



Mexico Office Services for Texas A&M Entities

The Mexico Office was established to facilitate Texas A&M engagement in Mexico. The office, located in Mexico City, assists Texas A&M faculty with research and other activities in Mexico through a variety of services. This is done through the operation of a non-profit corporation licensed to operate in Mexico. For more information, contact Dr. Suzanne Droleskey, sdroleskey@tamu.edu or 845-3099.

- Mexican Grant Applications or Corporate Funding

Apply through the Mexico Office for Mexican funding opportunities available only to Mexican entities. Some corporations cannot do business with non-Mexican entities. Additionally, the Mexico Office is registered with RENIECYT, allowing Mexican nationals to apply directly for CONACYT calls for proposals. (CONACYT funds provide support and funding for activities directly related to the development of scientific and technological research; scholarships and training of specialized human resources; specific projects and modernization of scientific research, innovation and technological development, popularization of science and technology; creation, development and consolidation of research groups or research centers, and to provide incentives and awards to researchers and technologists, both associated with the evaluation of their activities and results).

- Contracts, Agreements

Facilitate the signature of contracts, agreements, and purchase orders with customers. Obtain translations of Spanish contracts; assist in obtaining a Mexican law firm's review of contracts, and the Legal Representative signature for the document.

- Accounting Services

Provide accounting reports of Mexican based projects, keep accounting documentation, disburse funds, receive payments, pay bills, reconcile accounts, calculate and pay taxes, provide invoices for customers for services rendered

- Accept Donations

Under Mexican law, the Mexico Office has the status to accept donations. This can facilitate shipments of educational equipment into Mexico without paying duties when the equipment is to be used for scholarly activities. The equipment donations become part of the inventory of the Mexico Office, which is a separate inventory from Texas A&M.

- Logistical Support

Facilitate various types of assistance for projects and Mexico-based employees or short term visitors, for example searching for spaces to rent for meetings and conferences in Mexico City, receiving shipments, , initiating and maintaining Mexican vendor contracts, making photocopies, etc. (subject to staff availability).



- Vendors

Establish contracts with vendors and serve as an intermediary to ensure that they provide required services; facilitate obtaining translations of Spanish vendor contracts; assist in obtaining a Mexican law firm's review of contracts.

- Mexican Employees

Hire, pay, and track Human Resources issues for long or short term Mexican employees who are based in Mexico, complying with all local tax and employment laws.

- Banking Services

Open, manage, and reconcile Mexican bank accounts related to grant or operational funding for projects in Mexico.

- Budget

Prepare preliminary project budgets, in collaboration with Principle Investigators.

- Inventory

Record and control the fixed assets of a project; obtain insurance for the equipment if required

- Additional Locations in Mexico

Process the record of a new physical address with fiscal authorities when a project has an address in Mexico other than that of the Mexico Office, Insure the new space.

- Communication Support

Membership in CUDI (*Corporación Universitaria para el Desarrollo de Internet*). This membership allows researchers, scientists, academics and students to have access to specialized databases located in North America, Europe and elsewhere; Participate in forums, conferences, networks of study, interactive meetings, courses, presentations, etc., through internet. All activities are carried out in Spanish language; Collaboration and relationships with national and foreign universities; and other activities related to development of the network. Purchase of high speed internet through CUDI provides internet 2 access in Mexico.