



NEW
MATERIALS
FOR A
BETTER
LIFE!

Welcome
Handbook



Welcome to BCMaterials!

At BCMaterials we are very happy that you are already part of our team. We want you to feel at home from the very beginning.

We know that arriving to a new place is always hard: you need an adaptation period, you have doubts, uncertainties...

This is the reason why we made this handbook. We are sure that it will be very useful for you to find your way here... and we hope that it lead you to many questions as well!

We are a research center in search for excellence, but we want to go beyond the scientific side and always aspire to personal excellence.

An organization is nothing without the people who make it up. We are sure that this new relationship that we started with you will be one of those to leave a mark.

Once again, welcome and feel at home!!



**Senentxu
Lanceros-Méndez**
Scientific Director

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BCMATERIALS AT A GLANCE

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1.1 WHO ARE WE?

We are BCMATERIALS, the BASQUE CENTER FOR MATERIALS, APPLICATIONS AND NANOSTRUCTURES.

We are an independent research center created in 2012 by the University of the Basque Country / Euskal Herriko Unibertsitatea (UPV/EHU) and the Basque Foundation for Science (Ikerbasque).

We are located in the Science and Technology Park of the UPV/EHU in Leioa (Bizkaia).

We belong to the Basque Excellence Research Centers network, also known as BERC.





1.2. OUR PHILOSOPHY

MISSION

- Developing high-quality interdisciplinary research on multifunctional and active materials with advanced properties, from their basic understanding to exploring new applications.
- Generating knowledge in the new generation of materials, as well as convert this knowledge into solutions and (multi)functional devices for the benefit of society.

VISION

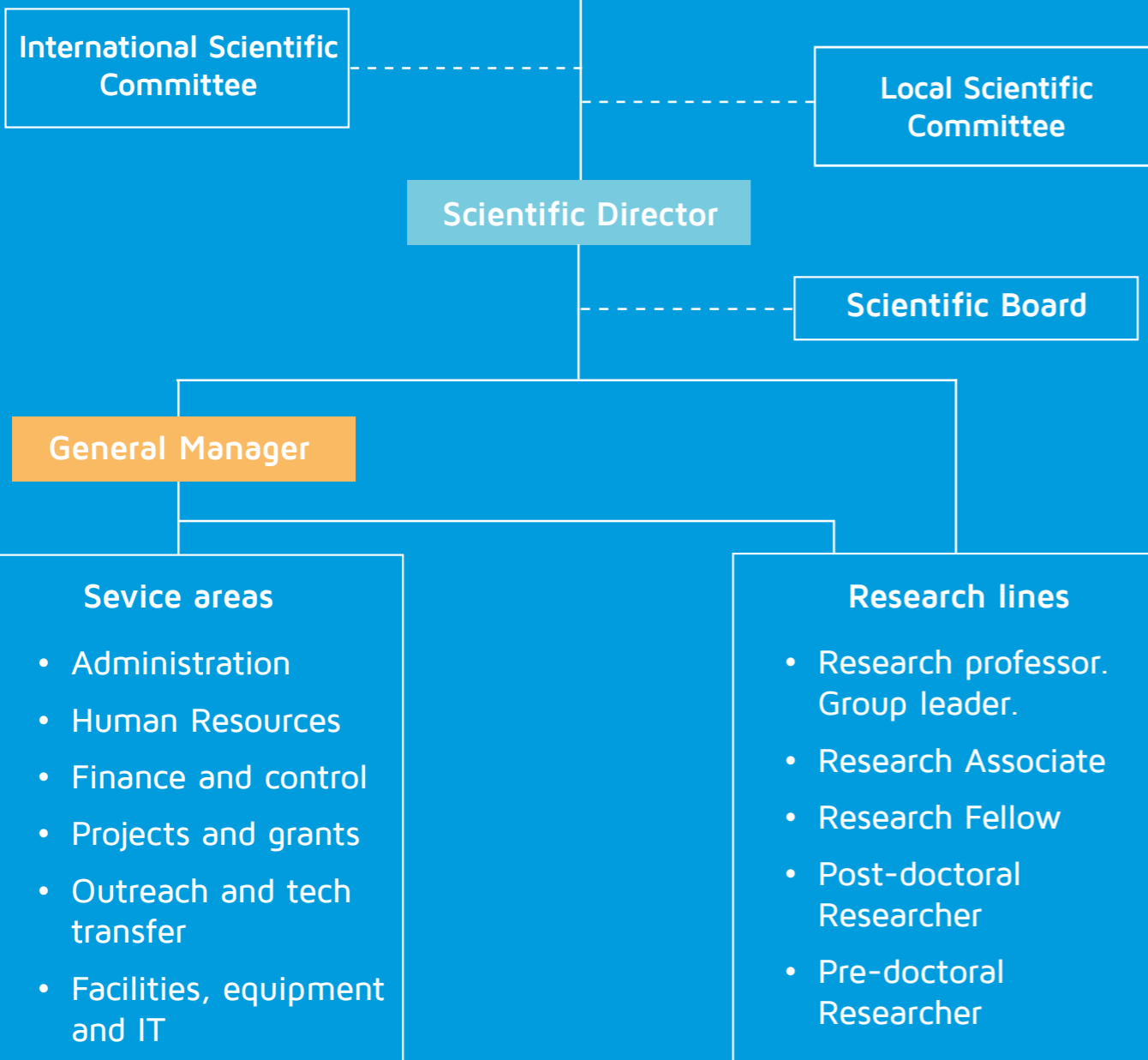
- We are committed to being a leading international research center in the area of active and multifunctional materials and nanomaterials.
- Our commitment to society also includes the dissemination and training of new generations of great scientists.

VALUES

- Leadership in the areas of advanced materials and materials technologies.
- Commitment to excellence, transparency, effectiveness and efficiency in resource management.
- Satisfaction and development of researchers and other personnel.
- Search for the maximum return to society and contribution to sustainability.

1.3 OUR ORGANISATION

BOARD OF TRUSTEES



1.4 RESEARCH AREAS AND LINES

AREAS

They seek to provide solutions to the challenges worldwide in the following subjects:

- Energy
- The environment
- Biomedicine and biotechnology
- Digitalization and emerging technologies

LINES

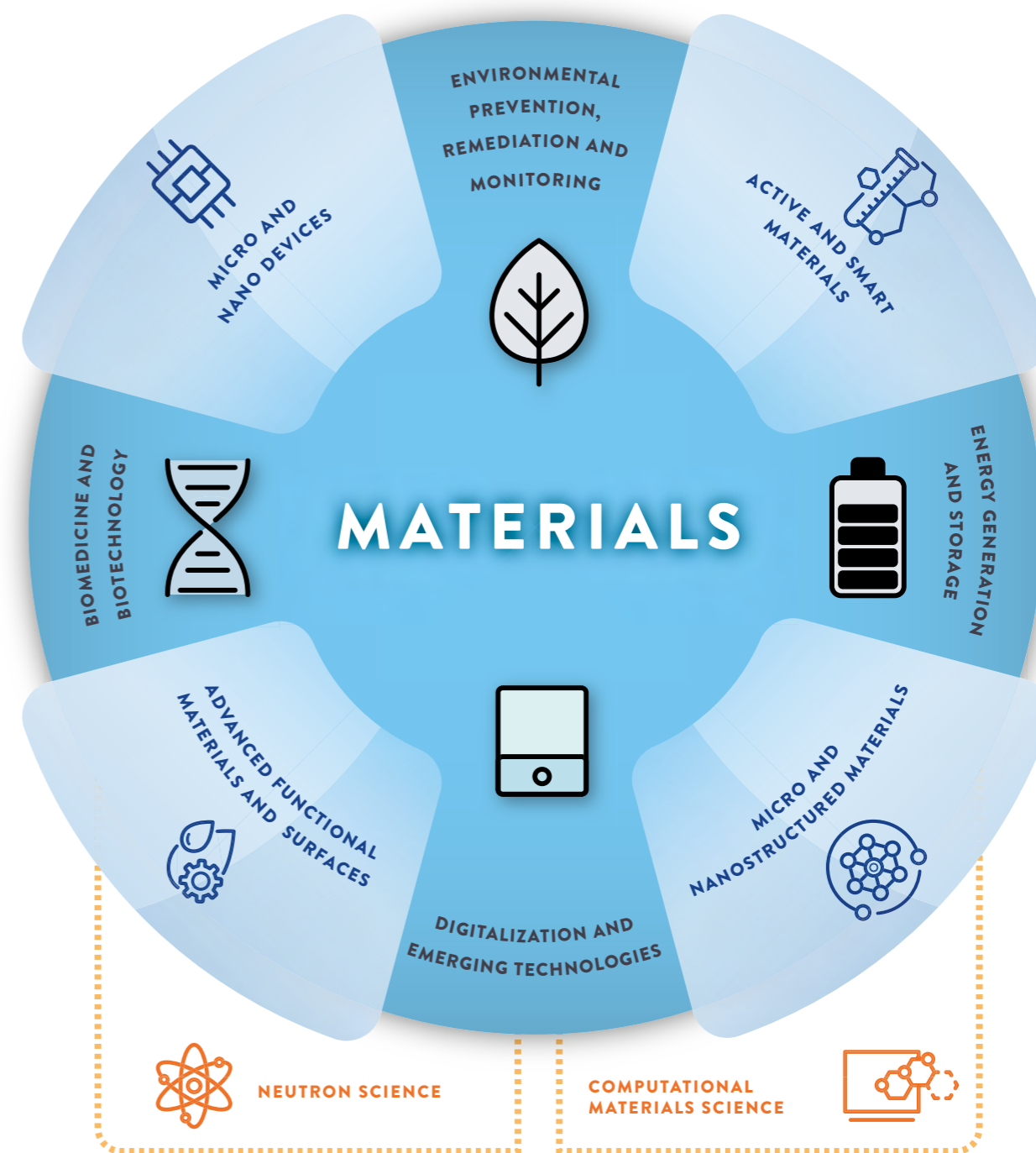
They provide research areas with solutions for the development of new materials:

- Active and smart materials
- Advanced functional materials and surfaces
- Micro and nanostructured materials
- Micro and nanodevices

TRANSVERSAL LINES

They impact the four research lines through:

- Neutron science
- Computational materials science





YOUR FIRST STEPS AT BCMATERIALS

2.1 MARTINA CASIANO BUILDING

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2.1. MARTINA CASIANO BUILDING

BCMaterials is located in the Science Park of the University of the Basque Country (UPV/EHU), within the Leioa Campus: Martina Casiano Building, 3rd Floor. UPV/EHU Science Park Barrio Sarriena s/n 48940 LEIOA

The access to the Park is public and permanently open.

The Martina Casiano building (also known as the “Martina Casiano Technology Platform”) belongs to the University of the Basque Country (UPV/EHU), which regulates its access and use.



[Go to Google Maps](#)

2.1. MARTINA CASIANO BUILDING

HOW TO GET HERE

The communications with Bilbao and other areas of Bizkaia are very good, through regular public transport services.

However, services may vary significantly between school days and non-school days, including holiday seasons.

[Public transportation to the campus](#)

ACCESS TIME

The opening hours of the Martina Casiano building are from 7:00 a.m. to 10:00 p.m. Monday through Friday.

Exceptionally, access to the building may be requested outside these days and hours, justifying it as detailed in the Facilities Access Policy.

[Facilities Access Policy](#)



2.2. ENTERING THE CENTER

Access to the center is only allowed to authorized people.

ACCESS CARD

All authorized people must have an access card issued with the appropriate permissions to enter center.

The access card must be used at all times.

The card is issued by the facilities of the center of destination and it is subject to the conditions of use of the center. The card is not valid if it is lost or damaged. In this case, you must report it to the facilities of the center.

In the case of any lost access card, you are required to report it to the facilities of the center and request a new one.

PROVISIONAL IDENTIFICATION

You must wear a provisional identification until you are given access card. The Administration team will provide you with the temporary identification. This does not apply to university students with their university card.



WHEN IN DOUBT
FEEL FREE
TO ASK

Facilities



Juan Ignacio Tel
IT & Facilities Manager

Communication



Daniel Bacigalupe
Communication
Manager

2.3. WELCOME PROTOCOL

On your first day at BCMaterials we want you to feel at home. That is why we have prepared an itinerary that will help you finding your way at our center and start organizing your time and work. In addition, we will indicate the people who will guide you through the different steps of the process.



1. SIGNING THE CONTRACT



Iñaki Serna
General Manager

2. RECEIVING YOUR COMPUTER



Xabier Alonso
Website Technician

3. INTRODUCTION TO OUR FACILITIES, OUR HISTORY AND COMMUNICATION TOOLS



Daniel Bacigalupe
Communication
Manager

4. IDENTIFICATION CARD, WORKDAY REGISTRATION



Lorea Carracedo
Admin. Officer

5. RECEIVING THE SAFETY COURSE AND LAB EQUIPMENT



Alberto Maceiras
Lab Technician

6. WELCOME BY THE SCIENTIFIC DIRECTOR



Senentxu Lanceros-Méndez
Scientific Director

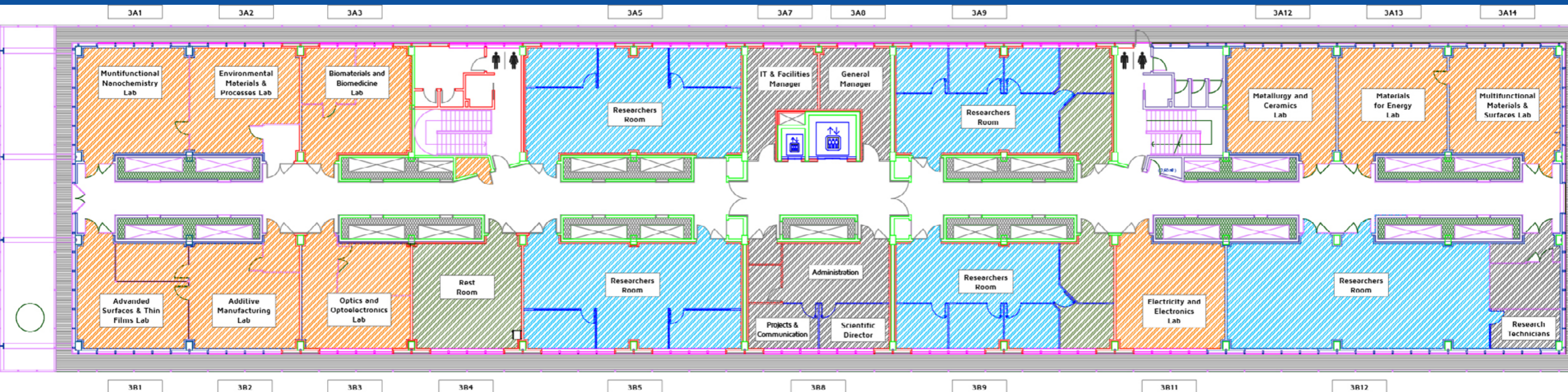
2.4. A WALK THROUGH OUR FACILITIES

THIRD FLOOR

BCMaterials is located on the third floor of the Martina Casiano building. Here you will find the scientific director's office, the administration area, researchers offices and most of the laboratories to which our researchers have access.

In addition, there other research laboratories and spaces on the ground, first and second floor of the building accessible to the staff and to some of the center's visitors.

In the plan below these lines you can see the spaces of the 3rd floor. As a guide for a better understanding, the rooms have a numbering corresponding to the 3rd floor, the orientation (letter B for the main façade, facing south, and letter A for the rear façade, facing north) and the number, which goes from 1 to 14 from left to right in the plan.



2.4. A WALK THROUGH OUR FACILITIES

SECOND AND FIRST FLOOR

BCMaterials research staff is authorized to use as the laboratories located in the 2A9 and 2B9 spaces (second floor) or the 1A5 room (first floor). In addition, meeting rooms 2A8 and 1A8 can be used without prior reservation, by asking the Concierge Desk.

GROUND FLOOR

- **Auditorium**, where BCMaterials regularly holds conferences, seminars and talks for its research staff.
- **Rooms OB14 and OB13** that can be reserved for training sessions or meetings of up to 25 people.
- **Dining room**, equipped with several microwaves to heat food.

GARAGE

The building has a parking area in the -1 floor. It works with a rotation basis and it is shared with other users of the building.

If you wish to use the garage, please let it know the BCMaterials administrative staff so that they can submit your request to the UPV/EHU. Then, you will be included in the list of users with permissions assigned to the card.

[Garage use regulations](#)



2.5. LEIOA CAMPUS SERVICES

The Leioa campus of the UPV/EHU is equipped with several services for the use of the university community and research centers that, like ours, are part of the campus.

RESTAURANTS AND CAFETERIAS

- Leioa Catering School.
- Cafeteria at the Faculty of Education
- Cafeteria at the Library building.
- Garai Restaurant.

SHOPS

- Eroski Supermarket
- General Óptica (opticians)
- Penter book store and stationary products
- Dakar driving school

OTHER SERVICES

- Kutxabank (banking)
- Reprography service
- Fundación Umeak nursery
- Bicycle repair point (self service).



2.6. WHO SHOULD I ASK THIS?



Scientific Direction



Senentxu Lanceros- Méndez
Scientific Director



General Management



Iñaki Serna
General Manager



IT & Facilities



Juan Ignacio Tel
IT & Facilities Manager



Xabier Alonso
Website Technician



Administration



David Serrano
Admin. Officer



Lorea Carracedo
Admin. Officer



Projects & Tech Transfer



Raquel González
Project Manager and
Technology Transfer
Manager



Comunicación



Daniel Bacigalupe
Communication Manager



Laboratories



Alberto Maceiras
Lab Technician



Igone Campos
Lab Technician



**YOU ARE PART
OF THE TEAM
NOW!**

3.1. WORKDAY AT BCMATERIALS

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3.2. WORKDAY RECORDING

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**3.4. HEALTH AND SAFETY AT
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3.6. BENEFITS PROGRAM

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3.1 WORKDAY AT BCMATERIALS

TYPES OF WORKING HOURS

MON-FRI	FRIDAY
8 Hours	8 Hours
Full working day	Continued working day

REFERENCE WORKING HOURS

8:00 - 9:00	Flexible starting time
9:00 - 13:00	Flexibility working hours
13:00 - 15:00	Maximum time for lunch
15:00 - 17:00	Flexibility afternoon hours
17:00 - 21:00	Flexible finishing time



3.1 WORKDAY AT BCMATERIALS

HOLIDAYS *

- The duration of the vacation period depends on the current working calendar. For example, in 2025, it is 22 business days.
- If you are on maternity or paternity leave, you will maintain your right to enjoy these working days of vacation.

DAYS FOR PRIVATE AFFAIRS *

- You can enjoy several days a year to attend to private matters.

All Internal Rules

2025 Working Calendar

-
- * The number of vacation days and for private affairs may vary depending on the following factors:
- The work calendar for the current year.
 - The time of the year in which one person joins the staff of the center in their first year of work.



3.2 WORKDAY RECORDING

WHY, WHERE, HOW, WHEN...

- In accordance with the Spanish labor laws, as a BCP Materials worker you must record the beginning and the end of your working day on a daily basis.
- You must also check in and out when you are going to be away during significant breaks, such as when you go out for lunch or other non-work reasons.
- You can register on the tablet located at the entrance of the Administration area on the 3rd Floor.
- All you have to do is enter your employee code that will be assigned to you and the PIN numerical code that you choose.

Working registration point

THE SESAME TIME APP

It is the application where your working hours are recorded. In addition, you have to request through Sesame Time your vacation days, absence permissions, ask for reworking in the cases in which it is allowed, etc.

Sesame Time App (iOS & Android)

Access to Sesame Time App



3.2 WORKDAY RECORDING

WHAT IF I AM WORKING OUT OF THE OFFICE?

- If you are on a business trip, on a day of teleworking, you have to register your working hours as well.
- You will need to fill out an Excel template that you can download in the button below these lines.
- Once you go back to the office, send your completed Excel template to Administration.

[Template for working recording](#)



WHEN IN DOUBT
FEEL FREE
TO ASK

Administration



Lorea Carracedo
Admin. Officer



David Serrano
Admin. Officer

3.3 WORKS COUNCIL

FUNCTIONS

The works council is the body representing all BCMaterials workers to defend their interests.

If you have any doubt, suggestion or complaint of a labor nature, you can send it to any of the members of the Works Council.

However, it is preferable that you do it by email to this address:

works.council@bcmaterials.com

CURRENT WORK COUNCIL'S MEMBERS



Juan Ignacio Tel
IT & Facilities Manager



Lia Campos Arias
Pre-doctoral Researcher



Daniel Salazar
Research Fellow



Manuel Salado
Research Fellow



David Serrano
Admin. Officer

3.4 HEALTH AND SAFETY AT THE WORKPLACE

SAFETY COMES FIRST

The **safety** of our staff, associates and visitors **comes first at BCMaterials**. In the first days after your incorporation, **if you are going to work in the laboratories, you will receive a safety course** with the necessary information to protect you and your colleagues during the experimental work.

Safety documents folder

HEALTH AND SAFETY COMMITTEE

If you want to contact the BCMaterials Health and Safety Committee, you can address any of its members.

However, it is preferable that you do it by email to this address:



Alberto Maceiras
Lab Technician



Lía Campos Arias
Pre-doctoral Researcher



Lorea Carracedo
Admin. Officer



Manuel Salado
Research Fellow



3.5 GENDER EQUALITY

2021-2025 EQUALITY PLAN

As a fruit of its commitment to guarantee gender equality in the institution, **BCMaterials** put into practice its '2021-2025 Gender Equality Plan'.

The plan provides for **specific measures in areas such as personnel selection and recruitment processes, training in gender equality, family and work conciliation...**

Each action has indicators that will allow its evaluation for compliance with the provisions of the Spanish Law on Effective Equality between Men and Women.

Gender Equality Plan

PLAN'S GOALS

- **Ensure compliance with effective gender equality.**
- **Incorporate equality into our center's strategy.**
- **Promote equality awareness** among our staff.
- Guarantee the principle of **equal remuneration.**
- **Facilitate the reconciliation of personal, family and work life** of the people who make up the company's staff.
- **Prevent sexual and gender-based harassment** in the workplace.



3.6 BENEFITS PROGRAM

PRIVATE HEALTH INSURANCE

BCPiberrol's employees have their health needs covered by the Spanish Social Security system. However, the center has an agreement to offer its personnel private health insurance with the company PPO Seguros de Salud Quirón.

It subsidizes 100% of its "Active" mobility, as well as a dental service.

Subscribing the insurance, including the 100% subsidy, is individual and voluntary.

There are also coverage options for family members of BCPiberrol staff.

100% of private health insurance

DISCOUNTS ON MICROSOFT PRODUCTS

Thanks to the services that we have contracted with Microsoft, our staff can access discounts of up to 30% on the "Microsoft 365 Family" and "Microsoft 365 Personal" products. It works as annual subscription fees during the time our employees work for BCPiberrol.

30% discounts on Microsoft products



WHEN IN DOUBT
FEEL FREE
TO ASK

Communication



Daniel Bacigalupe
Communication
Manager

IT Department



Juan Ignacio Tel
IT & Facilities Manager

LEARNING THE KEY PROCEDURES

4.1. PURCHASING REQUESTS

[Read](#)

4.2. TRAVEL REQUESTS AND EXPENSES

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4.3. ABSENCES, HOLIDAYS REQUESTS...

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4.4. DIGITAL SIGNATURE / CERTIFICATE

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4.5. ROOMS BOOKING

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4.6. LAB EQUIPMENT BOOKING

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4.7. INVITATION AND ADMISSION
OF VISITORS

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4.8. APPLYING FOR PROJECTS

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4.1 PURCHASING REQUESTS

HOW CAN I PLACE A REQUEST?

You must fill out the form available on the internet. There are two possible routes:

- 1. General Services / Requests / Purchasing Requests
- 2. The form / useful links and information / Purchases / Purchasing Requests

SOME KEY FIELDS

- 1. **Requester:** The name of the request is set automatically.
- 2. **Project:** If an expense must be assigned to a specific project, look for it in the dropdown menu. If it is a general expense, it goes to the 0000 item for the current year (eg 0000_20).
- 3. **Budget Line:** indicates if it is an expense for consumption, if it is an inventory item or if it is a product of another nature.
- 4. **Selected vendor:** choose a vendor from the list and, if the supplier does not appear in the list, choose "not defined", indicating the name of the vendor from the description.
- 5. **Request justification:** see [CONCEPTS](#)

WHEN IN DOUBT
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Administration



Lorea Carracedo
Admin. Officer



David Serrano
Admin. Officer

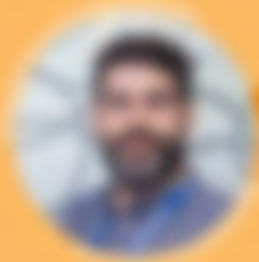


4.1 PURCHASING REQUESTS

WHO SHOULD ADDRESS MY APPLICATION TO?

Depending on the type of equipment in question, you have to contact your request for equipment with different people.

Lab
Equipment



Marco Tassinari
Lab Equipment Manager

Measurements



Marco Tassinari
Measurements Manager &
Lab Equipment Manager

Other
Equipment



Francesca Rossi
Other Equipment Manager
& IT Manager

All purchasing requests are finally approved by the general manager



4.1 PURCHASING REQUESTS

EVOLUTION OF THE REQUESTS

Entity	Entity	Administrative Structure
State	Technical services	General Manager / Property
	Technical services	General Manager
Regions	Regional units	Regions / Administrative
	Technical services	Regions / Administrative
	Special services & teams	Regions
Provinces	Administrative offices	Administrative offices

It will be the duty of the State and the Regions to ensure the continuity of the services.

PURCHASING POLICY

As a public entity and to guarantee the transparency of its processes, SCOTERIAL has a purchasing policy that addresses aspects such as:

- The necessity or relevance of the expense.
- Infrastructure requirements, especially for purchase of equipment or contracting of works.
- Terms of delivery and payment.
- Guidelines for purchases under 1,000 euros, over 1,000 euros without bidding and purchases with bidding.

CONTENTS



4.2 TRAVEL REQUESTS AND EXPENSES

WHEN DO I HAVE TO MAKE A TRAVEL REQUEST?

When you have to travel a day for work and a minimum of 100 miles, you have to submit a request for a travel request. If you are traveling less than 100 miles, you do not need to submit a request.

WHERE CAN I FIND THE FORM?

- You can find it on the website through these two routes:
 - Home > Services > Resources > Travel Request
 - Home > Services > Resources > Travel > Travel Request

TRAVEL EXPENSES POLICY

The travel expenses policy covers the expenses that you incur as a result of your business travel. This includes airfare, hotel, and other transportation expenses. For more information, please contact the Finance Department.



WHEN IN DOUBT
FEEL FREE
TO ASK

Administration



Lorea Carracedo
Admin. Officer



David Serrano
Admin. Officer

4.2 TRAVEL REQUESTS AND EXPENSES

WHO WILL APPROVE MY TRAVEL?

Each travel request must be approved by the worker's supervisor and, if any cost, by the Human Resources general manager. If you are attending an event to complete, conference, seminar, course, etc., you will need first fulfill the Attendance to Events form.

[Request Form](#)

POST-TRIP FORMALITIES

At the end of your trip you must:

- Submit the list of travel expenses to Administration.

[Expense Form](#)

[Expense Form](#)

- Submit a summary to Administration telling the most important aspects of the trip: what goals did you achieve, the new contacts you made, etc.

[Trip Summary Form](#)

TUTORIAL

Click on the button below from here to access the guide for making travel requests.

[Travel Request Guide](#)



4.3. ABSENCES, HOLIDAYS REQUESTS

SESAME TIME APP

The Sesame Time App allows you to request the absence, holidays or vacations. To do this, you must be logged in to the app. To request an absence, you must be logged in to the app. To request a holiday, you must be logged in to the app. To request a vacation, you must be logged in to the app.

Request an absence

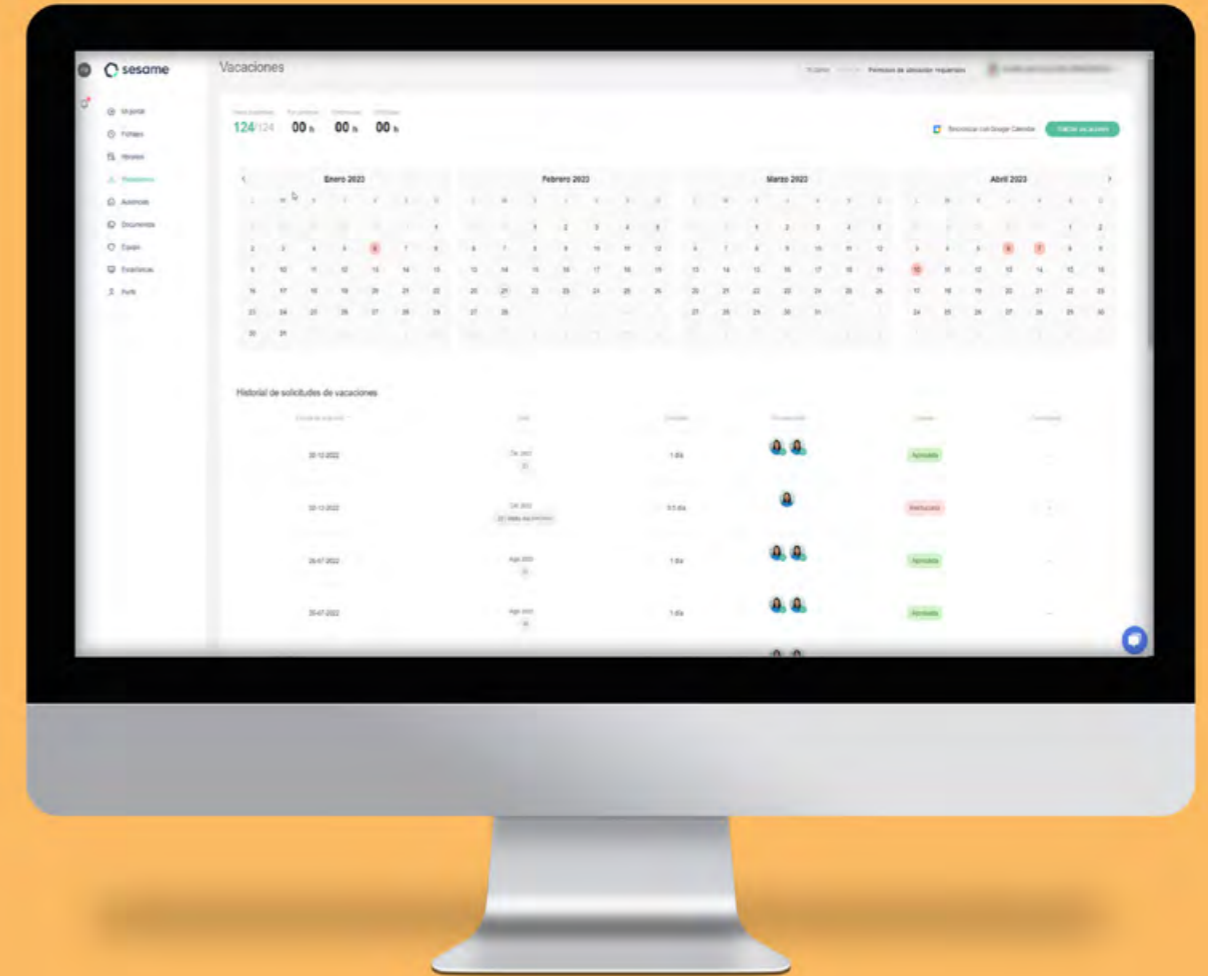
Request a holiday

HOLIDAYS

Request a holiday in the main menu of the app. There must be a calendar of holidays in the app. To request a holiday, you must be logged in to the app. To request a holiday, you must be logged in to the app.

ABSENCES

Request an absence in the main menu of the app. There must be a calendar of absences in the app. To request an absence, you must be logged in to the app. To request an absence, you must be logged in to the app.



WHEN IN DOUBT
FEEL FREE
TO ASK

Administration



Lorea Carracedo
Admin. Officer



David Serrano
Admin. Officer

4.4. DIGITAL SIGNATURE / CERTIFICATE

WHY DO I NEED THIS?

During your work at BCMaterials, you may need to carry out **electronic procedures with the Spanish Public Administration**. For example, when applying for a research grant, when you require employment documents from the Administration, etc...

The signature or digital certificate will allow you to identify yourself and sign when carrying out these electronic procedures.

You can also use your digital signature to sign official documents in BCMaterials, such as collaboration agreements with other centers, in which your signature is required.

WHAT MEANS DO EXIST FOR DIGITAL SIGNING?

There are different types of electronic signature, but we will focus on two in particular:

- **DNle (Spanish national electronic identity card)**, based on a hardware token or chip installed in the card.
- **The certificate from the Spanish Fábrica Nacional de Moneda y Timbre (FNMT)**. It works through specific software that is installed on the computer or even on the mobile.

Both systems are valid for people with Spanish nationality. In the case of foreigners, since they do not have an DNle, the only way is the FNMT Certificate.

WHEN IN DOUBT
FEEL FREE
TO ASK

Communication



Daniel Bacigalupe
Communication
Manager

4.4 . DIGITAL SIGNATURE / CERTIFICATE

FMNT CERTIFICATE

Due to its ease of use, whether you have Spanish nationality or are a foreigner, **we recommend that you install the FMNT digital certificate.**

The steps to follow are:

1. Install the software (FMNT Configurator).
2. Request the certificate via Internet.
3. Go to a physical office to register as an applicant and collect the access codes. For example, you can go to one of the offices of the Institute or the Social Security Treasury (Instituto Nacional de la Seguridad Social or INSS).
4. Download the certificate in your computer.

[FMNT Certificate Application and Installation Guide](#)



4.5 ROOMS BOOKING

ROOMS AT BCMATERIALS FACILITIES

You will be able to book the meeting rooms located on the 3rd floor (BCMATERIALS' own facilities), creating a meeting through the Microsoft Outlook calendar.

We recommend you to put the following rooms in your calendar view to check their availability before setting up a meeting:

- Meeting room 3A9.4 (Bardenas)
- Meeting room 3B9.1 (Zumaia)
- Meeting room 3A10 (Belagua)
- Training room 3B10

[Room Booking Tutorial](#)

ROOMS AT MARTINA CASIANO BUILDING'S GROUND FLOOR

If you want to request the reservation of the meeting rooms on the ground floor OB13 and OB14 (with a greater capacity than those on the 3rd floor) or the auditorium of the Martina Casiano building, ask the Administration personnel to make the request to the UPV/EHU, the building owner.

NO-BOOKING-NEEDED ROOMS

They can be used without prior reservation, but asking before in Concierge, rooms 2A8 and 1A8, on the 2nd and 1st floor, respectively.



WHEN IN DOUBT
FEEL FREE
TO ASK

IT & Facilities



Xabier Alonso
Web Technician

Administration



Lorea Carracedo
Admin. Officer

4.6 LAB EQUIPMENT BOOKING

CHECKING OUT AVAILABILITY

Just as it happens with the room reservations, booking laboratory equipment is also done through Microsoft Outlook meetings.

Before making the reservation, please check the availability of the equipment in the calendar of the corresponding laboratory.

The list of equipment by laboratory is available on the Intranet.

[Check out the Equipment List](#)

MAKING THE RESERVATION

Here you can access the laboratory equipment reservation tutorial. To summarise, the reservations are made by scheduling a meeting in Outlook. As you can see in the tutorial, there are slight variations with respect to room reservations.

[Equipment Lab Booking Tutorial](#)



WHEN IN DOUBT
FEEL FREE
TO ASK

Lab Technicians



Alberto Maceiras
Lab Technician



Igone Campos
Research
Technician
Assistant

4.7. INVITATION & ADMISSION OF VISITORS

BCMaterials research staff may request the incorporation of invited scientists from other academic or research centers.

To do this, the host researcher must receive the approval from the scientific direction and collect a series of data and documents to present them to the Human Resources department (Management). The required documents vary depending on the length of stay of the invited person:

- **Courtesy visit:** maximum one day.
- **Short stay:** more than a day and less than a week.
- **Long stay:** more than a week.

[instruction for inviting visiting researchers](#)

LONG STAY

In addition to the visitor's data, the host must include these documents in the process:

- Invitation letter [Template](#)
- Collaboration agreement with the visitor's institution [Template](#)
- Annex to the agreement with the visitor's data
- Health coverage (EU and Non-EU)
- Travel insurance (Non-EU)



WHEN IN DOUBT
FEEL FREE
TO ASK

General Management



Iñaki Serna
General Manager

Communication



Daniel Bacigalupe
Communication
Manager

4.8. APPLYING FOR PROJECTS

As a BCMaterials researcher you will be able to make proposals to carry out scientific projects, either led by the center or in collaboration with other institutions.

To do this, you must submit your requests to the scientific direction through a form on the Intranet, which you can access through the following button.

[Applying form](#)

Here is the link to the project submission protocol, where the entire process is explained in more detail.

[Project Submission Policy](#)

DO IT IN ADVANCE

Check out below the deadlines with which you must submit your applications for different calls:

TYPE OF PROJECT	TIME TO SEND BEFORE DEADLINE
Regional (PIBA, Ikerbilerak, Equipamiento...):	3 weeks
Regional (Elkarteks)	1 month
Spanish projects (RETOS, JdC...)	Same week of the deadline
Horizon Europe	2 months earlier (preferably)
Other calls (La Caixa, BBVA, ISCIII...)	1 month

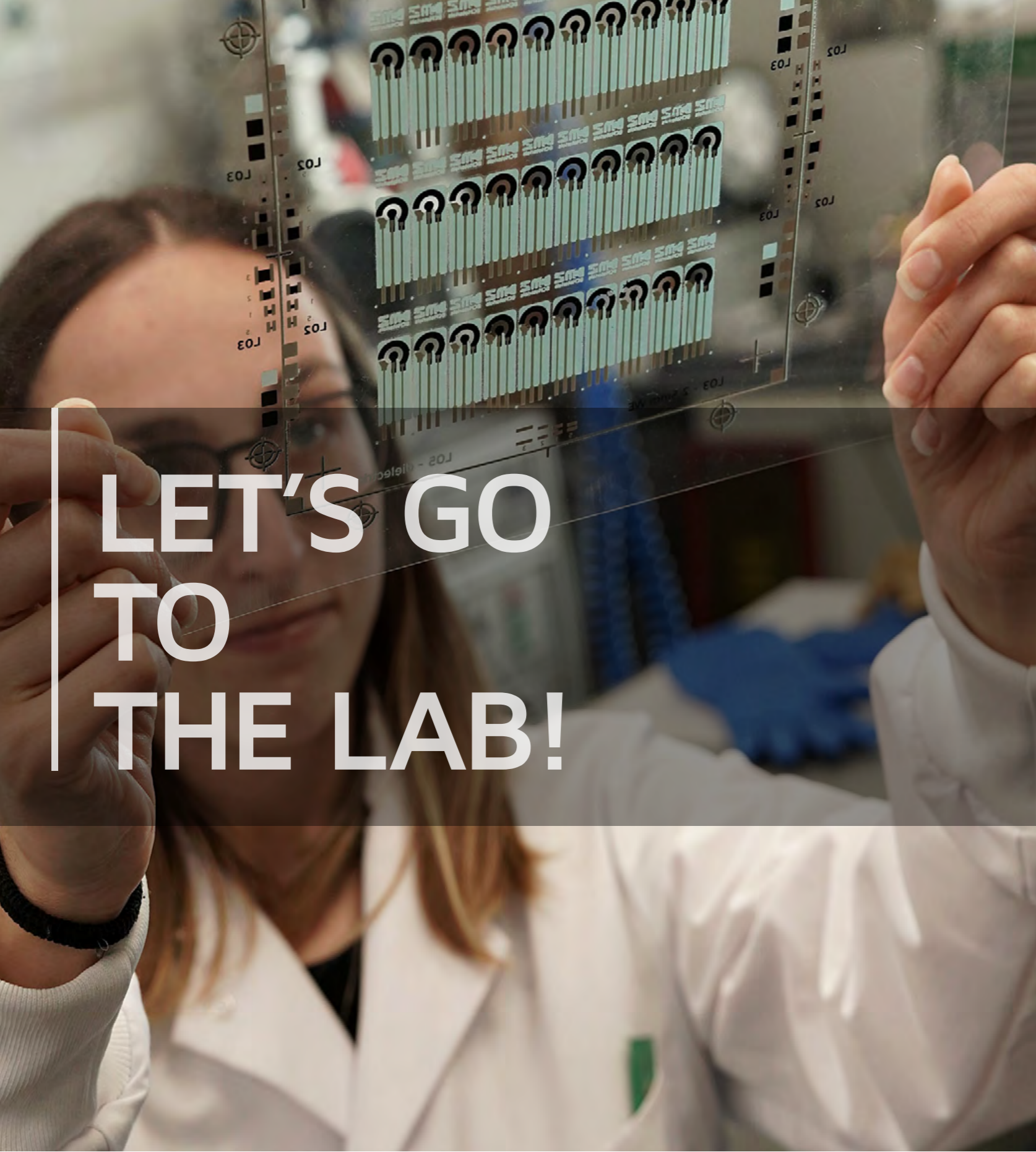
WHEN IN DOUBT
FEEL FREE
TO ASK

Proyectos



Raquel González
Project Manager &
Tech. Transfer Manager





LET'S GO TO THE LAB!

5.1. OUR LABS

[Read](#)

5.2. ACCESS TO EXTERNAL LABS

[Read](#)

5.3. SAFETY GOES FIRST

[Read](#)

5.4. ACCESS TO SCIENTIFIC SOFTWARE

[Read](#)

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5.1. OUR LABS

WHEN IN DOUBT
FEEL FREE
TO ASK

3RD FLOOR

- 3A1. Multifunctional Nanochemistry
- 3B1. Advanced Surfaces and Thin Films
- 3A2. Environmental Materials and Processes
- 3B2. Additive Manufacturing
- 3A3. Biomaterials and Biomedicine

- 3B3. Optics and Optoelectronics
- 3B11. Materials Characterization I
- 3A12. Metallurgy and Ceramics
- 3A13. Materials for Energy
- 3A14. Multifunctional Materials Synthesis

2ND FLOOR

- 2A9. Materials Characterization II
- 2B9. Crystal Materials Research

1ST FLOOR

- 1A5. Nano-Chemistry

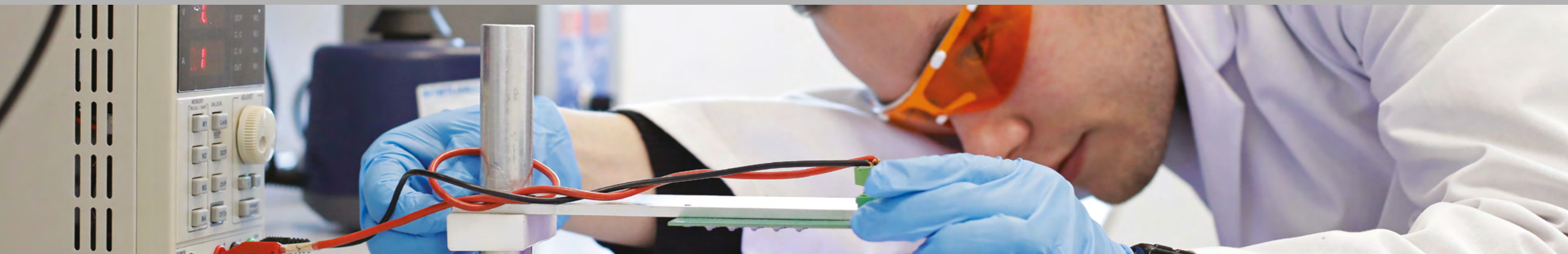


Alberto Maceiras
Lab Technician



Igone Campos
Research Technician
Assistant

[Check out Lab Assets](#)



5.1. OUR LABS

[Check out Lab Assets](#)

3B1 - ADVANCED SURFACES AND THIN FILMS

This laboratory features a series of advanced equipment for surface modification through thermal processes and thin-film deposition. It includes a system for depositing thin metallic layers using DC magnetron sputtering and another one for depositing layers using a multi-axial aerosol jet technique, among others. These methods enable the fabrication of different structures: from epitaxial, nanometric, or amorphous films of metallic materials and, in some cases, ceramics, ranging from tens of nanometers to a few microns in thickness, to three dimensional polymeric and hybrid multifunctional structures.



3B2 - ADDITIVE MANUFACTURING

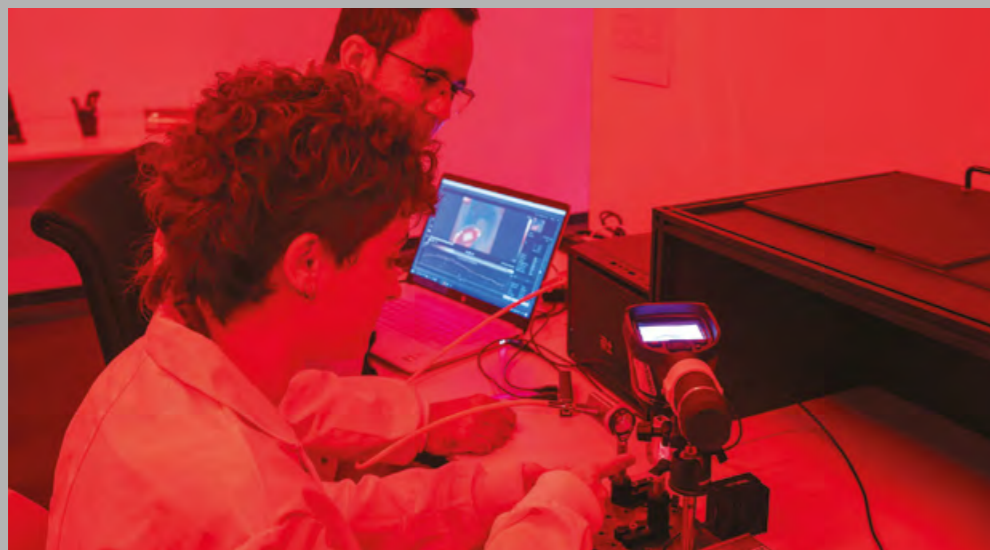
In this laboratory, tasks focused on the production of test structures and prototyping are carried out. To achieve this, a wide range of 2D printing techniques is available, including inkjet and screen printing, as well as 3D printing techniques such as filament extrusion and stereolithography. Additionally, the laboratory offers capabilities for depositing thin layers. Other manufacturing processes are also available, such as laser cutting and engraving, blade cutting (Xurography), and machining. Finally, the laboratory also has a small soldering station for printed circuit board assembly.

5.1. OUR LABS

[Check out Lab Assets](#)

3A3 - BIOMATERIALS AND BIOMEDICINE

The laboratory has a Biosafety level 2 cell culture room (including CO₂ and hypoxia incubators, centrifuge and transmission light microscope), an area dedicated to the analysis of gene expression (consisting of a micro-centrifuge, a thermocycler and a UV reader), the equipment necessary for the quantification of the angiogenic potential of biomaterials in ovo and general laboratory equipment (small incubators, balance, pHmeter, multimode microplate reader, shakers, heating plates).



3B3 - OPTICS AND OPTOELECTRONICS

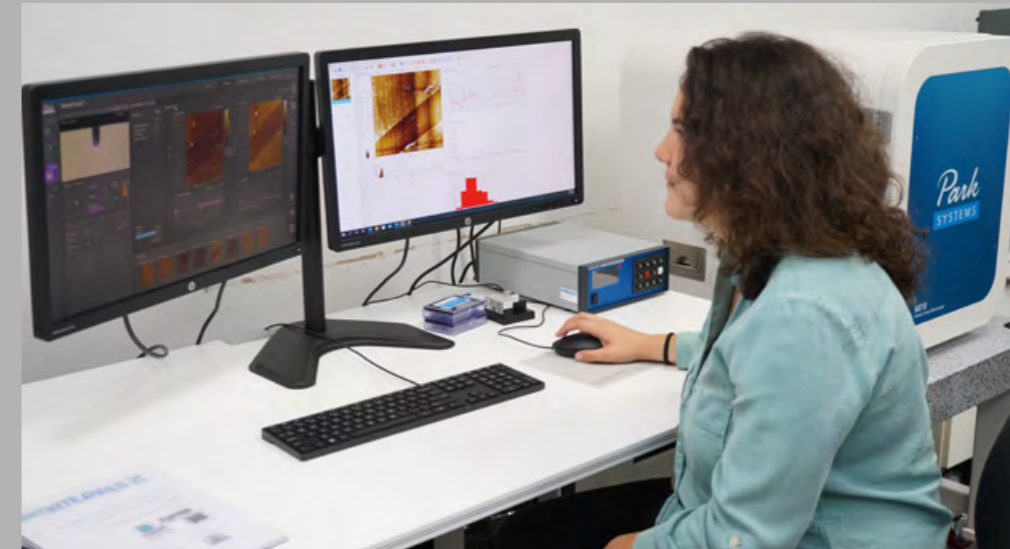
Optoelectronic Device Characterization Laboratory infrastructure is suitable for measuring significant quantities of the device optoelectronic behaviour such as photocurrent, quantum efficiency, spectral response optical response speed and many others. This laboratory also features several potentiostats for electrochemical experimentation, and a spectroelectrochemical workstation.

5.1. OUR LABS

Check out Lab Assets

3B11 - MATERIALS CHARACTERIZATION I

The materials characterization laboratory is equipped with tools dedicated to the study of electric and magnetic properties of materials, as well as of their topography characteristics and crystallinity. Complementary to these, there are tools to perform spectroscopy measurements on the investigated materials, with ultraviolet and visible lights. In this laboratory we can find, among other tools, a UV-VIS spectrometer, a vibrating sample magnetometer (VSM), an X-ray diffractometer/reflectometer (XRD/XRR) with an environmental chamber (to measure at non-ambient conditions), and an atomic force microscope (AFM) with enhanced capabilities to perform not only topography imaging of surfaces, but magnetic/electric/piezoelectric/conductive/Kelvin probe force microscopy imaging.



3A12 - METALLURGY AND CERAMICS

The laboratory includes various equipment for the smelting and processing of metallic alloys and ceramic materials. It has an arc furnace that reaches temperatures of up to 3000°C in an atmosphere of argon (Ar). Additionally, there is a melt-spinner for the fabrication of amorphous, nano-, or micro-crystalline ribbons, as well as several furnaces for the thermal treatment of materials. Among these furnaces, there is a quartz tube furnace with controlled atmospheres (flow and pressure of Ar, Ar+H₂, N₂, O₂). The laboratory for synthesis of monocrystalline and amorphous metals and ceramics includes thus both synthesis and thermal treatments, featuring different kinds of furnaces, such as conventional, tubular (quartz tube), arc furnace, and melt spinner.

5.1. OUR LABS

[Check out Lab Assets](#)

3A13. MATERIALS FOR ENERGY

In this laboratory we develop and combine materials for the construction of photovoltaic cells, cells and batteries. The laboratory is equipped with two boxes of gloves to work in an inert atmosphere, equipment for depositing thin layers by evaporation, various hot plates, ovens, ozone generation equipment for surface activation and cleaning, and a heat press, among others.



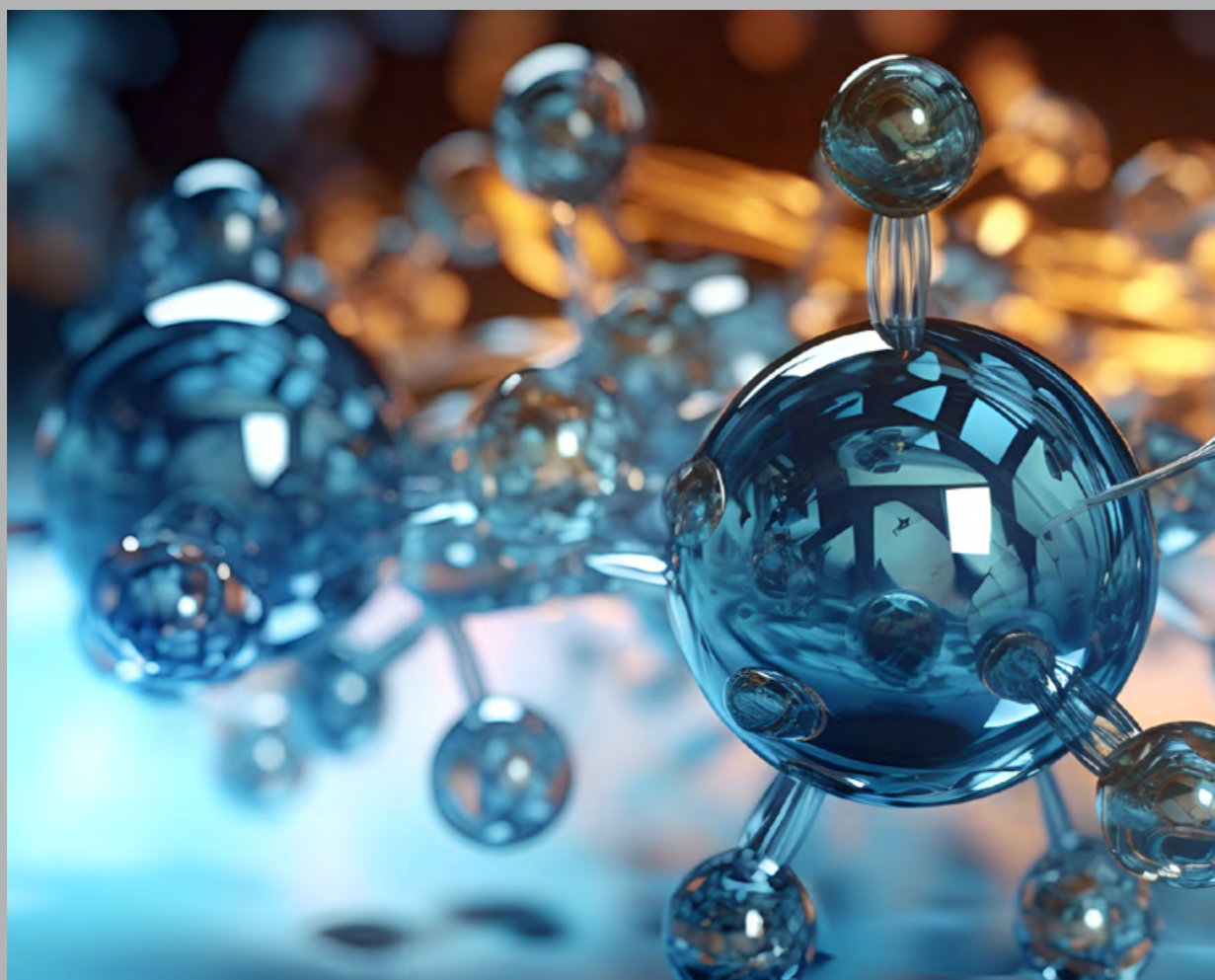
3A14. MULTIFUNCTIONAL MATERIALS SYNTHESIS

Chemistry Synthesis lab joins all the facilities of a chemistry laboratory for the design, synthesis and modification of different materials, polymers and composites. Four working modules and three extraction hoods with N₂ and Compressed air lines form the core of the installation. In addition, small equipment such as, ultrasonic -bath, centrifuge, planetary centrifugal mixer, planetary ball mill, rotary evaporator, digital thermometers, stirrers, pH meters, high precision balance, vacuum heater plate, hydrothermal reactor, and microwave ovens, among others, which allows developing a wide scope of chemical processes.

5.1. OUR LABS

COMING SOON

3A1 - MULTIFUNCTIONAL
NANOCHEMISTRY



3A2. ENVIRONMENTAL MATERIALS
AND PROCESSES

5.1. OUR LABS

2ND FLOOR

2A9. MATERIALS CHARACTERIZATION II

Laboratory for electric and magnetic characterization of materials and prototypes. The lab is equipped to test the dependence of materials properties and prototypes with magnetic field, tension/deformation and temperature/humidity. Further, it is equipped with a climatic chamber for materials testing.

Check out Lab Assets

2B9. CRYSTAL MATERIALS RESEARCH

This laboratory is mainly focused on the synthesis, development and initial environmental-testing of porous and crystalline materials, with a special focus on the characterization of their porosity by BET, vapours adsorption and high-pressure adsorption capacities and selectivity. In addition, small equipment such as, ultrasound-bath, centrifuge, digital thermometers, stirrers, high precision balance, hydrothermal reactor, photoreactor, binocular microscope and UV-Vis spectrometer... allows developing a wide scope of chemical processes.

1ST FLOOR

1A5. NANO-CHEMISTRY

The laboratory is mainly focused on the synthesis, functionalization and application of metal-organic frameworks (MOFs) and hierarchal framework materials (HFMs); as bulk and as nanoparticle. At the same time, a basic understanding of the involved chemical and physical elementary processes in the synthesis and functionalization of these materials is pursued. The lab is equipped with standard wet lab chemical equipment (e.g. rotary evaporator, Schlenk lines, hybrid and diaphragm pumps...), fridge and freezer (explosion proof), ultrasound-bath, table and ultra-centrifuge, different high precision scales (5 kg - 100 mg resolution, 620 g - 1 mg resolution), ovens (50-250 °C), microwave for nanoparticle synthesis (MONOWAVE from Anton Paar), Chromatography (Flash + Prep HPLC) and microfluidic setup for nanoparticle synthesis.



5.2. EXTERNAL LABS ACCESS

Thanks to BCMaterials agreements with the University of the Basque Country / Euskal herriko Unibertsitatea (UPV/EHU), as well as with some of its research groups, our researchers can access to some external laboratories.

If you need any specific equipment that cannot be found at BCMaterials, consult the following link to see what UPV/EHU laboratories with which we collaborate could be useful for you. Contact our laboratory technicians to grant access to them.

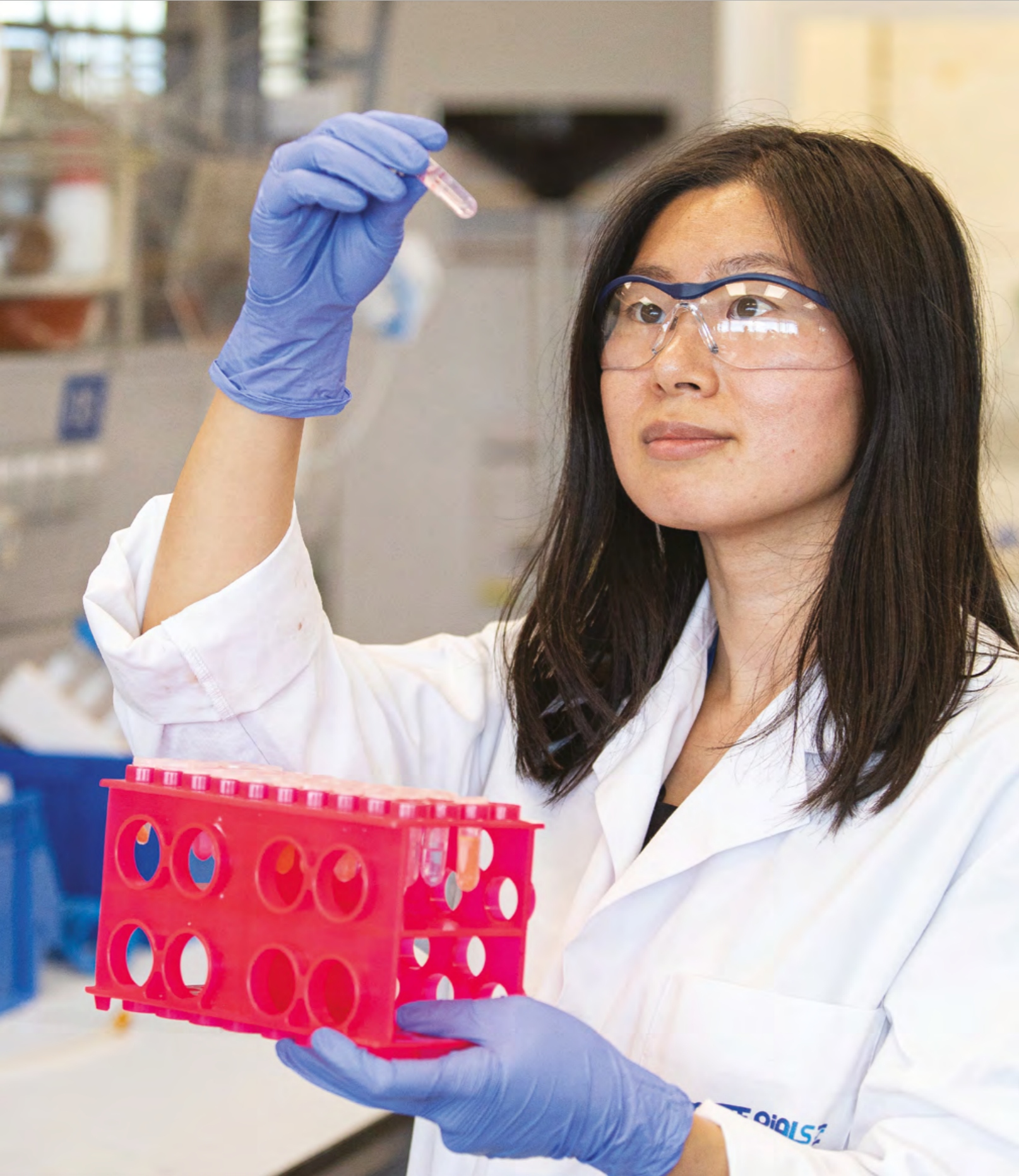
[Check out UPV/EHU labs](#)

WHEN IN DOUBT
FEEL FREE TO ASK



Alberto Maceiras
Lab Technician





5.3. SAFETY GOES FIRST

SAFETY COURSE

During the first days after their arrival at BCMaterials, new researchers receive a safety course, given by our lab technicians. They contact these new researchers to arrange a date and time for the course.

You can consult the security documents available on the Intranet.

[Read Safety documents](#)

HEALTH AND SAFETY COMMITTEE

If you want to contact the BCMaterials Health and Safety Committee, you can reach any of its members.

However, it is better that you do it via email to this address: safety@bcmaterials.net

[See committee members](#)

5.4. ACCESS TO SCIENTIFIC SOFTWARE

In your daily work as a researcher, you will need access to different computer programs and websites to carry out your work.

At BCMaterials we have use or access licenses for the following programs and websites:

- Origin.
- SciFinder
- ChemOffice / ChemDraw
- UPV/EHU App Store
- Cheminventory

+info

+info

+info

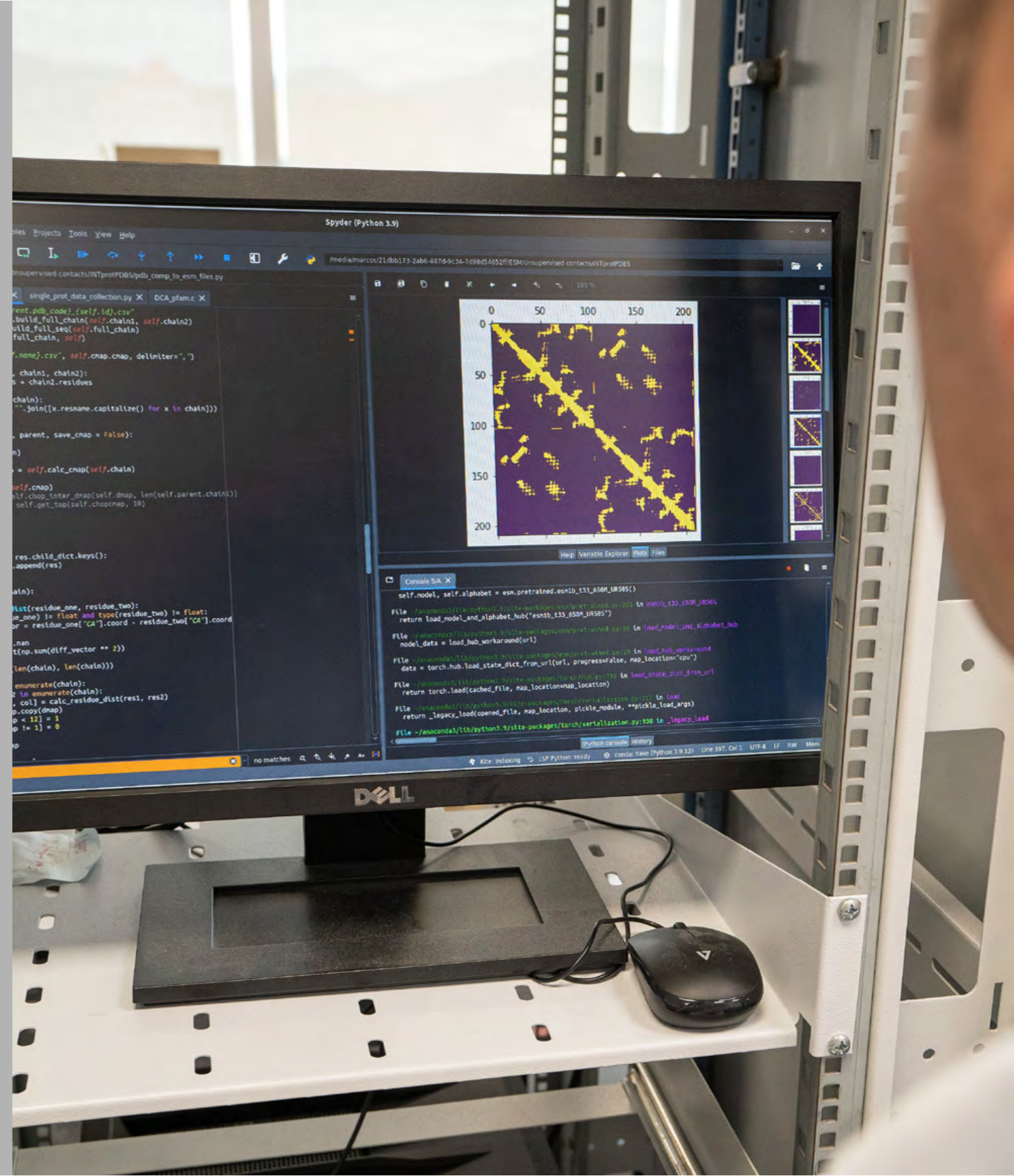
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+info

WHEN IN DOUBT
FEEL FREE TO ASK



Juan Ignacio Tel
IT & Facilities Manager





ALWAYS IN COMMUNICATION

[6.1. INTERNAL MEDIA](#)

[Read](#)

[6.2. EXTERNAL MEDIA](#)

[Read](#)

[6.3. SEMINARS, TALKS,
CONFERENCES...](#)

[Read](#)

[6.4. SCIENTIFIC OUTREACH](#)

[Read](#)

[Back to Summary](#)

6.1. INTERNAL MEDIA

OFFICIAL AND INFORMAL MEDIA

- **Official media:**

Those for strictly work use. BCMaterials uses them to send official information to its staff:

- Email (Outlook)
- BC Materials Intranet
- Microsoft Teams
- Displays (the TV set in the coffee room and the screen at the 3rd floor entrance)

- **Informal media:**

For use in matters not related to work. Any information distributed through these channels is NOT official.

- BCMaterials Whatsapp chat group.

WHEN IN DOUBT
FEEL FREE TO ASK

Communication

Daniel Bacigalupe
Communication
Manager



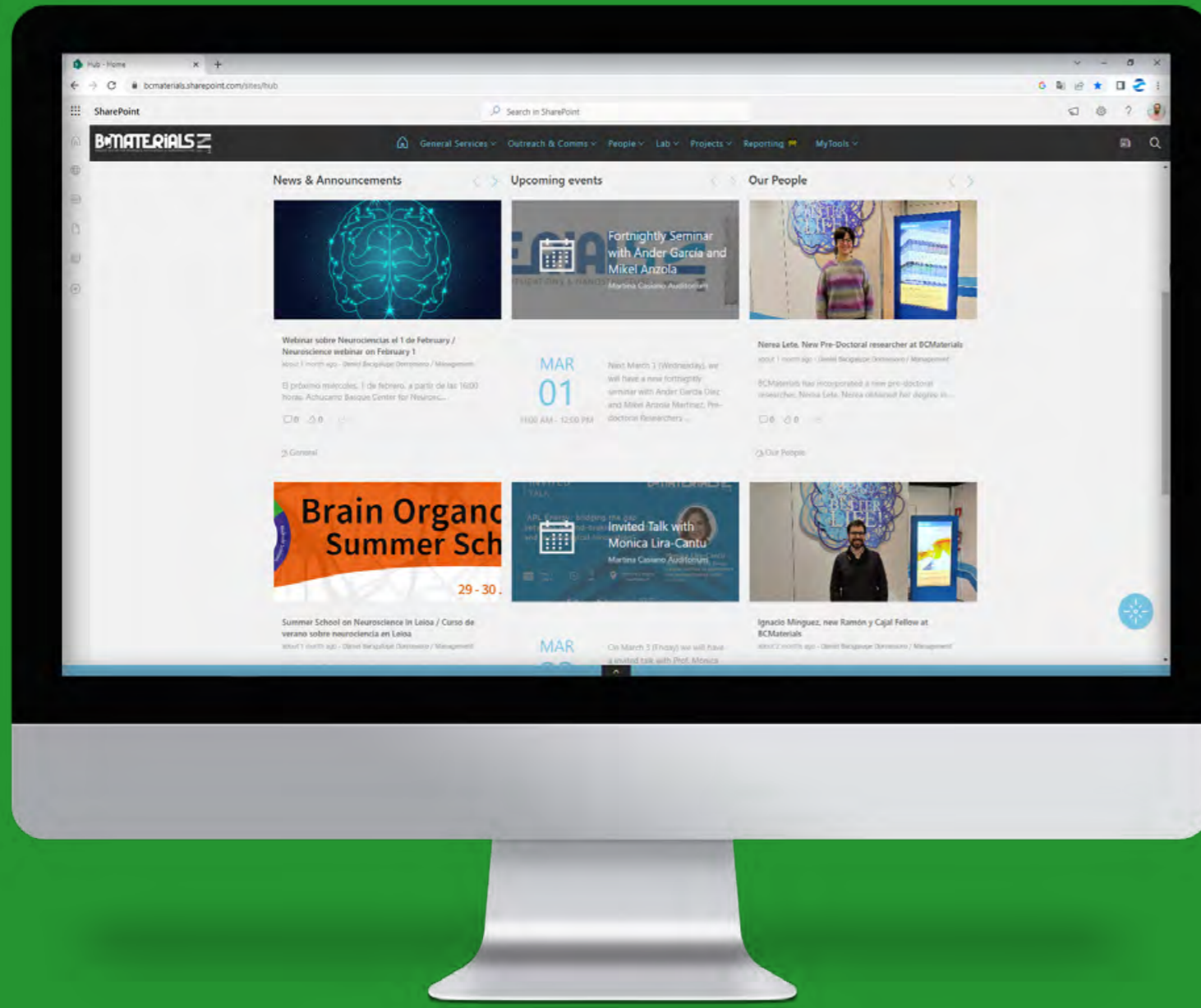
6.1. INTERNAL MEDIA

BCMATERIALS INTRANET

It is a very important internal communication channel for BCMaterials staff in order to develop its daily work

Our Intranet offers:

- **Information on different subjects of interest for the staff:**
 - The start or modifications of rules or protocols.
 - News related to the use of rooms, equipment, etc.
 - Events (conferences, seminars, talks, courses) organized by BCMaterials and other centers.
 - News of calls for funding aids, scholarships, projects, etc.
 - Arrival of new staff at the center.
 -
- **Documentation and resources necessary for the daily work of the center staff:**
 - Access to forms for purchases and travel requests, project requests...
 - Documents on procedures of all kinds.
 - Access to product inventories and laboratory equipment.
 - Video repository of talks and seminars, tutorials...



[Go to the Intranet](#)

6.1. INTERNAL MEDIA

MICROSOFT TEAMS

It is an internal channel that allows the center to communicate with its staff and, mainly, among the personnel that work at BCMaterials, allowing them to coordinate and collaborate.

Some of the main features of Teams:

- **Teams**
These are channels used to post useful information for different interest groups. There are two types of groups:
 - Public (open to all users of the center) Eg General, Facilities, Labs...
 - Private (restricted to certain users) Eg Administration.
- **Chats:**
Exchange of information from user to user or between several users in a chat format.
- **Calls:**
It is used for organizing individual audio or video calls, online meetings of several users...



6.2. EXTERNAL MEDIA

WEB BCMATERIALS.NET

It is our main window to the outside on the Internet. Any visitor can find out how the center is organized, what our research lines are, information about our staff, research projects, job offers, training program, news...

SOCIAL NETWORKS

BCMaterials has profiles on:

- Twitter
- Facebook
- Instagram
- LinkedIn
- Youtube

If you use any of these networks for professional purposes, don't forget to tell us about them. This way, we will follow you, disseminate your research activity and quote you correctly on our timelines. We will be happy to do it!



6.3. SEMINARS, TALKS, CONFERENCES

CONFERENCES

BCMaterials is the main organizer or collaborates with different national and international congresses and conferences that are related to the research carried out at the center.

Some examples of BCMaterials organized events:

- IMoH2022. 1st International Meeting on Opportunities and Challenges for Hicans. Neutronics. (Leioa, June 2022)
- RSEQ Electrochemical Group Meeting. (Leioa, July 2024).

If you think that BCMaterials could organize or collaborate in a congress or conference related to your research area, do not hesitate to tell us about it and we will study your proposal.

SEMINARS AND TALKS

BCMaterials delivers an important program of seminars and talks that take place at the Martina Casiano auditorium throughout the year:

- **Fortnightly Seminars.** BCMaterials scientists share the progress of their research, offer training sessions on scientific soft skills, etc.
- **Invited Talks.** Researchers from other institutions offer us their vision and progress in the different lines of research at BCMaterials.



At BCMaterials we think that it is very important that our scientists attend these events. We take into account their attendance and participation at these events, since they are essential for their full scientific development.



6.4. SCIENTIFIC OUTREACH

OUTREACH

Our center maintains a high commitment to scientific outreach towards society in general and especially towards young people.

That is why we organize and participate in outreach actions such as:

- UPV/EHU Science Week
- Week of Women and Girls in Science
- Pint of Science
- Zientzia Azoka



Outreach is a decisive factor in research projects and student assessment. At BCMaterials we take into account the commitment and dynamism of our scientists in this area.



WHEN IN DOUBT
FEEL FREE
TO ASK

Communication



Daniel Bacigalupe
Communication
Manager

OUTREACH AND DISSEMINATION

7.1. BCMATERIALS AFFILIATION

[Read](#)

7.2. COMMUNICATION OF THE
DISSEMINATION

[Read](#)

7.3. WEB PROFILE

[Read](#)

7.4. CORPORATE IDENTITY

[Read](#)

[Back to Summary](#)

7.1. BCMATERIALS AFFILIATION

USE THE CORRECT AFFILIATION...

If you just joined BCMaterials as a researcher, please include the following affiliation in all your publications:

BCMATERIALS, Basque Center for Materials, Applications and Nanostructures, UPV/EHU Science Park, 48940 Leioa, Spain

Multiple affiliations must be authorized in advance (gerencia@bcmaterials.net), except for the Ikerbasque researchers (Ikerbasque is an entity with whom we have a specific agreement for double affiliation).

For the Ikerbasque researchers, the correct affiliation (to be added to that of BCMaterials) is:

Ikerbasque, Basque Foundation for Science, 48011 Bilbao, Spain.

If you have multiple affiliation, the one referring to BCMaterials must be listed individually and separately, as we indicated above, never in a single mention combined with another affiliation.



...AND OUR CORRECT NAME!!

Remember that the abbreviated name of our center is: "BCMATERIALS" Thus, forms like these are incorrect:

- "BC Materials", split into two words.
- "BCmaterials", with the m of 'materials' in lowercase.
- "bcmaterials", all in lower case.
- "BCM", as an acronym.

7.2. COMMUNICATION OF THE DISSEMINATION

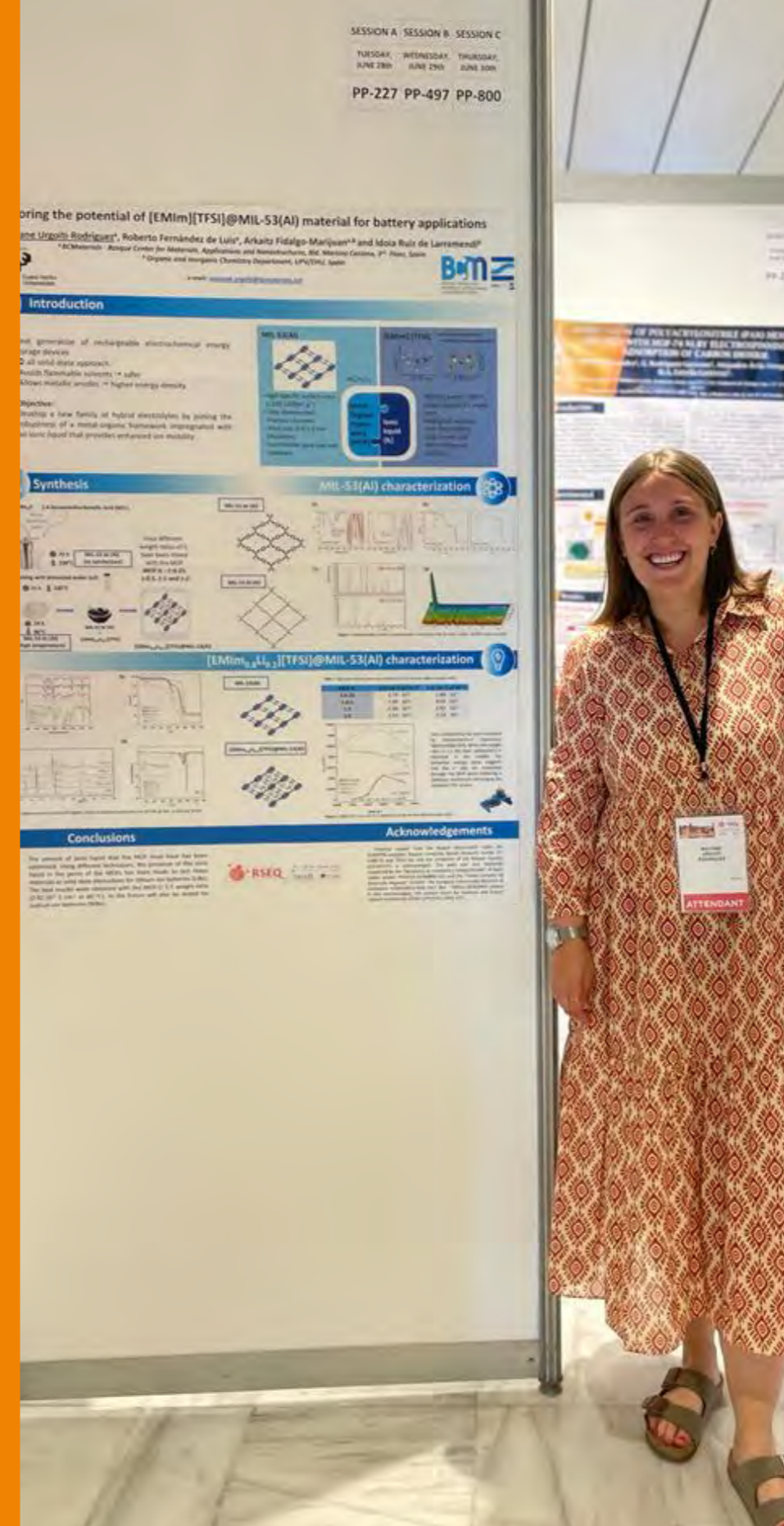
LET US KNOW YOUR PROGRESS!

Regarding the work of our researchers, BCMaterials has several key indicators like:

- **Participation in events** organized by BCMaterials or by third parties (congresses, conferences, talks, project kick-offs...)
- **Publicaciones relevantes** (magazine covers, high-impact articles, books or book chapters)

Keep in mind that **we communicate all these types of events through our own media and, depending on the case, in external media**: press, radio, TV, Internet...

That is why it is very important that you notify the **Communications Manager** of your participation in particularly **noteworthy events and publications**. Provide him with photos and texts that help shaping the information.



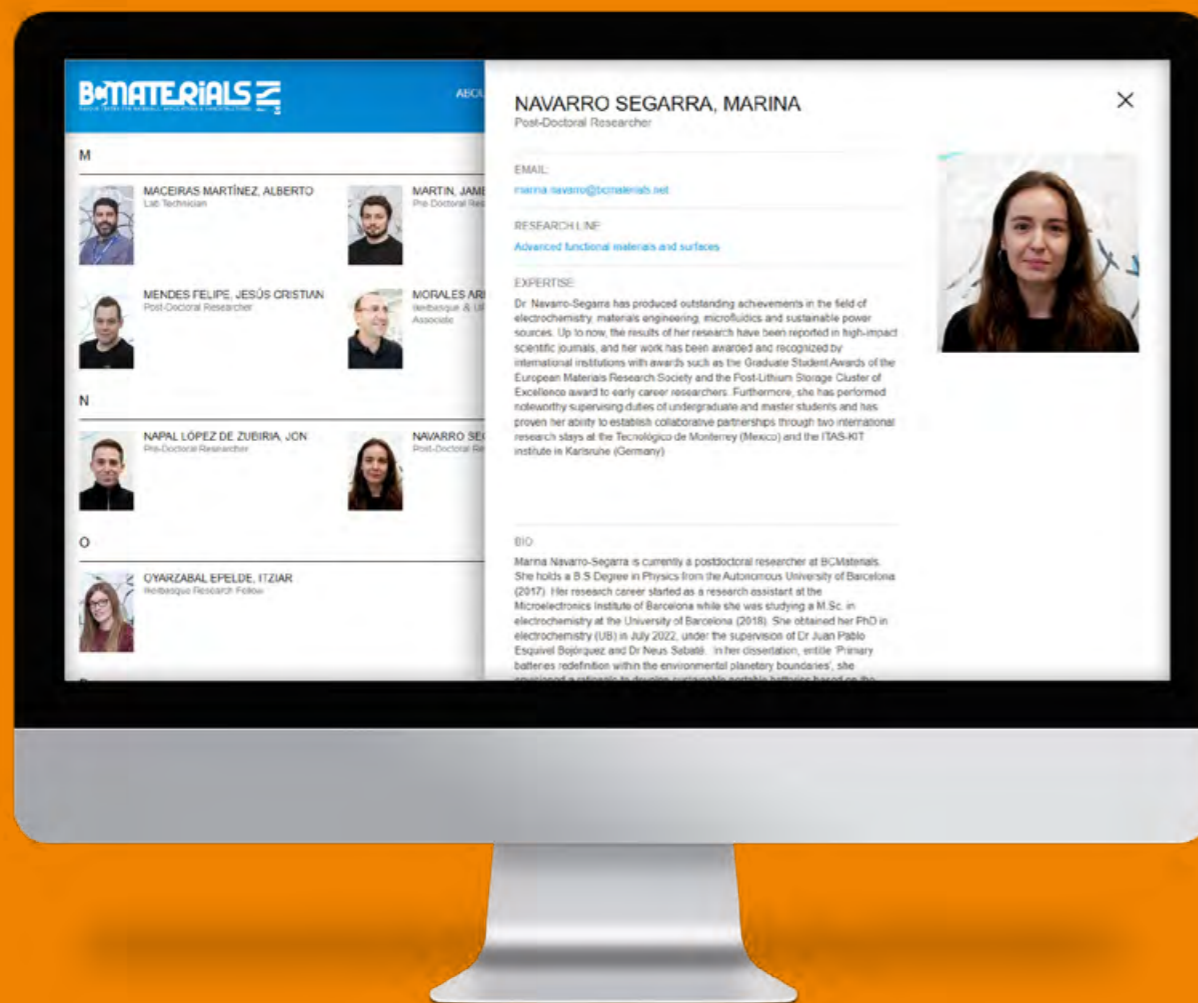
WHEN IN DOUBT
FEEL FREE
TO ASK

Communication



Daniel Bacigalupe
Communication
Manager

7.3 WEB PROFILE



WE WANT YOU TO BE SEEN

The 'People' section is one of the most visited pages on our website (bcmaterials.net). You can find tabs of all our staff and associated researchers. You will find the following information:

- BIO: a small professional journey of each person.
- Experience / specialization
- Interests and objectives
- Links to professional profiles in research networks, etc.
- Index of the publications of each researcher indexed in Scopus.

HOW CAN I FILL IN MY WEB PROFILE?

Updating of web profiles is done through the Intranet. Each person working at BCMaterials can update their profile whenever they want, following the instructions in the tutorial accessible under the following link:

[Web Profile Tutorial](#)

7.4. CORPORATE IDENTITY

OUR TEAM'S COLOURS

Just like any other organization that takes care of its external image, BCMaterials has a series of guidelines that define its corporate visual identity.

Corporate Identity Manual

As you will see in the Corporate Identity Manual, our logos and corporate colors must be used respecting some guidelines in any publication, presentation or document used by BCMaterials staff.

There are some available items on our Intranet to correctly use the corporate visual identity of the center:

- BCMaterials logo in all its versions.
- Corporate fonts.
- Templates for letters and other official writing.
- Templates for Power Point presentations.
- ...



WHEN IN DOUBT
FEEL FREE
TO ASK

Communication



Daniel Bacigalupe
Communication
Manager



RED TAPE FOR FOREIGN WORKERS

8.1. BANKING PROCEDURES

[Read](#)

8.2. LOOKING FOR ACCOMODATION?

[Read](#)

8.3. LOCAL RESIDENT REGISTRATION

[Read](#)

8.4. HEALTH CARD

[Read](#)

8.5. FOREIGNERS IDENTIFICATION
CARD (TIE)

[Read](#)

8.6. EU CITIZENS REGISTER CERTIFICATE

[Read](#)

8.7. SPECIAL TAX REGIME

[Read](#)

[Back to Summary](#)

8.1. BANKING PROCEDURES

One of the first procedures that you must carry out when you sign your contract with BCMaterials will be to open an account in a Spanish banking company.

We will need you to provide us with the SWIFT code and the account number so that we can pay your monthly salary.

WHERE SHOULD I OPEN MY BANK ACCOUNT?

This is a personal choice and at BCMaterials we have no preferences. However, we can indicate some of the banking companies most used by our staff:

- Kutxabank (there is a branch at the UPV/EHU campus)
- BBVA
- Santander
- La Caixa

WHAT DOCUMENTS DO I HAVE TO CARRY?

Each banking company may have some specific requirements, but generally speaking these are the documents most usually requested:

- Passport
- Work contract
- Residence permit application document with the NIE (Foreign Identification Number)
- Telephone number (Spanish).

WHEN IN DOUBT
FEEL FREE
TO ASK

Communication



Daniel Bacigalupe
Communication
Manager





8.2. LOOKING FOR ACCOMMODATION?

If you still do not have accommodation for more than the first days or weeks after your arrival, there are different options that you can consider.

HOUSE FOR RENT

Rental prices in Bilbao are around 900-950 euros per month for a 2-bedroom apartment. In some surrounding towns (Barakaldo, Etxebarri, Leioa...) the price/size ratio of the house is more favourable.

How to search for housing for rent:

- Online search engines such as [idealista.com](https://www.idealista.com), [fotocasa.es](https://www.fotocasa.es)
- Asking colleagues from BCMaterials.

RESIDENCE HALLS IN BILBAO

This is a short residence halls located in areas with good transport links with the Leioa campus of the UPV/EHU:

- [BBK Talent Home](#) (Minimum stay: 15 days. Maximum: 1 year).
- [Miguel de Unamuno UPV/EHU Residence Hall.](#)
- [RESA Blas de Otero University Residence Hall.](#)
- [RESA San Mamés University Residence Hall.](#)
- [Micampus San Mamés University Residence Hall.](#)

8.3. LOCAL RESIDENT REGISTRATION

A KEY DOCUMENT

Once you settle in a long-term residence, you will need to obtain the certificate of registration in your municipality of residence (*certificado de empadronamiento, in Spanish*) as soon as possible.

This certificate will allow you to carry out multiple subsequent procedures with the public administration. The most necessary and immediate is to obtain the health card from the Basque Public Health Service (Osakidetza).

WHERE SHOULD I APPLY FOR THIS?

In the town hall of your town of residence. For example, if you live in Bilbao, you can request an appointment at this link.

['Empadronamiento' in Bilbao](#)

WHAT DOCUMENTS DO I NEED?

- Passport (and visa, if applicable).
- Housing rental contract.
- For children under 18 years of age, original birth certificate (if it is in a language other than Spanish, the translation must also be submitted).





8.4. HEALTH CARD

All people who work in the Basque Country have guaranteed Social Security health coverage through the Basque Public Health Service (Osakidetza).

Once you have the registration certificate in your municipality of residence (*empadronamiento*), we recommend that you go to the Health Center closest to your home so as to request your Individual Health Card (TIS).

WHAT IS THE 'TIS' FOR?

- It is the document that allows you to receive free healthcare (charged to public funding).
- To assign you a family doctor who will attend you at your Health Center when you need it.
- To pick up medicines prescribed by the doctor in pharmacies.

WHAT DOCUMENTS DO I NEED?

- Passport.
- Certificate of local registration (*empadronamiento*).
- Social Security number. Request a letter from BCMaterials management.

[+ Info about the TIS](#)

8.5. FOREIGNERS IDENTIFICATION CARD (TIE)

If you come from a country that does not belong to the European Union, it is very convenient that you request the Foreign Identification Card (TIE).

We recommend that you ask for it as soon as possible. You might have to show it if, for example, the Police ask you for it or if it is required when you have to do some official procedure.

WHAT IS IT FOR?

- To prove your legal residence in Spain for a period of more than six months.
- The card contains the personal data, photograph and NIE number of the holder. It also shows the type of residence permit the holder has.

WHERE CAN I ASK FOR IT?

At the Central Police Station of Bilbao. 8, Gordoniz street. 48010.

THE APPLYING PROCESS

1. Appointment to take fingerprints.
2. Collection of the card. (Approx. 40 days later) [Ask for appointment](#)



WHAT DOCUMENTS DO I NEED?

- Passport, with the visa and the stamp of entry into Spain.
- Administrative resolution granting the visa.
- Fill in the request form [Form](#)
- Fee payment [Fee Payment Form](#)
- Passport size photograph
- Affiliation accreditation and/or registration in Social Security.

8.6. EU CITIZENS REGISTER CERTIFICATE

If you come from an EU country and you are going to live in Spain for more than three months, you have the obligation to register in the Central Registry for Foreigners as Citizens of a Member State of the European Union.

You can register from the third month of stay in Spain.

IMPORTANT: Do not confuse this certificate with the TIE card. EU citizens do not need the TIE card.

IS IT USED AS AN ID CARD?

- It is a registration system rather than an ID card. Nevertheless, when registering, you will be given a green card like the one in the image.
- EU citizens can identify themselves with the identity document of their countries of origin.

WHERE CAN I ASK FOR IT?

Two places in Bilbao:

- Central Police Station. 8, Gordoniz street. 48010.
- Immigration Office. 1, Barroeta Aldamar, street (Ground Floor). 48001



WHAT DOCUMENTS DO I NEED?

- Passport or national identity card
- Fill in the application form
- Fee payment

[Form](#)

[Fee Payment Form](#)

8.7. SPECIAL TAX REGIME

Scientists who have come to work in Bizkaia and live here have tax benefits during the first 11 years of their stay in our region.

WHICH ARE THE BENEFITS?

- 1. 30% of work output TAX FREE during 11 years *.
- 2. Up to 20% DEDUCTIBLE:
 - On your and your family's travel expenses and relocation costs.
 - Up to 2 return trips per year to the country which you are moving from.
 - Rent expenditure on your habitual home in Bizkaia.
 - Schooling expenses for your children
 - Expenditure on Spanish and Basque language courses for you and your family.
 - Contract and supply expenses for your habitual home in Bizkaia
- 3. Income deriving from patrimony abroad is EXEMPT OF TAX as long as it is taxed abroad (including partner).

HOW TO APPLY FOR IT

Check the link under these lines for the conditions to qualify for these benefits, as well as the steps to request them and the tax information to submit.

[Special Tax Regime Information](#)

WHO SHOULD
I ASK
THIS TO?

General Management



Iñaki Serna
General Manager





BCMaterials. Basque Center for Materials, Applications and Nanostructures

Edif. Martina Casiano. 3º Planta. Barrio Sarriena s/n
Parque Científico UPV/EHU. 48940. Leioa

bcmaterials.net | info@bcmaterials.net

