

“Beethoven CLASSIC 4”

**Polish-German Funding Initiative
Call for proposals 2020-2021**

INFORMATION FOR APPLICANTS

Proposal requirements

A complete Beethoven CLASSIC 4 proposal consists of

- the Joint Project Description (JPD) (please use the template provided in the call documentation),
- the CVs and the lists of publications of the Principal Investigators and the Co-Investigators,
- supplementary documents as needed.

Formal requirements

- **the JPD and CVs must be written in English,**
- **there is a strict limit of 25 pages for the Joint Project Description (font size: 11, line spacing: 1, left-right margins: 2 cm, top-bottom margins 1,5 cm),**
- **applicants are obliged to ensure that the joint proposal contains sufficient information for evaluation.**

Please note that no signatures are required in the Joint Project Description or CVs including publication lists.

Research teams that are carrying out or have carried out a research project in Beethoven 1, 2 or 3 can apply for funding within Beethoven CLASSIC 4.

Revised proposals from Beethoven 1, 2 or 3 can be submitted to Beethoven CLASSIC 4. Please note that the re-submitted project will be evaluated on the basis of the Joint Project Description submitted to Beethoven CLASSIC 4 only. Attachments with response to previous reviews are not accepted.

Grants that are considered state aid will be eligible on the Polish side.

Corresponding section of JPD	GERMAN APPLICANTS	POLISH APPLICANTS
	I CORE DATA	
I.5 Subject classification	<ul style="list-style-type: none"> German applicants are asked to refer to DFG's subject structure: http://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_areas/index.jsp). Proposals are accepted in subjects 101-113. Proposals in subject 317-02 are accepted if they have a clear humanities and social sciences focus. 	Polish applicants must refer to NCN's subject areas described in Annex no. 1 to the NCN Council Resolution no. 98/2020 of 14 September 2020. Proposals are accepted in the subjects covered by the panels HS1, HS2, HS3, HS4, HS5, HS6
	<ul style="list-style-type: none"> Please note that Polish-German research projects in all other subject areas must be submitted to the NCN OPUS LAP call. Parallel to the "Beethoven CLASSIC 4" call, Polish-German joint proposals in life sciences, physical sciences and engineering will be accepted within the NCN OPUS scheme and will be administered in accordance with the principles of the Lead Agency Procedure (OPUS LAP). NCN will act as the lead agency, i.e. assessment of all applications will be made by the NCN according to its rules for the OPUS scheme. For transdisciplinary projects, the applicants need to decide which call matches their proposal best. As a general rule proposals submitted to "Beethoven CLASSIC 4" cannot be shifted to OPUS LAP and vice versa. Please note that proposals in human/social geography which have a clear humanities and social sciences focus must be submitted to Beethoven CLASSIC 4. 	
I.7 Duration	<ul style="list-style-type: none"> Applicants may seek funding for projects with a duration of 24 or 36 months. 	<ul style="list-style-type: none"> Research projects on the Polish side must start on January 2022 at the earliest.
	II RESEARCH TEAM	
II.1 Research Team	<ul style="list-style-type: none"> Please indicate the two Principal Investigators (one Polish PI and one German PI), the Co-investigators and other research team members (if applicable). There is no optimum number of researchers taking part in the project. All partners listed in this section should have a significant role in the research and their presence as members of the research team should be justified. The Principal Investigator is defined as the researcher responsible for carrying out research and 	

	<p>managing the research team. She/he is also in charge of leading the project activities at her/his host institution. There are two PIs involved in each project, one from the German and one from the Polish side.</p>	
	<ul style="list-style-type: none"> • The Principal Investigator (PI) and all Co-Investigators must fulfil the DFG's eligibility rules, which can be found in the 'Guidelines for Research Grants Programme' (DFG form 50.01): http://www.dfg.de/formulare/50_01/50_01_en.pdf • A Co-Investigator is a researcher who has a significant role in the research project, applies for funds from the DFG, but does not take the role of the Principal Investigator. 	<p>Polish applicants must follow the rules for planning the costs of salaries and scholarships that are laid down in Annex No 2 to Resolution No 98/2020 of the NCN Council: Regulations on awarding funding for research tasks funded by the National Science Centre under the Beethoven CLASSIC 4 call for proposals.</p> <p>All team members listed in the ZSUN/OSF system must be entered in the JPD section II 1.</p> <p>Research team members on the Polish side include:</p> <p>1. The Principal Investigator (PI):</p> <ul style="list-style-type: none"> • at least a PhD holder; • responsible for managing the work of the Polish research team; • CV and publication list required; • must fulfil the eligibility rules outlined in NCN Council Resolution no. 98/2020 of 14 September 2020 and be aware of the restrictions on submitting the proposals to NCN; • may plan the full-time remuneration or the additional remuneration or no remuneration. <p>2. A Co-investigator:</p> <ul style="list-style-type: none"> • a researcher who has a significant role in the research; • names of Co-investigators holding a PhD degree (or equivalent) that will not be selected in an open call may be indicated in the JPD; in such a case, CVs

		<p>together with publication lists are required;</p> <ul style="list-style-type: none"> the Co-investigators shall be paid only additional remuneration or no remuneration. <p>3. Post-doc type post:</p> <ul style="list-style-type: none"> full-time post, for a person who has obtained a PhD degree within 7 years before joining the project. This period may be extended by the time of long-term career breaks (defined in point 2.1.1 of the Attachment no 2 to the NCN Council Resolution no. 98/2020 of 14 September 2020). full-time remuneration for a post-doc may be plan if the conditions indicated in point 2.1.1 of the Attachment no 2 to the NCN Council Resolution no. 98/2020 of 14 September 2020 are fulfilled; must be selected in an open call; their names cannot be disclosed in either the ZSUN/OSF system or the JPD. <p>4. Students and PhD students receiving salaries and scholarships in one of the forms indicated in point 2.1.3 of Attachment no 2 to NCN Council Resolution no. 98/2020 of 14 September 2020.</p> <p>5. Other research team members such as, e.g. technicians – should also be entered into the table in the JPD. However, their CVs needn't be attached to the application.</p> <p>Eligible Host Institutions: NCN proposals may be submitted by entities referred to in Article 27 (1) of the NCN Act.</p>
III DESCRIPTION OF THE RESEARCH PROJECT		
III.1 Current	<ul style="list-style-type: none"> Please explain briefly and precisely the state of the art in your field in its direct relationship to your project. This description should make clear in which context you situate your own research and in what areas you intend to make a unique, innovative and promising contribution. 	

knowledge in this field and preliminary work	<ul style="list-style-type: none"> • To illustrate and enhance your presentation you may refer to others' and your own publications. Please list all cited publications in the main reference list under section III.4. of the Joint Project Description. This reference list is not considered your list of publications. • Please refer to your preliminary project-related work (also previous projects funded under Beethoven 1, 2 or 3, if applicable) in this section. Please note that reviewers may, but are not required to, read any of the works you cite. The description of the state of the art must be understandable and comprehensive without consulting additional literature.
III.2 Objectives	<ul style="list-style-type: none"> • Please give a concise description of your project's scientific objectives with particular attention to the innovative nature of the research project proposed and its importance for the development of science. • Please indicate if you anticipate results that may be relevant outside academia (such as science policy, technology, the economy or society). • Please note that the subject of the research project does not have to concern or refer to Polish-German cooperation as such.
III.3 Work programme including proposed research methods, role of research team members and added value of international cooperation	<ul style="list-style-type: none"> • The quality of the work programme is critical to the success of a funding proposal. The work programme must include: <ul style="list-style-type: none"> • a detailed account of the steps planned during the proposed funding period (for experimental projects, a schedule detailing all planned experiments should be provided) as well as a risk assessment; • a detailed description of the methods that you plan to use in the project: what methods are already available? What methods need to be developed? What assistance is needed from outside your own group/institute?; • information on each participant's scope of work in the project; • a description of the added value of the proposed international cooperation; note that a high level of integration will be a necessary condition for funding within the present joint funding initiative. There is no need to submit any copies of the Polish-German agreement before submitting the proposal in the Beethoven CLASSIC 4 call or before receiving funding from the NCN or DFG. • Please note that the work programme should correspond to the financial sections V.1, V.2 and V.3 of the Joint Project Description.
III.4 References	<ul style="list-style-type: none"> • Please list all publications cited in sections III.1-III.3 of the Joint Project Description.
IV FURTHER INFORMATION	

<p>IV.1 Host Institution</p>	<ul style="list-style-type: none"> Please describe the Host Institutions' commitment to the project, i.e. whether it provides access to facilities, research equipment and other resources necessary to implement the proposed research. 	<p>Polish applicants should note that administrative personnel costs have to be covered from the indirect costs. For detailed information please refer to: Annex no. 2 to the NCN Council Resolution no. 98/2020 of 14 September 2020.</p>
<p>IV.2 Ethical Issues</p>	<ul style="list-style-type: none"> If there are any ethical issues raised in the research proposal, please describe how they are addressed. Please indicate whether the research envisaged requires a permit from one or more authorised bodies. If applicable, German applicants must include an ethics committee vote from the institution within which their research will be carried out. For more information about the conditions under which an ethics committee vote is necessary, please consult the FAQs, "Informationen für Geistes- und Sozialwissenschaftler/innen": http://www.dfg.de/foerderung/faq/geistes_sozialwissenschafte/index.html 	<p>Please follow the "Guidelines for applicants to complete the Ethics Issues form in the proposal" and "The Code of the National Science Centre on research integrity and applying for research funding".</p> <p>Please note that Polish Applicants have to complete the ethical issues section also in the ZSUN/OSF system. If any of ethical issues included in the Ethics Issues Table in the ZSUN/OSF system have been flagged, a description of the measures taken to ensure that the research will be carried out in compliance with the rules of good scientific practice in the given field/discipline must be provided both in the ZSUN/OSF system and in the JPD. Information on any permissions already issued or description of how the relevant requirements will be fulfilled must be provided both in the ZSUN/OSF system and in the JPD.</p> <p>Data provided in the ethical issues section in the ZSUN/OSF and in the JPD must be consistent. It is recommended to copy and paste the information from the ethical issues from the section in the ZSUN/OSF system to JPD.</p>
<p>IV.3</p>	<ul style="list-style-type: none"> Please list researchers with whom you have collaborated scientifically within the past 3 years and those with whom 	

<p>Ongoing or past cooperation with other researchers</p>	<p>you have agreed to cooperate on this proposal (e.g. researchers with whom you have co-authored publications, carried out research projects etc.). This information will assist the DFG and NCN scientific officers in avoiding potential conflicts of interest during the review process.</p>	
<p>IV.4 Other submissions of the proposal</p>	<ul style="list-style-type: none"> • Please indicate if the proposal has been submitted in response to other calls or to other funding agencies. Please check DFG and NCN rules regarding submission of a project to more than one scheme. • For Polish applicants: information provided in the JPD and in the proposal in ZSUN/OSF system must be consistent. 	
<p>V BUDGET</p>		
<p>V.1 and V.2 Justification of requested modules/funds</p>	<ul style="list-style-type: none"> • You need to justify every module and cost item requested. • You can apply for all modules of the “Individual Research Grants” Programme (“Sachbeihilfe”). Explain each item for each applicant (stating last name, first name). Follow the outline given in the relevant Forms and Guidelines: http://www.dfg.de/foerderung/programme/einzelfoerderung/sachbeihilfe/formulare_merkblaetter/index.jsp. • Note that there are both general guidelines (50.01) as well as specific guidelines for each individual module (52.01 – 52.07) to be followed. See also the information on personnel rates (60.12) as well as the information on the payment of doctoral students (55.02). 	<p>Creating a project budget is one of the most important aspects in project planning which aims to identify the required resources and estimate the costs. The project budget must be justified as regards the subject and scope of research, based on calculations and must specify the expenditures to be covered by the NCN (the so-called eligible costs). The proposal may be rejected if an unreasonable budget is planned and/or discrepancies occur between the costs of projects to be carried out by Polish research teams in the NCN proposal and the joint proposal.</p> <p>You need to justify every cost item requested.</p> <p>Costs in the project include direct costs and indirect costs. Direct costs include:</p> <ol style="list-style-type: none"> 1) salary: <ul style="list-style-type: none"> • full time remuneration: funds for full-time employment of the principal investigator or post-doc(s), • additional remuneration for members of the research team, • salaries and scholarships for students and PhD

		<p>students,</p> <ol style="list-style-type: none"> 2) purchase or manufacture of research equipment, devices and software, 3) purchase of materials and small instruments, 4) outsourced services, 5) business trips, 6) visits and consultations (PLEASE NOTE: the costs of consultations and visits of foreign partners who at the same time receive project funding from the partner agency are not eligible), 7) compensation for collective investigators and 8) other costs crucial to the research project which comply with Annex no. 2 to the NCN Council Resolution no. 98/2020 of 14 September 2020), including: <ul style="list-style-type: none"> - costs of purchasing data/databases or access thereto, - specialist publications/teaching aids, and - costs of publishing the results of research. The cost of publication of monographs may be incurred once positively reviewed by the NCN. <p>Indirect costs may not exceed 20% of direct costs. In addition, 2% of direct costs may be spent on Open Access publications.</p> <p>PLEASE NOTE:</p> <ol style="list-style-type: none"> 1. The Euro exchange rate is set out in the NCN Council Resolution no. 98/2020 of 14 September 2020, and amounts to 1 EUR = 4,4490 PLN. 2. The budget of the Polish part of the Polish-German research project must be at least PLN 150,000. There is no maximum limit for the Polish part of the project but the costs must be justified as regards the subject and scope
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		<p>of research.</p> <ol style="list-style-type: none"> 3. Applicants may seek funding for research equipment up to PLN 500,000 for a single item. 4. When preparing the project budget, Polish applicants must adhere to the rules included in the following document: Annex no. 2 to the NCN Council Resolution no. 98/2020 of 14 September 2020. 5. According to NCN rules, the cost of organising a conference, such as catering or meeting room rentals, should be included in indirect costs. <p>Please confirm that the research tasks performed by the Polish research team included in the proposal have not been funded from other sources.</p>
<p>V.3 Budget Table</p>	<ul style="list-style-type: none"> • For the purpose of this Joint Project Description and its evaluation, please indicate all amounts in Euro. • German applicants must provide the budget in the elan system. • The budget provided in the Joint Project Description must equal the budget provided in the elan system. 	<ul style="list-style-type: none"> • Polish applicants must provide the Polish budget in PLN in the ZSUN/OSF system. • The EUR expenses and costs of the project incurred by the Polish applicants and provided in the Joint Project Description must equal the budget provided in the breakdown of project costs in the ZSUN/OSF. Severe discrepancies between the EUR budgets in the JPD and PLN budgets in the ZSUN/OSF may lead to the rejection of the joint proposal. Justification of the costs planned for the Polish research team in the JPD must be comprehensive, detailed and consistent with justification of the costs in the ZSUN/OSF system. Justification of the costs planned for the Polish research team in a NCN proposal may be copied from the proposal in the ZSUN/OSF system and pasted into the relevant section of the JPD.

- The EUR costs in the JPD must be calculated based on the EUR exchange rate as in Council Resolution no.98/2020 of 14 of September 2020 (namely: 1 EUR = 4,4490 PLN).

The PLN costs in the ZSUN/OSF system and EUR costs in the JPD must be rounded down to total values.

INFORMATION: CVs including PUBLICATION LISTS

- Please upload the **CVs (3 pages max. per person)** together with **publication lists** for the Principal Investigators and Co-Investigators and the Joint Project Description as attachments in the ZSUN/OSF and elan submission systems.
- Please do not attach any CVs or publication lists to the JPD.
- CVs do not count towards the strict limit of 25 pages for the Joint Project Description.
- **Each individual CV should include details on academic and research career, research projects led (if applicable), research experience at home and abroad (if applicable) and the most important prizes and grants.**
- Each PI and Co-investigator should attach a list of a **maximum of 10 of the most relevant publications published over the period of 10 years prior to the submission of the proposal**. Please note that the lists of publications do not count towards the limit of 3 pages per person for a CV
- **In the case of manuscripts that have been accepted for publication but not yet published**, please submit the acceptance letters from the editor as the attachments to the proposal in the ZSUN/OSF and elan systems or provide the article's DOI in the list of publication. If these conditions are not fulfilled, the respective publication will not be considered in the review process.
- Breaks in research career shall not be counted as part of the 10-year publication period. Older publications can be cited only if the applicant has taken significant career breaks within the last 10 years (see section II.3). A career break is understood as a long-term (in excess of 90 days) documented sick leave or rehabilitation leave granted on account of being unfit to work. In addition, the period may be extended by the number of months of child care leave granted pursuant to the national law and, in the case of women, by 18 months for every child born or adopted, whichever manner of accounting for career breaks is preferable, irrespective of the actual duration of the child care leave. No formal confirmation of a career break is needed.

OTHER NECESSARY DOCUMENTS

	<ul style="list-style-type: none"> Please note that there is no need to submit any copies of the Polish-German agreement before submitting the proposal under the BEETHOVEN CLASSIC 4 call or before receiving funding from the NCN or DFG.
	<p>Polish Applicants must complete the Data Management Plan (DMP) in the ZSUN/OSF system according to the rules outlined in the document Guidelines for applicants to complete the Data Management Plan form in the proposal.</p> <p>The proposal in the ZSUN/OSF system must be appended with PDF files of the following documents signed by hand or with a qualified electronic signature:</p> <ol style="list-style-type: none"> confirmation of submitting the proposal signed by the authorised representative(s) of the entity acting as the applicant for the Polish part of the joint project, generated automatically by the ZSUN/OSF system when completing the work on the proposal under the Electronic submission tab; confirmation of submitting the proposal signed by the Polish Principal Investigator generated automatically by the ZSUN/OSF system when completing the work on the proposal under the Electronic submission tab; in the case of Polish entities that do not receive any operating support for research: <ul style="list-style-type: none"> information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to scientific research (in English), signed by hand or with a qualified electronic signature;

		<p>d. in the case of a group of Polish entities (laid down in Article 27 (1) (2) of the NCN Act):</p> <ul style="list-style-type: none"> – agreement on collaboration for the purposes of completion of the requested research project (in Polish). – each organisational unit in the group of entities that does not receive any operating support for research shall append its proposal in the ZSUN/OSF system with information on research carried out over the last 2 years, together with a list of publications and information on research equipment and other instruments/facilities crucial to research (in English), signed by hand or with a qualified electronic signature. – Group of entities: the following shall be deemed to be a group of Polish entities: Higher Education entities, – federations of science and HE entities, – research institutes of the Polish Academy of Sciences, operating pursuant to the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 2019, item 1183, as amended); – research institutes operating pursuant to the Act on Research Institutes of 30 April 2010 (Journal of Laws of 2019, item 1350, as amended); – international research institutes established pursuant to other acts and acting in the Republic of Poland, – Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February
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		<p>2019 (Journal of Laws, item 534),</p> <ul style="list-style-type: none"> – institutes operating within the Łukasiewicz Research Network, – Polish Academy of Arts and Sciences, – other entities involved in research independently on a continuous basis, – at least one institution as such together with at least one company conducting research in another organisational form than laid down as listed.
PROPOSAL SUBMISSION		
	<ul style="list-style-type: none"> • All proposals must be submitted both to the NCN proposal submission system ZSUN/OSF and to the DFG via the proposal submission system elan by 15 December 2020, 16:00 CET. • The submission to the ZSUN/OSF system and the elan system does not have to be done simultaneously. • Joint Project Descriptions and CVs submitted for the same project to the NCN and DFG must be identical. A project may be rejected if the proposals submitted to the two agencies differ. 	
	<ul style="list-style-type: none"> • The DFG submission website (elan) can be found at: http://elan.dfg.de. • Please select “Proposal Submission” and “New Project”. Later, in the “Proposal Data” form, select the following <u>call for proposal</u>: “NCN-DFG 2021 Humanities and Social Sciences” • The German Principal Investigator and Co-Investigators must be entered as “applicants” • The Polish Principal Investigators and Co-Investigators must be entered as “cooperation partners” in the section “participating individuals”. • Please also note that in order to prevent server overload towards the end of the submission period, it is advisable to upload your proposal well before the 	<p>The NCN submission website can be found at: https://osf.opi.org.pl. In order to prevent server overload towards the end of the submission period, it is advisable to upload your proposal well before the deadline.</p> <p>The complete proposal should be submitted by the Polish applicant via the ZSUN/OSF submission system together with the information required and the attachments to the proposal as described in the NCN proposal form template PLEASE NOTE that the information required in the ZSUN/OSF system concerns only the Polish research team/applicant (except for the projects summary for the general public as well as the attachments, such as the Joint Project Description and CVs).</p>

	<p>deadline.</p> <ul style="list-style-type: none"> • German applicants are responsible for ensuring that they have a working elan account before the final submission deadline. If you have not yet registered in elan, you must do so by 1 December 2020 at the latest. Registration requests received after this time cannot be considered. • Detailed information about elan is available at: https://www.dfg.de/en/research_funding/principles_dfg_funding/elan/information_applicants/index.html 	<p>PLEASE NOTE:</p> <p>Polish research teams must ensure that their proposals submitted to the NCN are complete. A proposal that has been submitted to the NCN via ZSUN/OSF cannot be amended and no file submitted to the ZSUN/OSF system can be replaced if it forms a part of the proposal.</p> <p>Therefore, we suggest that Principal Investigators carefully verify whether all sections of the joint proposal, including joint project descriptions and annexes, have been correctly completed.</p> <p>Polish and German research teams must submit identical JPDs to DFG and the NCN.</p> <p>DFG may request the relevant applicant to supplement or modify the CV or the publication list.</p> <p>If the CV or the publication list submitted to DFG is amended and re-submitted at the DFG's request:</p> <ol style="list-style-type: none"> 1. before the NCN proposal is submitted, the amended CV/ publication list must be attached to the NCN proposal in the ZSUN/OSF system; 2. after the NCN proposal is submitted, the amended CV/ publication list submitted to the lead agency must be submitted to the NCN electronically, within 3 days of submitting the amended CV/publication list to the
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		<p>DFG:</p> <p>a) by e-mail from the e-mail address of the Principal Investigator or applicant (agency) specified in the NCN proposal, with the following e-mail addresses (specified in the NCN proposal) entered in the CC field:</p> <ul style="list-style-type: none">- applicant's e-mail address (if the e-mail is sent by the Principal Investigator),- Principal Investigator's e-mail address (if the e-mail is sent by the applicant), <p>b) in an electronic format, to the Electronic Correspondence Register (ESP) address of the National Science Centre at: /ncn/SkrytkaESP;</p> <p>The NCN shall confirm the receipt of the amended CV/ publication list by e-mail, to the e-mail addresses of the Principal Investigator and applicant (agency) specified in the NCN proposal.</p> <p>Personal data processing by the NCN: Please note that the personal data you provide in the application will be processed by the National Science Centre until the closing and settlement of the projects and thereafter for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks performed by the NCN and for dissemination of information about the calls organised by the NCN. The processing of data also includes monitoring, supervision and evaluation of the implementation and settlement of the</p>
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		projects funded by the NCN. For more information, please see here
CALL DOCUMENTS		
	<ol style="list-style-type: none"> 1) Call Text 2) Joint Project Description Template 3) Information for Applicants (this document) 4) Evaluation Sheet for Reviewers 	
	<p>Links to the documents:</p> <ul style="list-style-type: none"> - Beethoven CLASSIC 4 Call Text - Beethoven CLASSIC 4 Joint Project Description Template - Beethoven CLASSIC 4 Information for Applicants - Beethoven CLASSIC 4 Reviewer Evaluation Sheet 	All relevant documents can be found on the NCN website .

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