SCIENTIFIC SECRETARIAT OFFICE (SEGSCI)

SISSA

WHAT WE DO

- Manage missions for scientific staff
- Manage School funds for scientific areas, ILAS, IGAP and IFPU
- Support scientific areas' and ILAS's governing bodies
- Manage prizes and awards
- Support petty cash reimbursement procedures for scientific areas

WHEN TO CONTACT US

- To open or close a scientific mission
- For PhD mission contributions or grant increases
- For matters requiring approval by Area or ILAS bodies
- For transfers, variations or information on School funds (scientific areas)
- For support with petty cash reimbursement paperwork

INFORMATION TO INCLUDE

- Type of request; scientific area/unit; mission or funding details; relevant documentation

CONTACT & USEFUL LINKS

- **General contact:** scientificsecretariat@sissa.it
- **Missions for scientific staff:** areamission@sissa.it
- **Budget:** budget.physics@sissa.it | budget.math@sissa.it | budget.neuro@sissa.it | segsci.ilas@sissa.it
- **Managing activities:** physics@sissa.it | math@sissa.it | neuro@sissa.it | segsci.ilas@sissa.it
- **Petty cash reimbursements support:** delivery@sissa.it
- Office webpage | Missions pages | Missions FAQ

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SISSA

PEOPLE & ROOMS

Head of office

- Emanuele Tuillier Illingworth - *room 110*

- Lorena Bencina - *room 105*
- Elisa Bosdachin - *room 105*
- Sofia Cordioli - *room 105*
- Cristina Grillo - *room 103*
- Sharon Kante - *room 103*
- Alessia Quadarella - *room 103*
- Federica Tuniz - *room 716*