

ICIQ ADMINISTRATION FAQs

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

I need to renew my NIE card / bring relatives to live with me → contact Marta Moya, mmoya@iciq.es

I need help with my Catalan/EU 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 Núria Vendrell nvendrell@iciq.cat to ask for a budget number (which project is funding your expenses) and send her the poster/presentation title and link to conference site, then fill in the Travel form (with the budget number) and contact travel@iciq.es

I need travel/medical insurance for my trip/secondment → Marta Moya, mmoya@iciq.es, Anaïs alurion@iciq.es

I have travel tickets / URV registration fees / expenses to be reimbursed → contact 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 deposit my thesis / organise the viva event → contact Eva Casco, 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

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

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