciq.es), Anaïs [alurion@iciq.es](mailto:alurion@iciq.es)

I need to register for a conference / buy flights / book a hotel → contact Elena Masdeu, [travel@iciq.es](mailto:travel@iciq.es) and send poster/presentation title and link to conference site to Núria Vendrell [nvendrell@iciq.cat](mailto:nvendrell@iciq.cat)

I have travel tickets / URV registration fees / expenses to be reimbursed → contact Elena Masdeu, [travel@iciq.es](mailto:travel@iciq.es)

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

I need to deposit my thesis / organise the viva → contact Eva Casco, [ecasco@iciq.es](mailto:ecasco@iciq.es) as soon as you know when you're depositing. Ask her to book the auditorium for you etc.  
The URV is in charge of organising the trips of the jury members.

I need to have a poster / my thesis printed → contact Núria Vendrell, [nvendrell@iciq.cat](mailto:nvendrell@iciq.cat)

I need to book a meeting room / the library / the auditorium → contact [Albert Sabadell \(López'group\)](#) / [Bruna Sánchez \(Maseras' Group\)](#) / [Carles Bo](#)

I need to send an envelope / thesis book etc. → go to Reception, tell Núria Vendrell where and how (post/courier) you're sending it [nvendrell@iciq.cat](mailto:nvendrell@iciq.cat)

Office supplies (notebooks, pens etc) and paper → tell Núria Vendrell when you notice we're running out of something of you take the last unit [nvendrell@iciq.cat](mailto:nvendrell@iciq.cat)