

## PRESENTATION

The IBE is integrated by leading experts that cover a wide range of evolutionary biology subjects, from phylogenomic research and molecular physiology and functional genomics based on model and non-model organisms, to comparative and computational genomics.

The Institute of Evolutionary Biology (CSIC-UPF) is a joint research Institute belonging to the Spanish National Research Council (CSIC) and the Pompeu Fabra University (UPF).

[CSIC](#) is the main public research body in Spain and the third largest in Europe.

[UPF](#) is considered the best Spanish University concerning student attraction and teaching quality, and it is positioned among the best Spanish Universities with respect to quality of research and doctorate studies.

Furthermore, IBE is integrated in the Barcelona [Parc de Recerca Biomèdica de Barcelona-PRBB](#), one of the largest biomedical research clusters in Southern Europe.

At present, the IBE is based in two separated, but nearby, buildings: PRBB and CMIMA buildings.

## CENTRAL MANAGEMENT UNIT

Nowadays, the IBE central management unit is composed of 7 people and covers all basic institute running processes (accounting, human resources, purchasing, logistics and safety, and support to projects).

### General Manager

- Anna Perez Lezaun (UPF/CSIC)  
[anna.perez@upf.edu](mailto:anna.perez@upf.edu) ; [gerencia.ibe@csic.es](mailto:gerencia.ibe@csic.es) ; Tel: 93 230 96 38 (ext 445830)

### Communications and External Relations unit

- Institutional communication, press office, community management, webpage maintenance, and public engagement. Please let the manager know if you don't want IBE to use your likeness and/or name in any photograph, image, video, motion picture, performance or sound recording for purposes related to IBE communications and marketing.  
[comunicacio@ibe.upf-csic.es](mailto:comunicacio@ibe.upf-csic.es); Tel: 93 412 81 70 (ext 445843)

### Administrative Support UPF procedures

- Judit Sainz (UPF): Administrative support to UPF groups (travelling reimbursements, RRHH, interface with UPF research service and UPF administration department)  
[judit.sainz@upf.edu](mailto:judit.sainz@upf.edu); Tel. 93 316 08 05 (ext 1805)

### Administrative support CSIC procedures

- Vicente Vives (CSIC): Responsible for IBE-CSIC general accountancy: payments, travelling reimbursements.  
[habilitacion.ibe@csic.es](mailto:habilitacion.ibe@csic.es) ; Tel: 93 230 95 07 (ext 445812)

- RRHH management (contracts, visitors, students...), CMIMA room reservations  
[rrhh@ibe.upf-csic.es](mailto:rrhh@ibe.upf-csic.es); Tel: 93 412 81 61 (ext 445829)
- José Manuel Real (CSIC): Purchasing Procedures, maintenance laboratory equipment.  
[compres.ibe@ibe.upf-csic.es](mailto:compres.ibe@ibe.upf-csic.es) ; tel. 93 230 96 45 (ext 445801)
- Jessica Lleberia (CSIC): Suport to project management.  
[gestio\\_ajuts@ibe.upf-csic.es](mailto:gestio_ajuts@ibe.upf-csic.es); Tel: 93 412 81 70 (ext 445843)

#### AFFILIATION OF AUTHORS IN SCIENTIFIC PUBLICATIONS

IBE, Institut de Biologia Evolutiva (CSIC-Universitat Pompeu Fabra)

#### WEBPAGES AND SOCIAL NETWORKS RELATED TO THE INSTITUTE

**IBE webpage:** <http://www.ibe.upf-csic.es/>

**Intranet IBE:** <http://www.ibe.upf-csic.es/intranet.html> (IBE internal procedures)

**Twitter:** [@IBE\\_Barcelona](https://twitter.com/IBE_Barcelona)

**Facebook:** <https://www.facebook.com/IBEvolutiva>

**LinkedIn:** [Institute of Evolutionary Biology \(CSIC-Universitat Pompeu Fabra\)](https://www.linkedin.com/company/institute-of-evolutionary-biology-csic-universitat-pompeu-fabra)

**ResearchGate:** [Institute of Evolutionary Biology](https://www.researchgate.net/profile/Institute-of-Evolutionary-Biology)

**CSIC webpage:** <http://www.csic.es>

**Intranet CSIC:** <https://intranet.csic.es/> biblio. resources, payslips, courses, vacations & permits (CSIC personnel)

**UPF webpage:** <http://www.upf.edu/>

**Intranet UPF:** <https://campusglobal.upf.edu/> TIC service (both buildings), UPF bibliographic resources, payslips, courses, vacations & permits (UPF personnel)

**DISTRIBUTION LISTS PARTICIPATED BY IBE MEMBERS**

- **General distribution IBE list** (IBE members from both buildings): [all.ibe@llista.upf.edu](mailto:all.ibe@llista.upf.edu)
- **Only IBE members at PRBB building:** [bioevo@upf.edu](mailto:bioevo@upf.edu)
- **Only IBE members at CMIMA building:** [ibe-cmima@googlegroups.com](mailto:ibe-cmima@googlegroups.com)

During your stay at the Institute you will be included in the general distribution list and one of the building's list (either PRBB or CMIMA). NOTE: only active members can communicate through the distribution lists.

**IBE COMISSIONS****GOOD PRACTICES AND SCIENTIFIC INTEGRITY**

The IBE, as all other centers in PRBB has adhered to codes of good scientific practice which set out the norms and quality standards expected of a scientist today. In concrete: The [Code of Good Scientific Practice of the PRBB](#), the [Montreal statement](#) and the [Singapore statement](#). Furthermore, A cross-institute working group has been established to share learning and good practice in scientific integrity amongst the centres ([goodpractice@prbb.org](mailto:goodpractice@prbb.org)). **IBE Contacts:** Coordinators: [Francesc Calafell](#) & [Xavier Bellés](#)

**IBE STUDENT GROUP**

The IBE Student Group is voluntarily participated by all IBE PhD and Master students. It was created in 2012 to provide the IBE student community with a forum for students to share their experience and express their worries, and also to actively contribute to our doctoral training, and to ensure adequate working conditions for current and future students.

The IBE Student Group holds regular monthly meetings, and has two student representatives (elected annually). IBE Student Group Representatives are [Alex Gálvez](#) and [Nerea Moreno](#).

## PhD MENTORING PROGRAM

The mentoring program is an opportunity for the students to interact and rely on scientists that are not directly involved in their PhD work, to obtain an objective analysis of their performance and personal growth. During their PhD, the students meet once a year with the committee. Before the meeting, the student and PIs independently answer a confidential questionnaire designed to detect possible misalignments in their professional expectations, progress, or relationship. The committee analyses the answers and, after meeting with both PI and students separately, suggests recommendations to improve the quality of their performance and professional relationship. Coordinators: [Sergi Valverde](#) and [Michelle Leger](#).

## DIVERSITY COMMISSION

The IBE Diversity Committee was created in the spring of 2015 with the philosophy that diversity enhances performance and creativity and it is therefore, desirable in any working environment. At IBE we endorse diversity in all aspects and we are actively working to increase it with specific actions, so far focused specially in increasing gender balance. Coordinators [Daniel Richter](#) and [Pilar Rodríguez](#).

## COMMON SPACES & EQUIPMENT

[Cristina Olivella](#) is the technician in charge of all common equipment at CMIMA building. Please contact her before you start using any equipment in order to learn the user protocols

[Monica Vallés](#) is the technician in charge of all IBE common equipment at PRBB building. Please contact her before you start using any equipment in order to learn the user protocols

## TIC SERVICES

### WI-FI Internet access

PRBB building: WI-FI PRBB (psw=Darwin 1809)

CMIMA Building: WI-FI "Estades-autoritzades" (pwr= sjj9HQwM)

### Corporative e-mail

Contact IBE administration to comment incidences on your address, first access etc.

CSIC: [rrhh@ibe.upf-csic.es](mailto:rrhh@ibe.upf-csic.es); Tel: 93 412 81 61 (ext 445829)

UPF: Judit Sainz ([Judit.sainz@upf.edu](mailto:Judit.sainz@upf.edu); Tel. 93 316 0805 (ext 1805)

Please contact UPF informatics Service for any incidences through: <https://cau.upf.edu/informatica>

### ACCES TO THE PRBB & CMIMA BUILDINGS

At the beginning of your stay you will be given a card to access either CMIMA/PRBB or both (according to your research needs). The card is personal and untransferable; it will only be active during your official stay at the Institute. Contact IBE administration for any issue related to the access card.

### SCIENTIFIC CORE SERVICES (SCTs)

IBE researchers have access to all core facilities offered by PRBB centers and CSIC centers with internal rates.

### SEMINARS

IBE funds roughly a monthly international seminar program where researchers whose work can impact science at IBE are invited, as a way of fostering and increasing relations with groups from domestic or international centers. The seminar topic should be of broad interest within IBE.

Seminars Coordinator: [Jose Castresana](#).

(\*) IBE seminars are part of the training options available to IBE grad students. Attending IBE seminars is part of the duties of IBE grad students in their first year here. Notice that students enrolled in the Biomedical Research Doctoral Program can use IBE seminars to fulfill the Doctoral Program's requirements. First-year Grad students enrolled in other doctoral programs are required to submit five IBE seminar abstracts to the Seminar Coordinator by the end of the academic year