

# Newcomers' Welcome Guide



cicCartuja

centro de  
investigaciones científicas  
isla de la cartuja

IBVF

instituto de  
bioquímica vegetal  
y fotosíntesis

ICMS

instituto de  
ciencias de materiales  
de Sevilla

IIQ

instituto de  
investigaciones  
químicas

# Contents

About cicCartuja.....	4
Institute of Plant Biochemistry & Photosynthesis .....	7
Institute of Material Science of Seville .....	8
Institute of Chemical Research .....	9
Administrative Services.....	10
Technical Services .....	12
Cartuja Campus Library .....	15
Scientific Facilities.....	16
Building Plans .....	21
How to get to cicCartuja .....	28
Life in Seville.....	29
FAQ's .....	33





## Welcome

As a newcomer, we want your transition here to be as smooth as possible, so we offer you a friendly guide containing tips and advice to help you settle in.

This guide has been created to provide information on the staff at cicCartuja, the way the organisation functions and a general overview of life in Seville.

It is undoubtable that you will have many questions when you start here at cicCartuja,

and we hope you will find our Frequently Asked Questions section useful. If you have a specific question that is not included in this guide, please refer to section three of this guide Work at cicCartuja, where you will find a list of the departments and contact details for staff. This should help to get your question answered by the right person.

We hope you enjoy your time working at cicCartuja!



# About cicCartuja

## Helping Develop Knowledge

*cicCartuja is a public, non-profit research centre founded in 1996 whose mission is to improve citizens' quality of life through the technical and scientific research conducted at its three institutes, fostering transfer of knowledge and public engagement with science.*

Centro de Investigaciones Científicas Isla de la Cartuja (cicCartuja) is a non-profit research centre funded by the **Spanish Research Council (CSIC)**, the **Regional Government of Andalusia (JA)**, and the **University of Seville (US)**.

The organisation is comprised of three joint CSIC-US institutes: the Institute of Chemical Research (IIQ), the Institute of Plant Biochemistry and Photosynthesis (IBVF), and the Institute of Material Science of Seville (ICMS).

Combining the work of the CSIC-US has enabled cicCartuja to offer high-level training, active public engagement and extensive outreach programmes.



**CSIC**





# About cicCartuja



**400  
People**



**80  
Research  
Projects**



**40  
Research  
Groups**



**23,600 m<sup>2</sup>  
Building  
Space**



# cicCartuja

## Management



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# Institute of Plant Biochemistry and Photosynthesis

## IBVF

[www.ibvf.us-csic.es](http://www.ibvf.us-csic.es)

**The Institute of Plant Biochemistry and Photosynthesis (IBVF by its acronym in Spanish) addresses research and biotechnological use of organisms that use light as a source of energy**

- Molecular bases of development in cyanobacteria and plants
- Cell signalling and adaptation to environmental stress of photosynthetic organisms
- Gene expression and metabolic regulation in plant cells
- Bioelimination of atmospheric CO<sub>2</sub> in the fight against climate change
- Microalgae biotechnology for the production of compounds of industrial interest

## IBVF Management



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# Institute of Material Science of Seville

## ICMS

[www.icms.us-csic.es](http://www.icms.us-csic.es)

**The Institute of Material Science of Seville (ICMS by its acronym in Spanish) develops advanced materials with new properties to transfer them to industry and put them at the service of society**

- Development of solar panels, sensors and coatings with optical applications
- New procedures at the nanoscale to understand the behaviour of materials
- Synthesis of catalysts against pollution and for cleaner energies
- Generation of ceramics for extreme environments and immobilization of residues
- Analysis and diagnosis of materials for the preservation of historical heritage

## ICMS Management



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# Institute of Chemical Research

IIQ

[www.iiq.us-csic.es](http://www.iiq.us-csic.es)

**The Institute of Chemical Research (IIQ by its acronym in Spanish) carries out basic and applied research at the interface of chemistry with disciplines such as biology and medicine**

- Fundamental studies of organometallic chemistry
- Design of catalysts for the sustainable use of chemical resources
- Preparation of molecules of biological and economic interest
- Structural and functional analysis and interactions of biological macromolecules
- Transfer to fields such as catalysis, agri-food, nanomedicine, etc.

## IIQ Management



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# Administration



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# Maintenance



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# Procurement



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Procurement Technician

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# Communications



**Communications office can help you publicise and popularise your work. Get in touch if you have something you wish to share with the media, the general public or the internal community. It may also be useful to keep up-to-date with the social media channels.**



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# Cartuja Campus Library



**The Campus Library provides support to researchers from not only the three cicCartuja Institutes but also from the Seville Institute of Microelectronics (IMSE) and the Doñana Biological Station (EBD).**



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# Scientific facilities and services

IBVF

[www.ibvf.us-csic.es](http://www.ibvf.us-csic.es)

- Protein Analysis Facility
- Cytometry and Confocal Microscopy
- Greenhouse Facility
- Chromatography Facility
- Biological Cultures Service

ICMS

[www.icms.us-csic.es](http://www.icms.us-csic.es)

- Spectroscopy
- Textural and Thermal Analysis
- Electron Microscopy
- Surface Analysis
- X-ray Diffraction Laboratory

IIQ

[www.iiq.us-csic.es](http://www.iiq.us-csic.es)

- Nuclear Magnetic Resonance
- Elemental Analysis Services
- Radioactive Installation
- Mass Spectrometry Service
- Crystallography and X-ray laboratory

# Nuclear Magnetic Resonance



Nuclear Magnetic Resonance is a spectroscopic technique used to obtain relevant structural and stereochemical information on molecules in a short time scale. It is a non-destructive technique and it has broad applications in all areas of Chemistry and some important areas within Biology. The NMR facilities consist of equipment belonging to the Institute of Chemical Research (IIQ). It functions as an open facility to satisfy the high demand both from IIQ users and third parties.



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# Biological Cultures Service



This service consist mainly of maintenance and growth of photosynthetic organisms such as eukaryotic microalga and cyanobacteria for scientific research. The service keeps collections of these types of microorganisms for use by the scientific community. In addition, it supplies to the members of the Institute (Plant Biochemistry and Photosynthesis) with competent cells of several strains of the enterobacteria *Escherichia coli* for use in molecular biology.

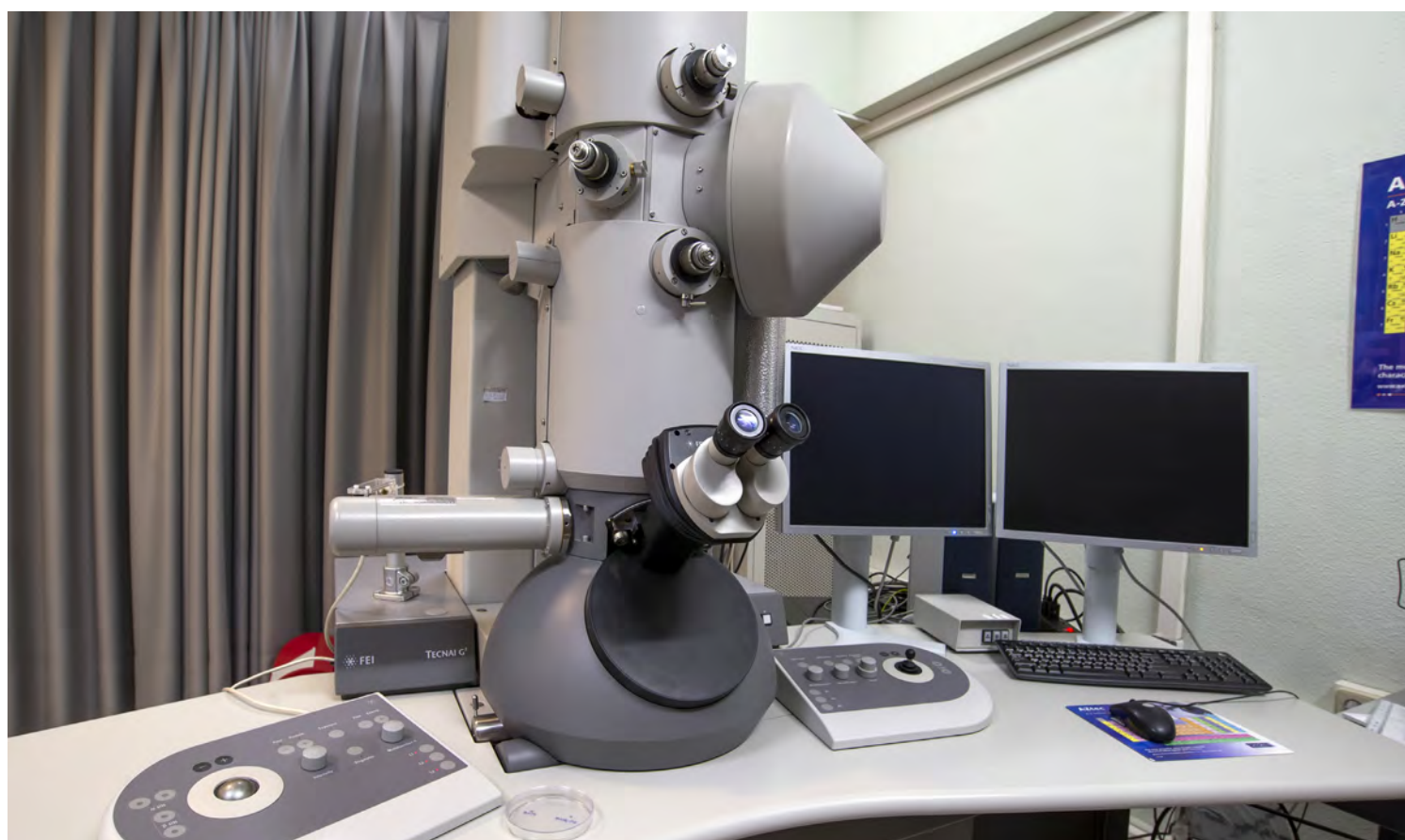


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# Transmission Electron Microscopy



Transmission electron microscopy is a widely used technique for microstructural and chemical characterization at micro and nanoscales, giving information about morphology, grain size, chemical composition, crystallinity and identification of crystalline phases in all type of materials. Electron Energy Loss Spectroscopy (EELS), coupled with the TEM microscope, constitutes an additional tool for determination of electronic structure, bond type and phase formation.

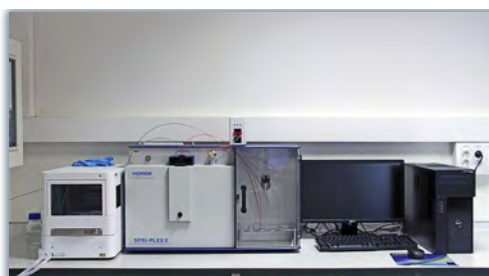


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# Biomolecular Interaction Platform



The platform facilitates a multidisciplinary approach to address challenges in the fields of Structural Biology and Systems Biology. The platform features a 600 MHz NMR Spectrometer with cryoprobe, Surface Plasmon Resonance imaging, Calorimetry, MALDI-TOF mass spectrometer, Light Scattering, and Fast Protein Liquid Chromatography.

Visit the platform website for more information:

<http://bip.ciccartuja.es>



**Javier López Prados**  
Technician

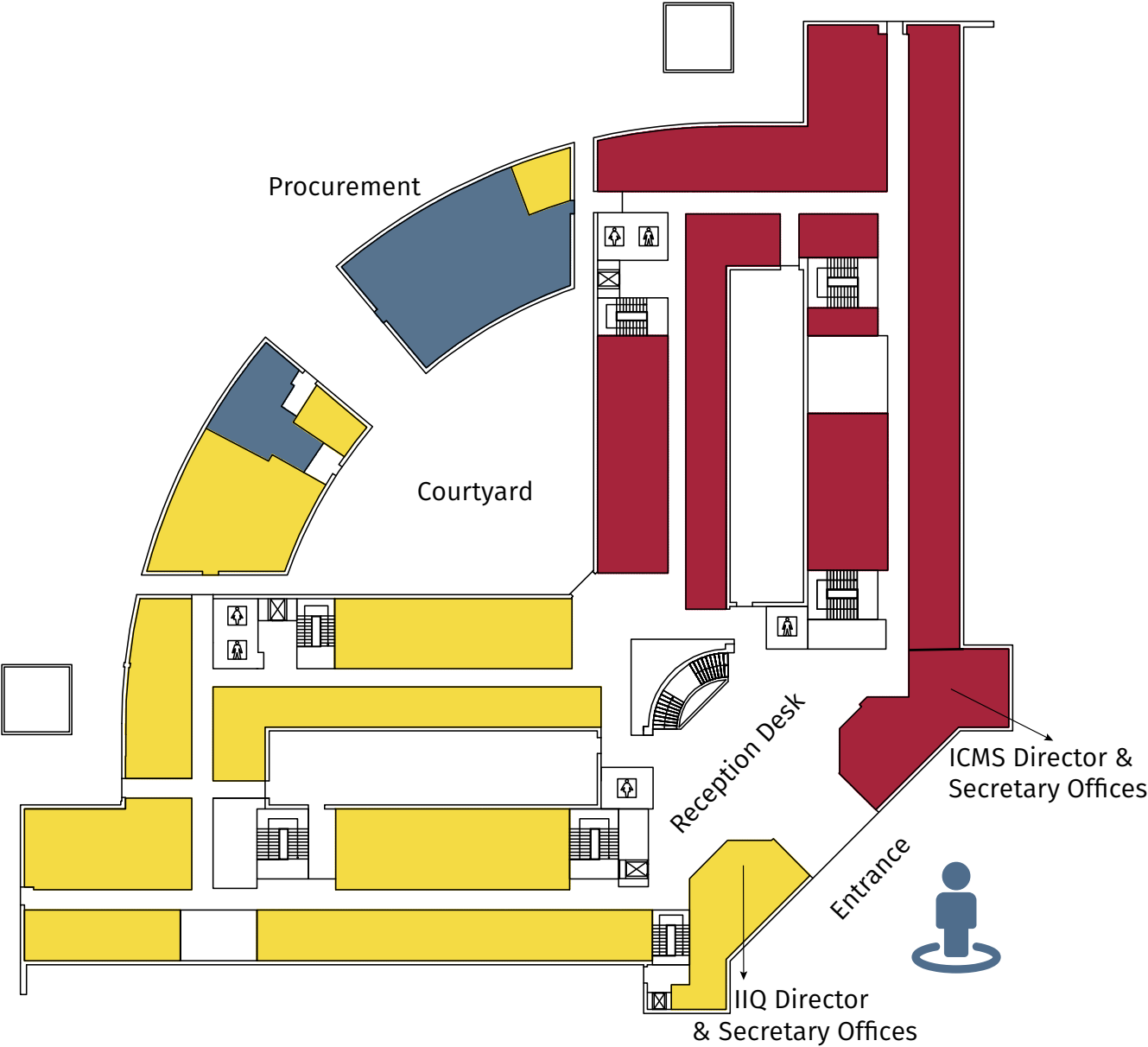
✉ [bip@ciccartuja.es](mailto:bip@ciccartuja.es)

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# cicCartuja 1

## Ground Floor

- cicCartuja ■■■
- IIQ ■■■
- ICMS ■■■
- IBVF ■■■

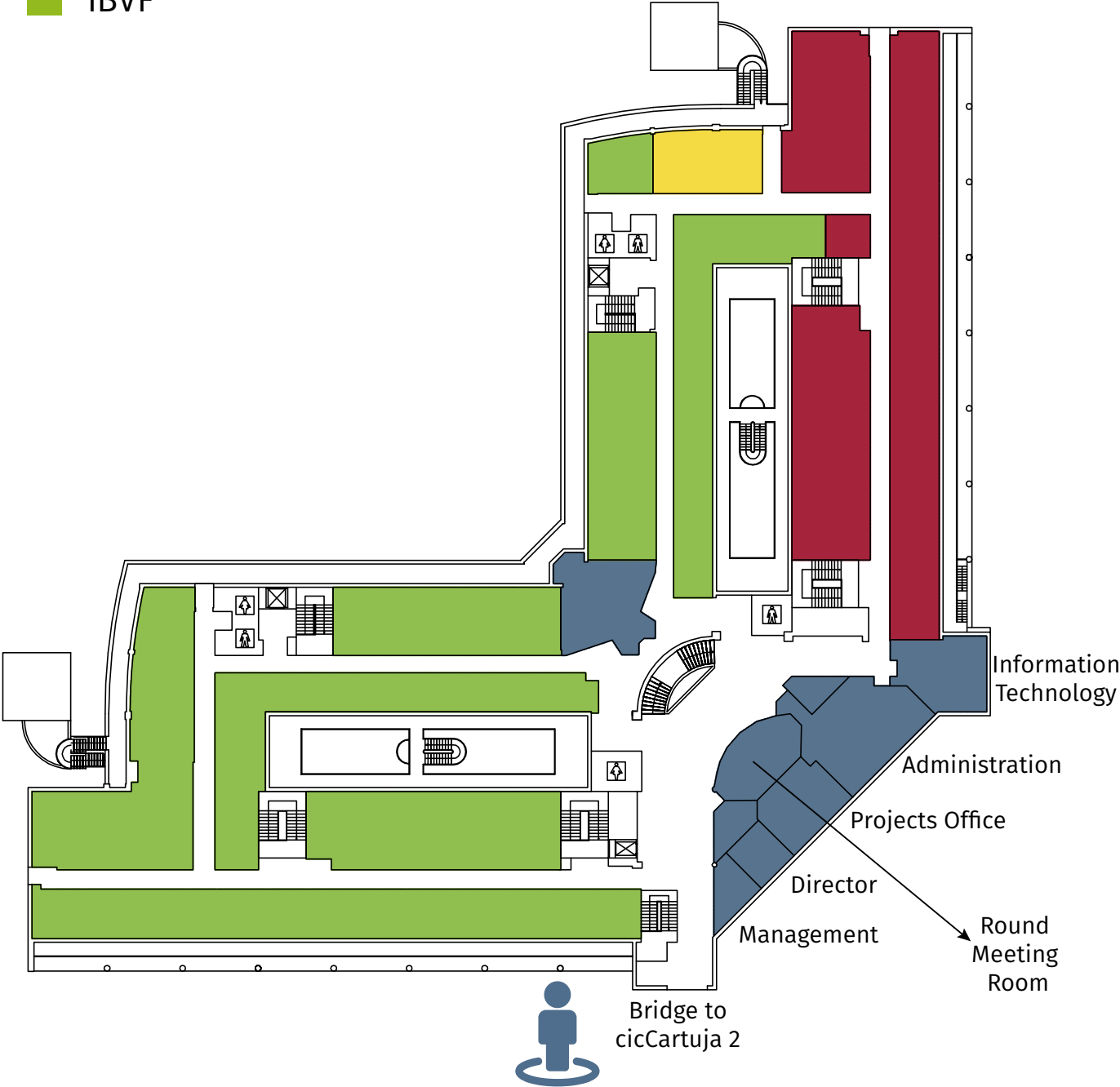




# cicCartuja 1

## First Floor

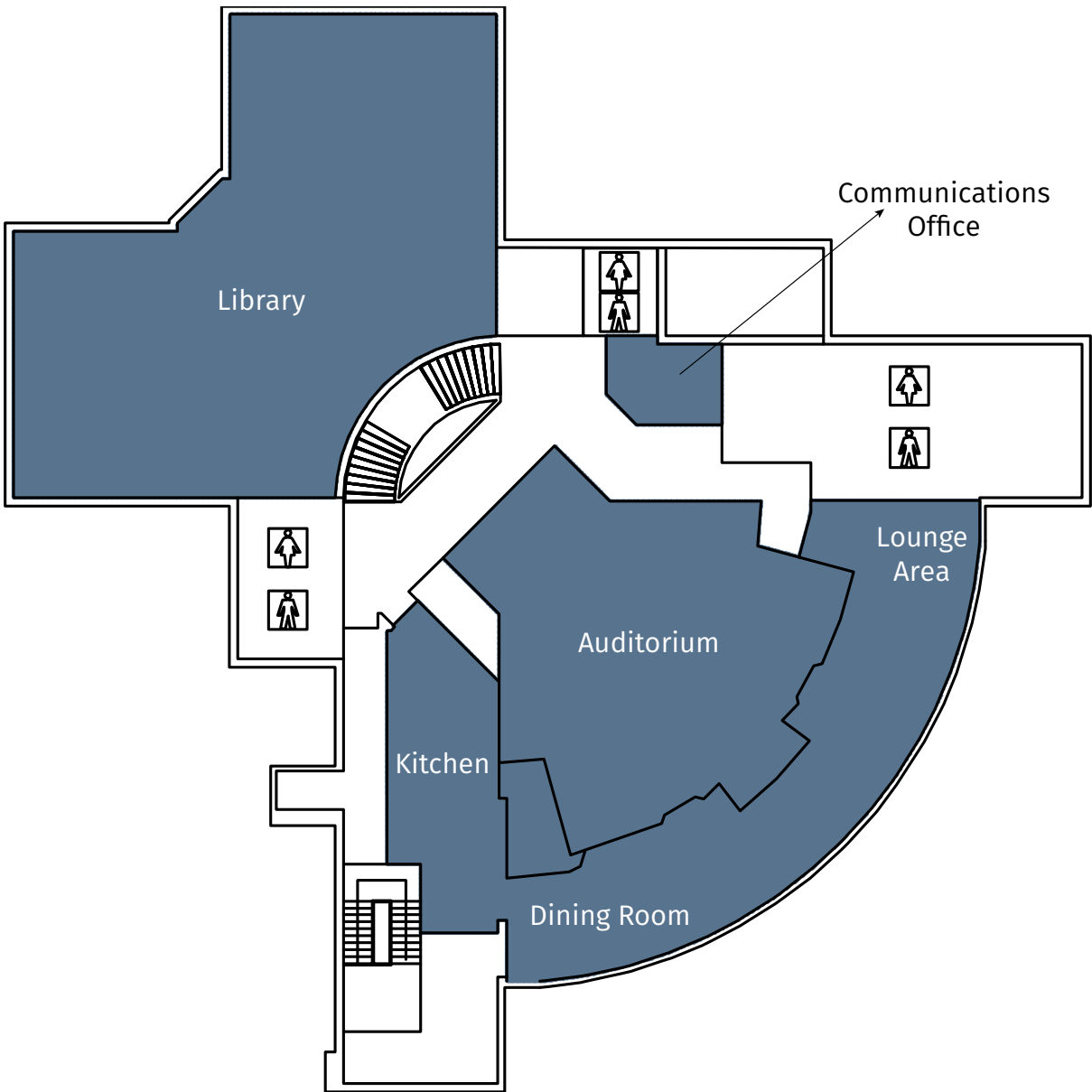
- cicCartuja
- IIQ
- ICMS
- IBVF



# cicCartuja 1

## Second Floor

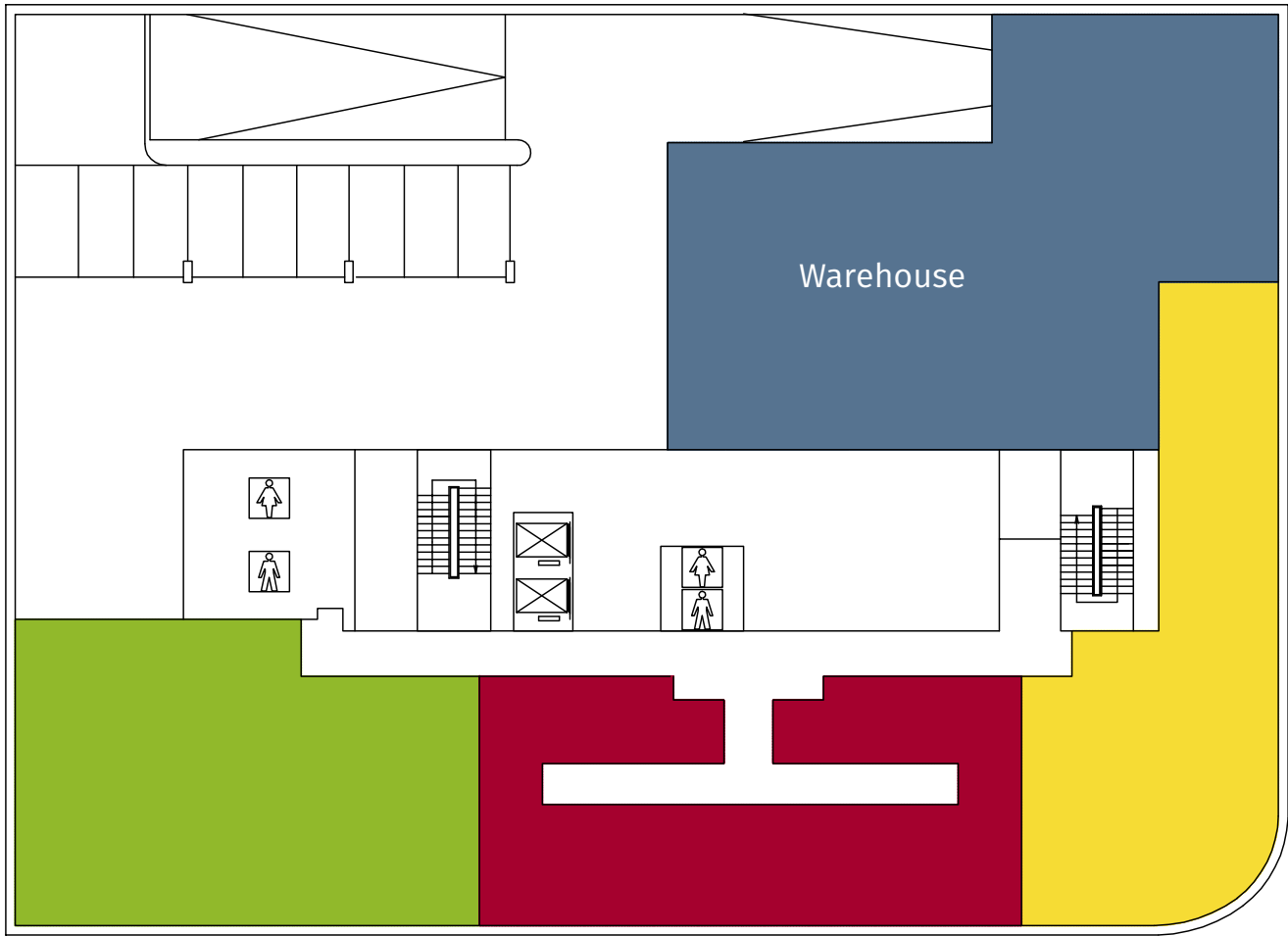
- cicCartuja ■
- IIQ ■
- ICMS ■
- IBVF ■



# cicCartuja 2

## Basement

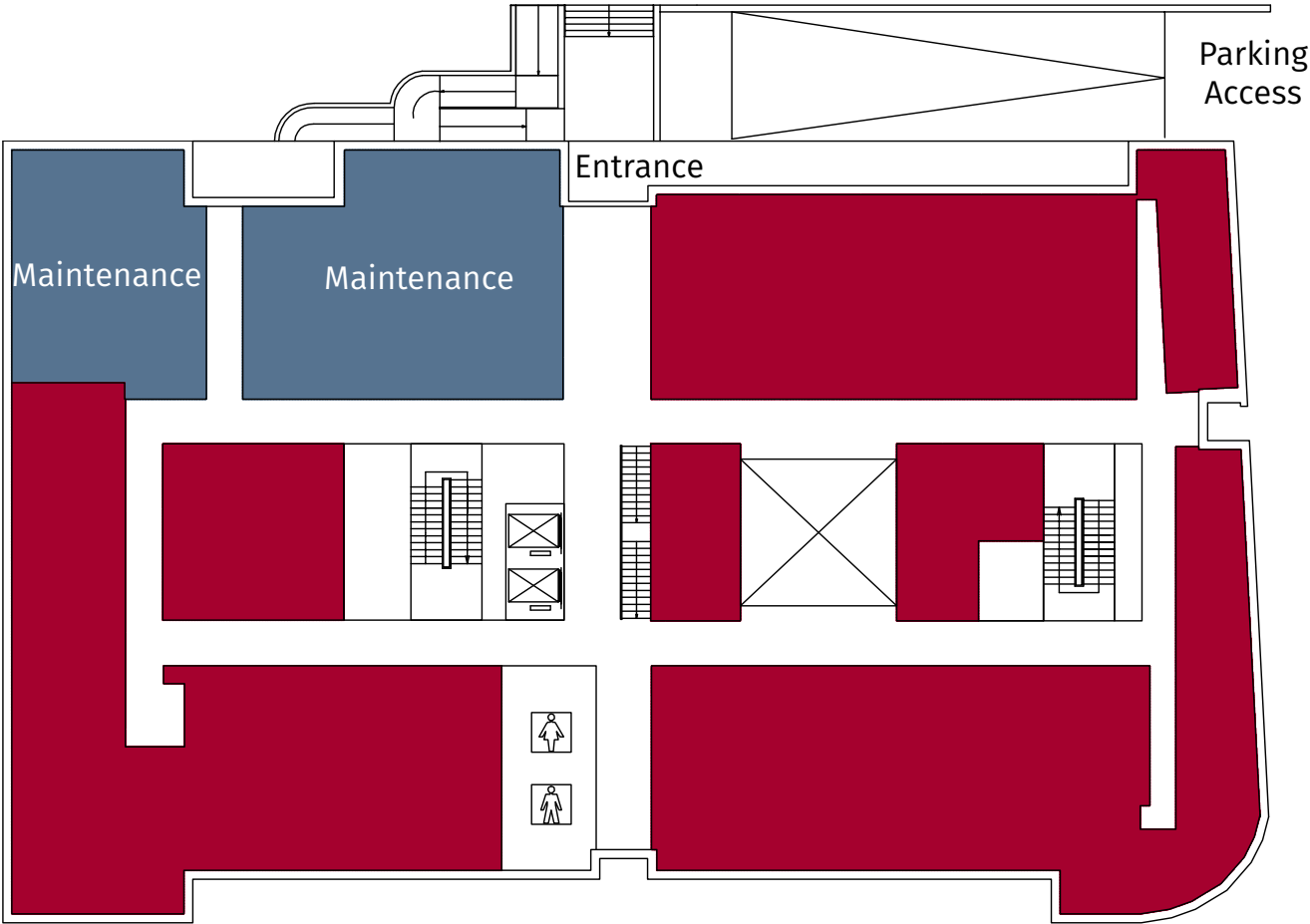
- cicCartuja
- IIQ
- ICMS
- IBVF



# cicCartuja 2

## Ground Floor

- cicCartuja ■■■
- IIQ ■■■
- ICMS ■■■
- IBVF ■■■

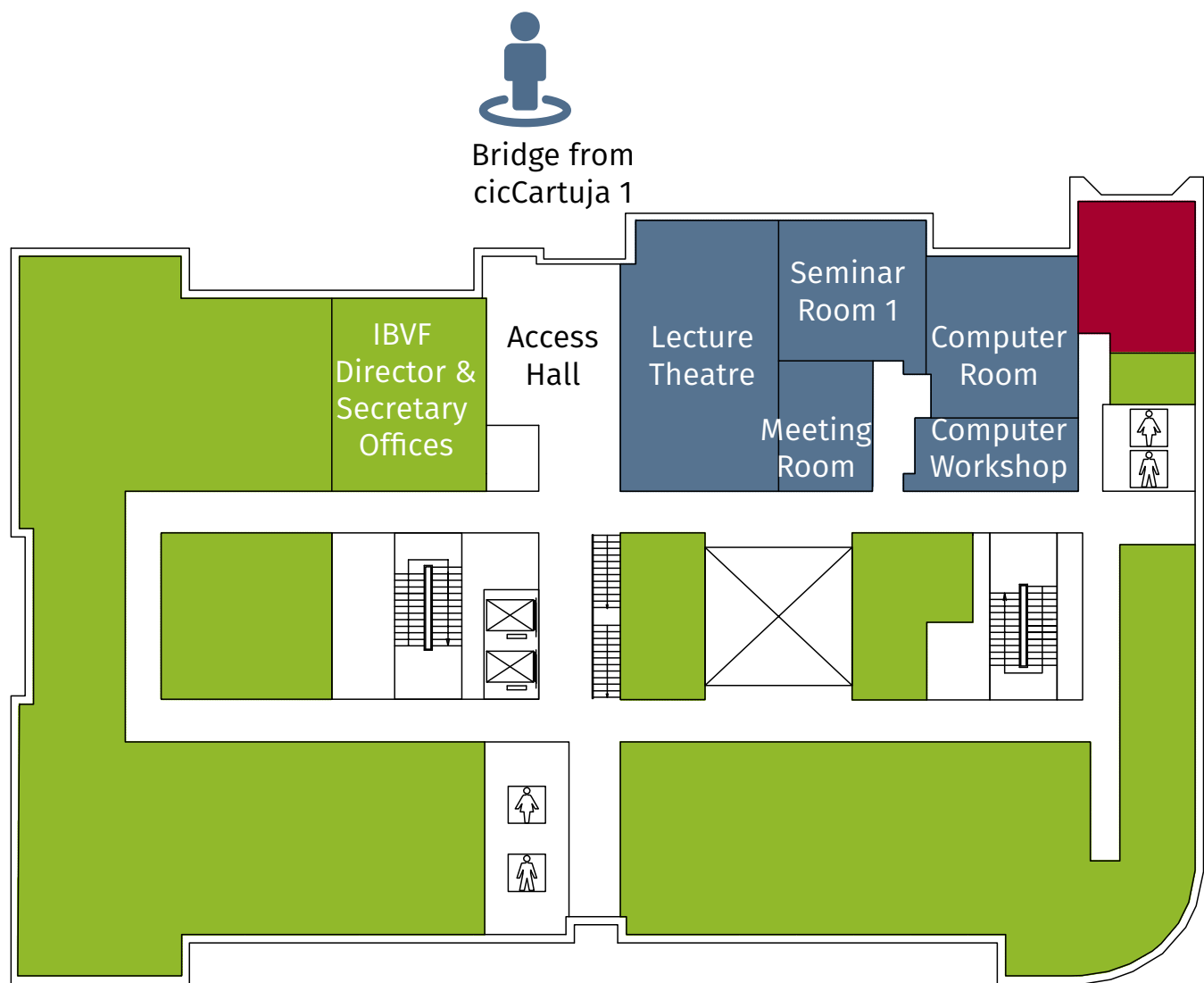




# cicCartuja 2

## First Floor

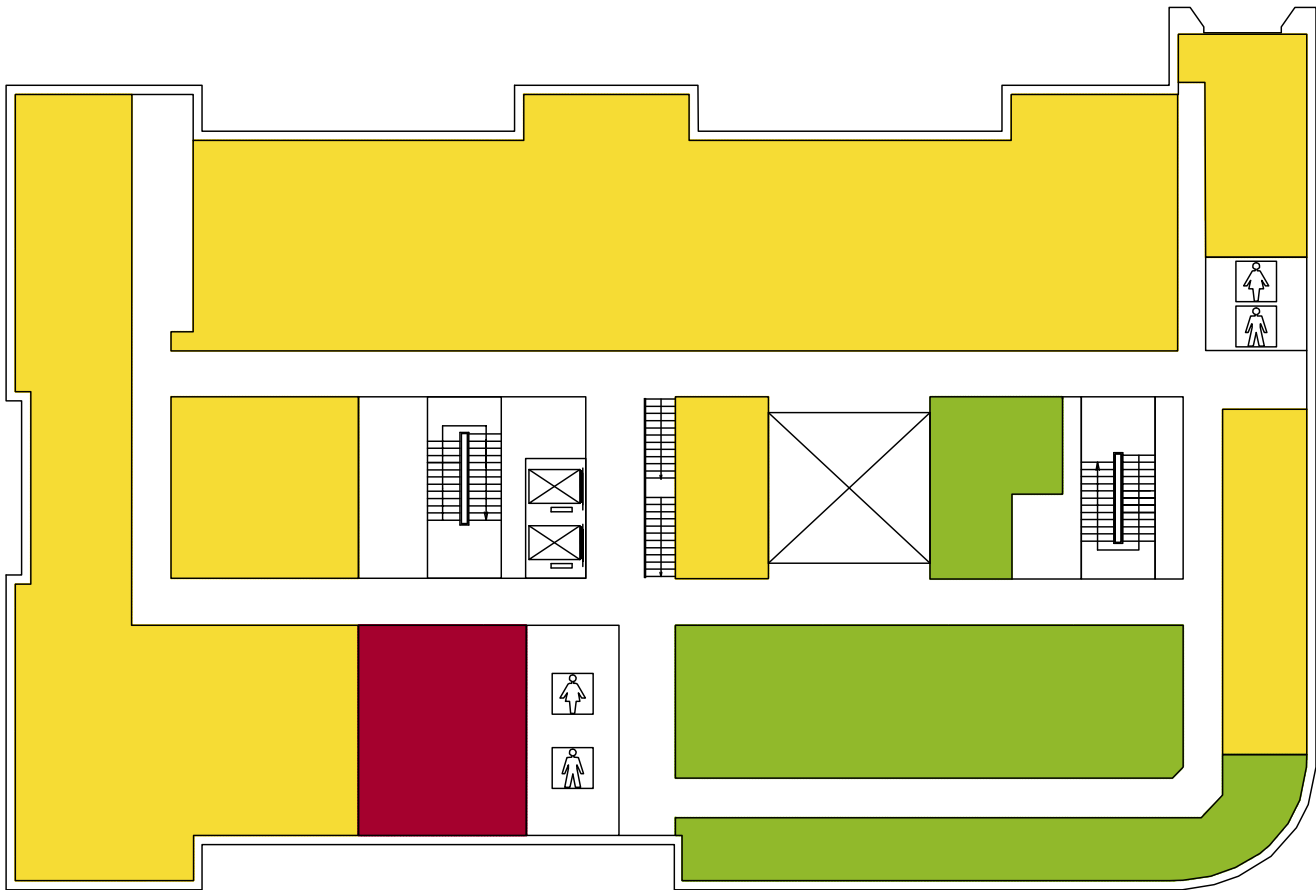
- cicCartuja
- IIQ
- ICMS
- IBVF



# cicCartuja 2

## Second Floor

- cicCartuja ■
- IIQ ■
- ICMS ■
- IBVF ■



# How to get to cicCartuja

cicCartuja is located within the Science and Technology Park **PCT Cartuja** on the former grounds of The Universal Exposition of Seville (EXPO 92), northwest of Seville. The centre forms part of the Cartuja Campus, which has the highest number of centres dedicated to the CSIC of Andalusia.

We are approximately 4km from the centre of Seville with many different travel options.

## Bus

Routes to cicCartuja C1/C2/LC (Stop: Américo Vespucio-Facultad de Comunicación)

## Train

The nearest stations are “Cartuja” (a 10 min walk) and “Estadio Olímpico” (about a 25 min walk). You can travel here from most train stations, including the two main ones - Santa Justa and San Bernardo. For the latest train updates, see: [www.renfe.com](http://www.renfe.com)

## Bike

In Seville there are lots of cycle lanes and the city is very flat. You can buy a bike or use the Sevici rental bike service. There are convenient drop-off locations close to the office and the registration is quick and easy. For more information visit: <http://www.sevici.es>

## Car

There is limited street-parking outside cicCartuja, so you're not guaranteed a space. CicCartuja has its own parking behind the building, so if you would like to obtain a parking permit please call ahead to the Information Technology office.

## Taxi

If you would like to arrange a taxi in advance, please call the number listed in the Useful Numbers on page X of this guide



# Life in Seville

Seville is the capital of Andalusia and there is a lot to do and see. Here are some recommendations.

## Cost of living

Food and drink in Seville can be very reasonable (depending on where you go!) and you can expect to pay on average of €8 - €15 per person for an inexpensive meal out. If you are going somewhere more expensive you can expect to pay between €15 - €30.

The average rent for a one bedroom flat in the city centre is approx. €500 - €600 per month. Just outside of the city centre you can pay between €250 - €400 per person. You should expect to pay about €50 - €80 for your bills each month, not including Internet - Internet should be about €20 - €30 per month. There are ways of cutting living costs for example: house sharing with other people, researching cheaper areas, etc.

## Useful Numbers

Who/What	What for	Telephone
Emergency	Any Emergency	112
National Police	Major Crime	091
Ambulance	Medical Emergency	061
Fire	In Case of Fire	080
Local Police	Minor Crime	092
Guardia Civil	Accidents Outside of Cities	092
Police	Dept. of Foreigners	954 249 496
Taxi company	Transport	954 580 000
Pharmacy	Locate 24 hr. Pharmacy	902 522 111



# Life in Seville

## Sightseeing



### Real Alcázar

The Real Alcázar is in the city centre of Seville, near Barrio de Santa Cruz. It is a gigantic, enchanting official residence of the Spanish Heads of State. It is the oldest royal palace that is still in use in Europe. A UNESCO World Heritage Site, it is a great place to spend an hour or two, and walk around to appreciate many different styles (Mudéjar, Gothic, Italian) of rooms, courtyards, gardens and art.



### The Cathedral

Seville Cathedral is the third-largest church in the world as well as the largest Gothic church, and is a hugely popular tourist attraction owing to its breathtaking architecture and central location.

Directly next to the Cathedral, you will find the Giralda, the minaret dates back to the 12th century. The Giralda is the last remains of the Almohad mosque originally built here in the city.



### Plaza de España

It is located south of the city centre. Originally constructed to celebrate the Ibero-American exhibition in 1929, it is a beautiful space set in vast grounds near Maria Luisa Park.

As one of Seville's most impressive buildings, it is as historically significant as it is breathtaking. A trip here is a great chance to see some of Seville's most spectacular tile-work. You can also hire reasonably priced rowing-boats for a fun activity.



### Metropol Parasol

It is known locally as las setas (the mushrooms), and since opening in 2011 has become something of a city icon. Designed as a giant sunshade, it's said to be the world's largest wooden structure, and it's certainly a formidable sight with its 30m-high mushroom-like pillars and undulating honeycombed roof. Lifts run up from the basement to the top where you can enjoy killer city views from a winding walkway.

# Life in Seville

## Culture

### Museum of Fine Arts of Seville

It is considered to have the second largest art collection in Spain, after the Prado Museum. It is a collection of mainly Spanish visual arts from the medieval period to the early 20th century, including a choice selection of works by artists from the so-called Golden Age of Sevillian painting during the 17th century, such as Murillo, Zurbarán, Francisco de Herrera the younger, and Valdés Leal



### Teatro de la Maestranza

Situated on the banks of the magical Guadalquivir River, in the heart of the city of Sevilla. Opera, symphonic concerts, solo recitals, international stars, classical ballet, modern dance, flamenco and chamber music all make up a varied programme which is enthusiastically applauded by audiences and critics alike.



### University of Seville headquarters

Now the University of Seville headquarters, historically the royal tobacco factory dating back to the 18th century. Tourists are welcome to tour the inside of the building as well as the grounds for free.

This place is full of romantic history, setting the scene for works such as *The Marriage of Figaro*, *The Barber of Seville*, *Fidelio* and *Carmen*.



### Carthusian Monastery and Andalusian Contemporary Art Centre

Located in the Cartuja island, it houses archeological heritage in a renovated building surrounded by beautiful gardens.

Temporary exhibitions, seminars, workshops, concerts, meetings, recitals, film festivals and lectures happen throughout the year to promote the study of contemporary international artistic creation in all its facets.





# Life in Seville

Casa de la Ciencia is an open space for the popularisation of science & cultural fun for everyone.



**Casa de la Ciencia** belongs to the Spanish Research Council (CSIC). The Casa de la Ciencia Museum currently shares the building with the Consulate of Peru.

Casa de la Ciencia has permanent exhibitions which deal with some of the universal topics of science, such as the large species that inhabit our seas oceans, as well as the long history of geological transformations that the Earth has undergone. It also offers visitors another permanent installation, the planetarium.

Each weekend, they welcome families with workshops, demonstrations and guided tours which aim to make science entertaining and fun to the general public.

More details on: <http://www.casadelaciencia.csic.es>



# Frequently Asked Questions

## What do I need to know before I arrive?

The first thing you need to do before you arrive is make sure you **bring with you an official form of ID to show to the people at the front desk.**

You will be asked for it every day when entering the building, until you have been given your official cicCartuja identification card.



## What is the dress code?

You are not expected to wear a suit, but depending on what you are doing here, please arrive to work looking presentable.

Where necessary you may be required to wear a lab-coat and this will be provided for you. Each institute has a system of laundry and storage for lab-coats, ask the secretary of your institute.

## Why do I need an identification card (ID)?

You will need an ID card to enter or exit the building. This card should be carried with you at all times for the purpose of safety and security. It also means you can access both scientific and non-scientific facilities, such as parking, printing etc.



## How do I get my ID card?

Go to the **Information Technology Unit** (located on the 1st floor of the cicCartuja 1 building).

It would be useful if you could bring a passport sized photograph of yourself, otherwise a member of the IT staff will photograph you instead. They will provide you with your ID card, computer network login details, and a new corporate e-mail address.

## What are the regular working hours?

You will agree your own timetable with your manager. The normal opening hours are 8:00 to 20:00.

Buildings are open 24 hours a day. This allows staff to use the facilities out-of-hours if they need to. If you wish to access the building out-of-hours you will need to discuss this with your manager and then get permission from the Information Technology department.



## Where can I find the departments and their offices?

Use the maps on pages 21-27 to help you locate where the different departments are in each building. cicCartuja is comprised of two buildings, each having ground, first and second floors.

# FAQs



## How can the Projects Office help?

The Projects Office is located on the 1<sup>st</sup> floor of cicCartuja 1.

They provide support for applications for research projects and grant management: economic follow-up, financial reports, incidents...



## How can Maintenance help?

The maintenance department is located in the basement of cicCartuja 2. They can help if you have an issue with air conditioning, electricity supply, furniture...

The procedure to report an issue can be found on the intranet.

<https://intranet.ciccartuja.es>

## How can Communications help?

The Communications office is located on the second floor of cicCartuja 1. They can help if you have something you wish to share with the media, the general public or the internal community.



## How can IT help?

The Information Technology staff will deal with all IT-related matters. The correct way to raise a technical issue is through the intranet – you will find incident forms on:

<https://intranet.ciccartuja.es>

To access the intranet you will need your username and password, which is different from your computer log-in. If you require any assistance ask the Information Technology staff and they will be happy to help.

## How can Administration help?

If you have an administrative question, firstly find your **Institute Secretary of-fice** and ask for a member of staff who will help you with your query.

The Administration Office is located on the 1<sup>st</sup> floor of cicCartuja 1. You will be able to find assistance relating to travel expenses, human resources, personal contracts, payments, etc.



## How can Procurement help?

The Procurement Department is located in the courtyard on the Ground Floor of cicCartuja 1. They manage hazardous waste and supply of fungibles, reactants and solvents, liquid nitrogen and various gases

Should you need to purchase a specific piece of equipment you should discuss it with this department.





# FAQs

## Is there an on-site canteen?



On the second floor of cicCartuja 1 there is a **kitchen and seating area**. There are basic kitchen appliances available for you to make your own food and drinks. Or you can purchase hot drinks and light snacks from the **vending machines**.

Just across the road from the centre is a **canteen** on the ground floor at the Cabimer building. They offer a variety of hot and cold food and drinks. They serve breakfast and lunch for a reasonable price. Bring your cicCartuja ID card and show it to the staff to get discounts for your orders!

You may also find **restaurants** just down Américo Vespucio avenue.



## How can I use the library and its relevant services?

The library is located on the 2nd floor of cicCartuja 1.

Reception hours:

Monday, Tuesday and Thursday from 8:30 to 17:00

Wednesday and Friday from 8:30 to 15:00

For more information, visit

<http://biblioteca-campus.ciccartuja.es>



## Where can I find out about health & safety in the workplace?

You must speak to your Principal Investigator about safety procedures. You will be provided with documentation which outlines all the basic guidelines to avoid unnecessary risk, and you will be asked to sign this document. The Principal Investigator will also provide you with a Personal Protective Equipment for you to keep.

For more info on risk prevention, log-on to the **intranet**

## What should I do if I am travelling for work?

The Administration Office has a person to deal with work-related travel and confirm transport and accommodation or refunds of travel expenses.



## How can I apply for days off?

You will need to log-on to the intranet, there is a section entitled "Vacaciones" where you will find your personal calendar and here you can apply for days off. Please be aware that your holiday will need to be approved by management before it can be confirmed.

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