

SCIENTIFIC MANAGEMENT

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The Scientific Management Department at the CNIO is committed to assisting with the facilitation of all those key areas that help our scientists to better focus their efforts on their research. The Department encompasses various Offices: Projects and Consortia, Education and Training Programmes, Scientific Events, Scientific Publishing, and Library and Archives. It also manages agreements with different institutions, mainly with Universities.

The mission of the Projects' Office is to guide CNIO scientists through all stages related to the application and management processes of externally-funded projects, whether they be financed through either public and/or private institutions, or stem from either national or international funding bodies. The Office coordinates the internal call alerts, gives advice about the ethical certification for projects involving animal experimentation or human samples together with the Biobank and the IACUC, supports scientists with the preparation of the project proposals, manages the ongoing projects, and contacts the funding agencies to resolve any issues or deal with questions.

The Training Office is the central point for training at the CNIO; it aids the recruitment process, serves as an advocate for all fellows, provides administrative support, and creates educational and learning opportunities. It is responsible for helping PhD students, postdoctoral scientists, and post-resident MDs by announcing call alerts and providing the relevant key information; helping foreign students with their paperwork at the foreign office; organising the summer training call; and, in general, in collaboration with the Personnel Department, managing students' grants.

CNIO's events are a reference in the scientific field. The quality of our lectures as well as the topics we deal with make our Centre an extraordinary place to achieve interaction with scientists and exchange knowledge on scientific achievements. The Events Office organises CNIO meetings, such as the CNIO-"la Caixa" Foundation Frontiers Meetings, the Distinguished Seminars series, the external Scientific Advisory Board meeting, CNIO Progress Reports, as well as Faculty Retreats, among others. The Office also helps scientists by providing advice for the organisation of specific events, including science outreach events.

The Library administers the electronic subscriptions of over 300 scientific journals at the CNIO and manages journal article requests for journals to which the CNIO is not subscribed to. The Library also provides information regarding reference management software, manages the open-access repository *REPISALUD*, and organises the progress report seminars and the CNIO guided visits.

“All our efforts are dedicated towards building a strong and flexible framework to support our scientists and to help them achieve excellence.”

The Scientific Publications Office is responsible for the preparation of institutional scientific publications, including the CNIO Annual Report, booklets of the Scientific Advisory Board (SAB) meeting and those of other annual symposia, as well as scientific dissemination leaflets. The Office also provides support for the scientific editing of press notes and other publications of scientific divulgation to non-specialised audiences. ■