



Mossakowski
Medical Research Institute
Polish Academy of Sciences

Information brochure

of the Mossakowski Medical Research Institute
Polish Academy of Sciences

Information Brochure for new employees



We are glad that you are beginning your work at our Institute, becoming part of a scientific community with a tradition of more than 50 years of conducting research in the field of medical science, focused on the implementation of its results into medical practice.

We are putting at your disposal a new interactive information brochure that will make it easier to navigate around the facility, help you get the information you need, and thus streamline the administrative service process. In the brochure, we strive to answer the most frequently asked questions. With the new employee's convenience in mind, the Information Brochure has been divided into thematic blocks.

We wish you satisfaction and success in your professional work at our Institute!

The Board of Directors along with the team of staff.

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1. A few words about the Institute.

Authorities of the MMRI PAS

Director

prof. dr hab. n. med. [PhD, DSc] Leonora Bużańska

Deputy Director For Scientific Research

prof. dr hab. n. med. [PhD, DSc] Monika Puzianowska-Kuźnicka

Executive Director

prof. dr. n. med. [PhD] Andrzej Ziemia

Deputy Financial Director

mgr inż. [MSc] Katarzyna Wyszowska

COLLEGIAL BODY

[The Scientific Council](#) is a body consisting of 50 persons exercising ongoing supervision of the Institute's activities and interacting with the Director of the Institute. The Scientific Council ensures high standard of scientific activity and the development of the Institute's scientific staff, with particular focus on individuals at the outset of their scientific careers.

What do we do?

Mossakowski Medical Research Institute, PAS conducts scientific research in medical sciences and related fields.

The uniqueness of the work carried out at the Institute stems from the unique structure of its departments, combining basic research studies with clinical practice. Research topics revolve around key medical problems solved at the level of basic bodily functions. While many research programs focus on clinical problems, many other issues addressed go beyond medical practice and are carried out using a variety of experimental models.

The Institute's research priorities include the following research directions:

1. Molecular mechanisms of development and pathology of the central nervous system. Disease modeling and personalized medicine using animal models, as well as human iPSCs and brain organoids.
2. Cancer basic research. Development of a „multi-onco-map” — a multiomic map of molecular programs in the most dangerous types of cancer and brain tumor diagnostics (neurogenetics and neuropathology).

3. Healthy aging and longevity. Research involving long-lived people, including centenarians, prevention of obesity and diabetes, rehabilitation of age-related diseases.
4. Rare diseases. Basic and diagnostic research (neuromuscular and neurodegenerative diseases).
5. Translational research in regenerative medicine. Preclinical studies in animal models and experimental therapy of CNS damage using human stem cells isolated from various tissues and organs, including bone marrow and adipose tissue.
6. Experimental pharmacology. Creation of new medicaments. Pharmacological neuroprotection.

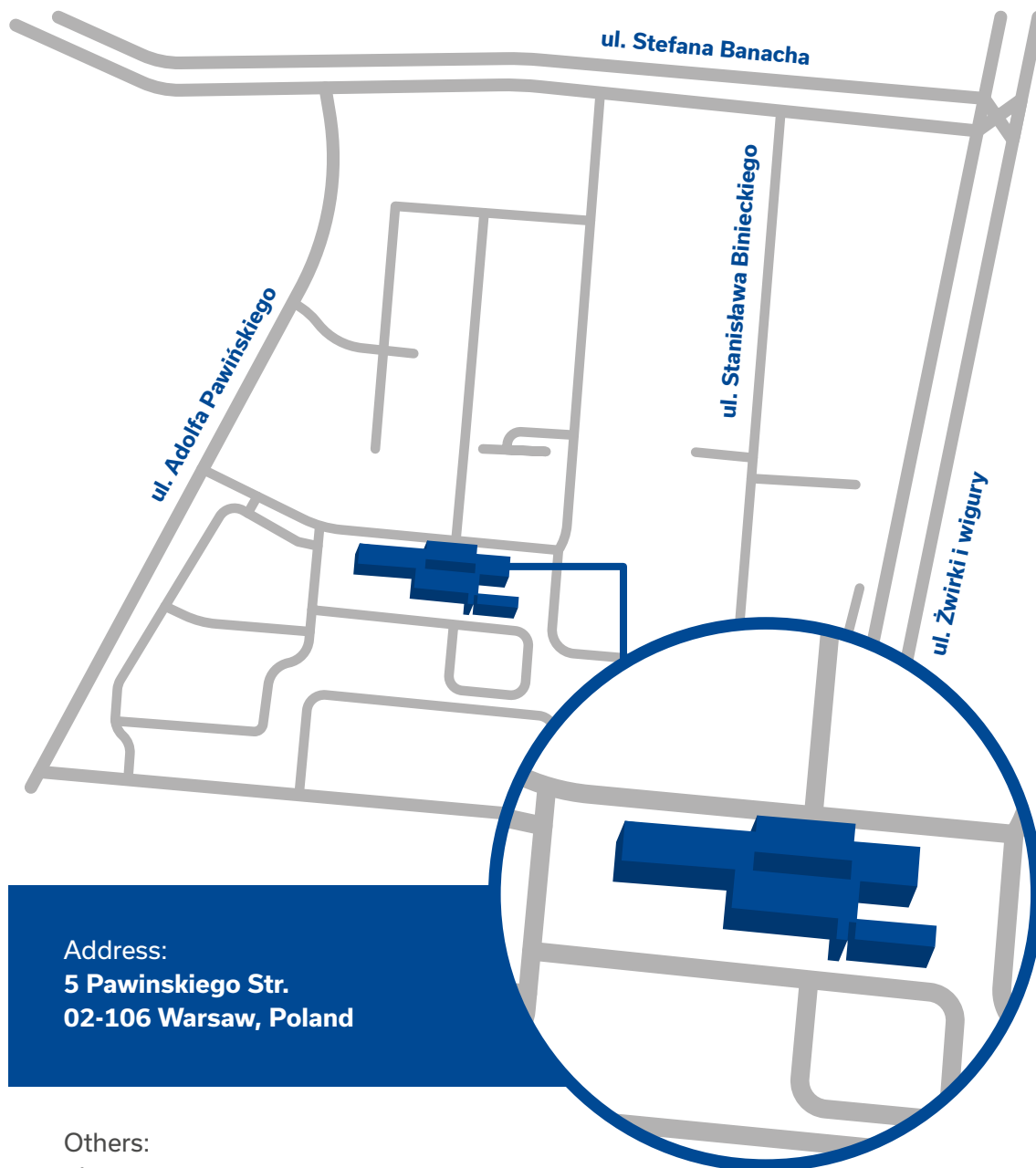


Worth knowing:

Mossakowski Medical Research Institute, PAS:

- is a facility covering a total area of more than 20,000 m²,
- employs approx. 300 people, including more than 150 researchers,
- holds more than 30 scientific units: research teams and specialized environmental laboratories,
- is a reputable institution of scientific category A,
- has 50 years of experience in laboratory research services,
- conducts preclinical basic research on cell lines, organoids, and animal models,
- is in possession of unique know-how in the field of medical research,
- holds the guarantee trademark of MMRI PAS – quality assurance of researched products.

Where are we?

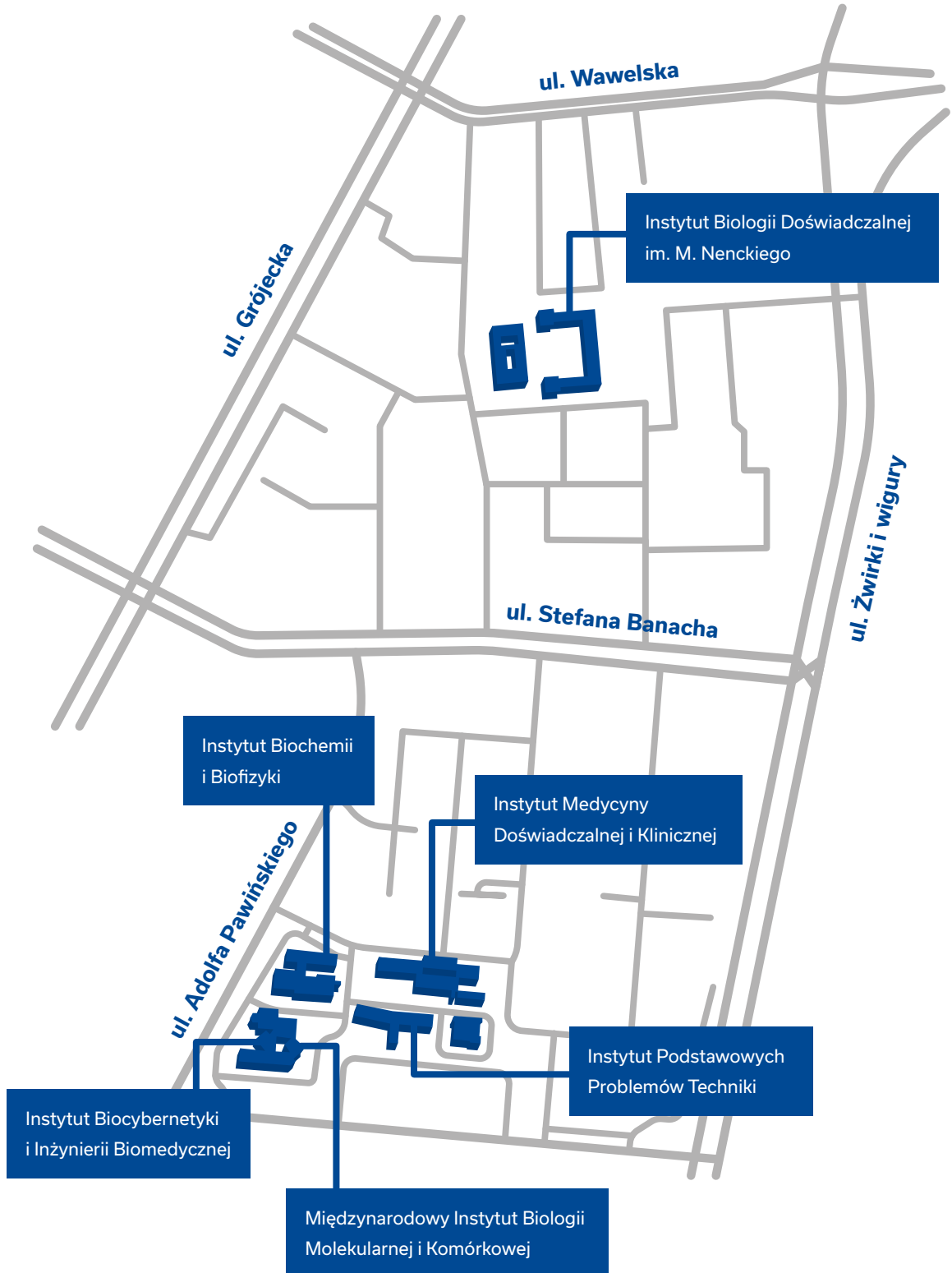


Address:
5 Pawińskiego Str.
02-106 Warsaw, Poland

Others:
phone: **+48 22 668 52 50**
fax: **+48 22 668 55 32**
mobile: **+48 668 500 988**
e-mail: **sekretariat@imdik.pan.pl**

Reception/Security:
phone: **+48 22 60 86 650**
Public Procurement contact
e-mail: **przetargi@imdik.pan.pl**
Data Protection Officer:
Mateusz Siek, daneosobowe@imdik.pan.pl

Ochota Biocentre, Polish Academy of Sciences



2. Administrative matters at the Institute.

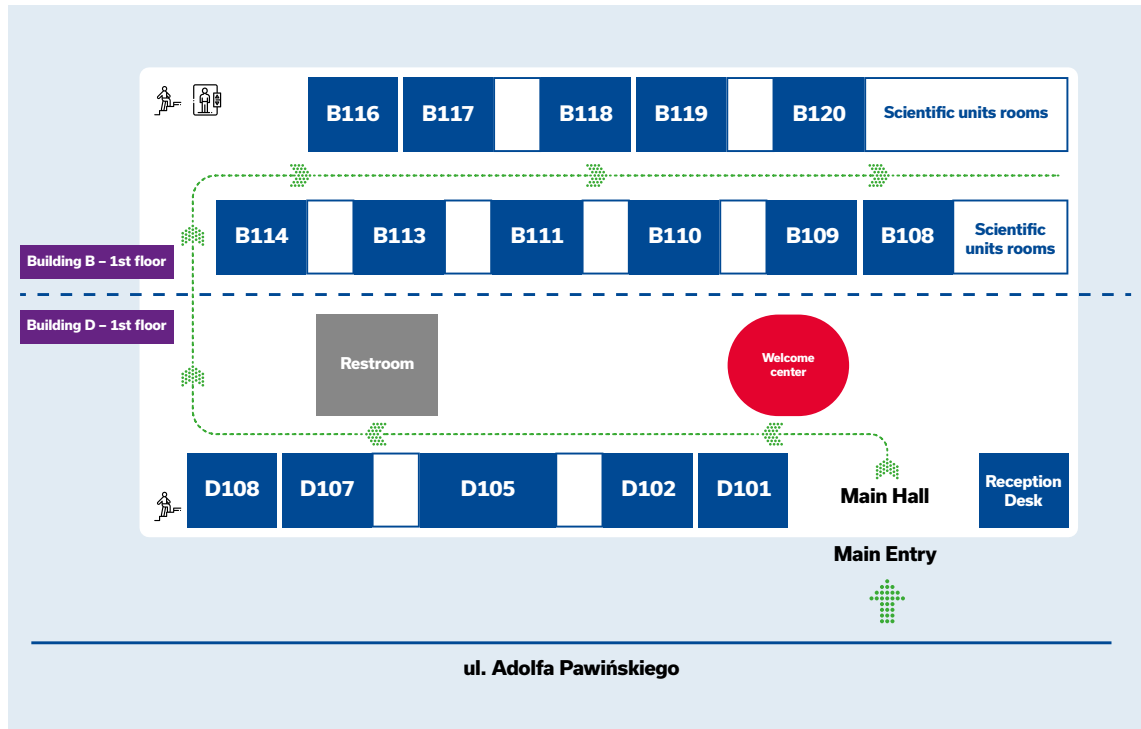
2.1. First days at a new job.

2.1.1. What needs to be done first

Complete the necessary employment paperwork on the first day of work. To sign the contract and possibly complete the documents, in consultation with your immediate supervisor, go to the Personnel Department.



Room layout of the administration and research support units – floor I.



D101

D102 Legal Counsel

D105 Director

D105 Deputy Financial Director / Chief Accountant

D105 MMRI PAS Secretariat

D107 Research and Development Projects Department

D108 Head of the Administration and Technical Division

B108 Finance and Accounting Department

B109 Cash Office

B110 Finance and Accounting Department

B111 IT Department

B113 Technology Transfer Department

B114 Research Organization Department

B114 Department for PhD Students

B116 Head of the Scientific Research Organization Department

B117 Project Settlement Department

B118 Head of Human Resources Department

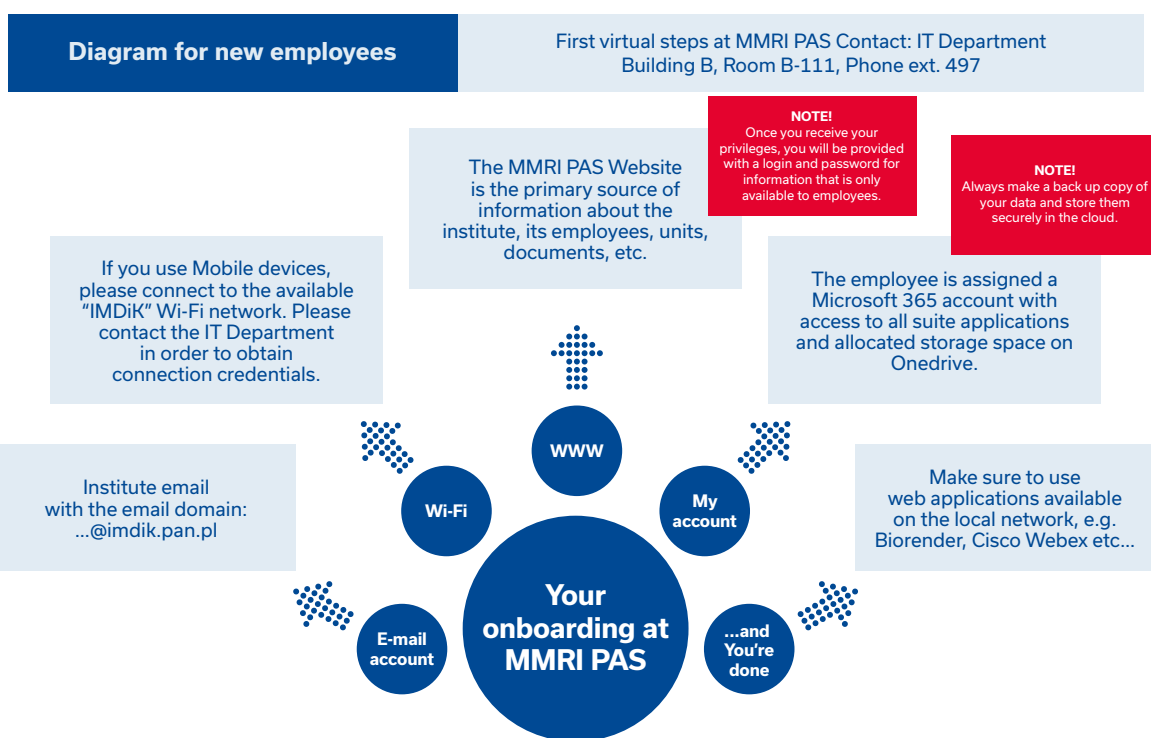
B119 Personnel Department

B120 Finance and Accounting Department

2.1.2. Welcome Center Information.

The Welcome Center is a key point of contact between MMRI PAS and international doctoral students and staff, where they can obtain information related to their work at MMRI PAS and their stay in Poland. We are committed to ensuring that every individual starting work at our Institute quickly feels part of the team and settles in Poland.

2.1.3. Set up an employee e-mail account and activate other IT services.



Remember!

MMRI PAS has a policy of retaining business data, i.e., all documentation on:

- ongoing research topics;
- ongoing grants;
- developed publications, conference speeches, posters;
- the results of intellectual work in the form of patents, licenses, etc.

in a dedicated cloud space!

Once you get started, contact the [IT Department](#) to set up a dedicated cloud space to store your business data.

Remember!

A special type of data is sensitive data within the meaning of the GDPR, i.e. concerning:

- racial or ethnic origin;
- political views;
- religious beliefs or worldviews;
- trade union membership;
- genetic data;
- biometric data — fingerprints, iris, facial oval, voice, ear shape, hand vein pattern;
- health data — information on past or currently treated diseases, susceptibility to disease, allergies;
- data on sexuality or sexual orientation.

If you produce, process, or use sensitive data in the course of your work, as defined by the GDPR, it cannot be stored on a local drive or in a cloud environment!

Sensitive data can be stored exclusively on a secured server which is accessed by logging into the terminal using an employee access card. To gain access to sensitive data server, contact the [IT Department](#).

2.1.4. Compulsory training courses.

After setting up your email account, you will receive an email from the [Occupational Health and Safety Inspector](#) with an information on occupational **health and safety training course — general instructions** and training materials. The training course is conducted in the form of a guided self-study. The aforementioned form of initial training is temporarily in effect until regulations are promulgated releasing the restrictions related to Covid-19 infection.

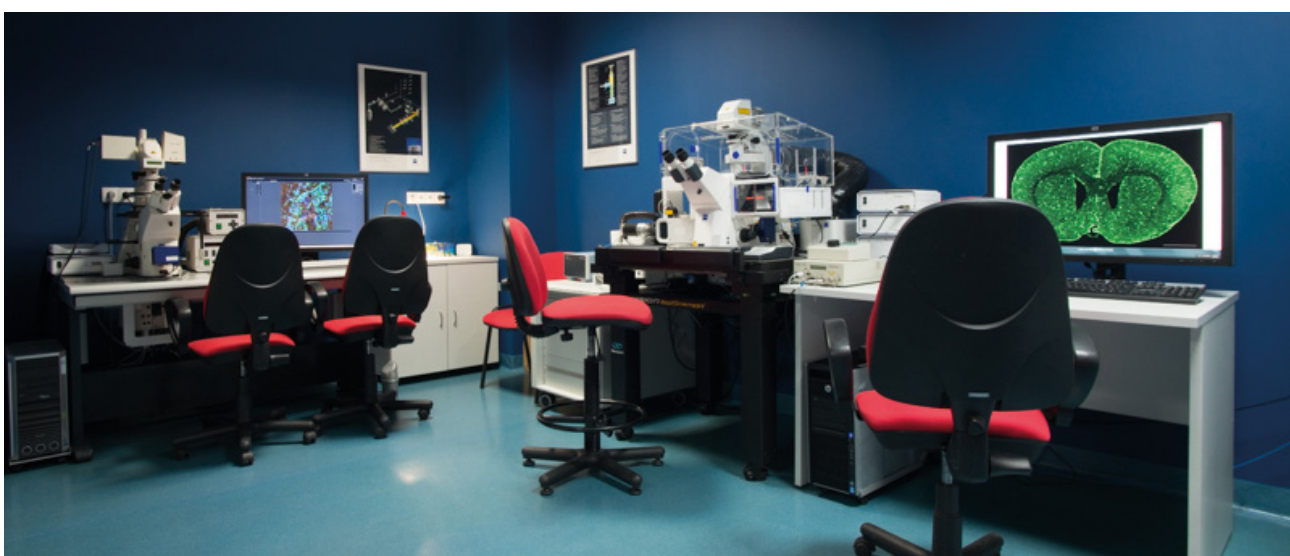
Important!

According to the regulations, an employee is obliged to participate in such training before being allowed to work.

After you complete the occupational health and safety training course, fill out the forms sent to you, which also have to be completed by the unit manager (e.g. **on-the-job training**). The aforementioned documents, signed by your immediate supervisor, are to be delivered to the Personnel Department as soon as possible after the start of your employment.

2.1.5. Workplace organization.

The entire process is carried out with the support of the immediate supervisor or designated persons. Compulsory training courses are followed by the familiarization with the duties included in the job and the operation of the Institute's organizational unit in which you are employed.



2.1.6. Obtaining the necessary authorizations.

Access to the rooms of the Institute

In order to grant the employee access to the rooms, the competent head of the organizational unit puts the employee's name on the list of persons authorized to collect keys to the particular rooms of the Institute.

You will receive your access card at the Personnel Department. The magnetic card is also an employee ID.

Important!

Employees are obliged to carry access cards/IDs while moving around the Institute.

Detailed regulations concerning the rules for moving around the facility can be found in Chapter XIV Security on the premises of the Institute of the [Work Regulations of the Mossakowski Medical Research Institute, PAS.](#)

Parking on the Institute's premises

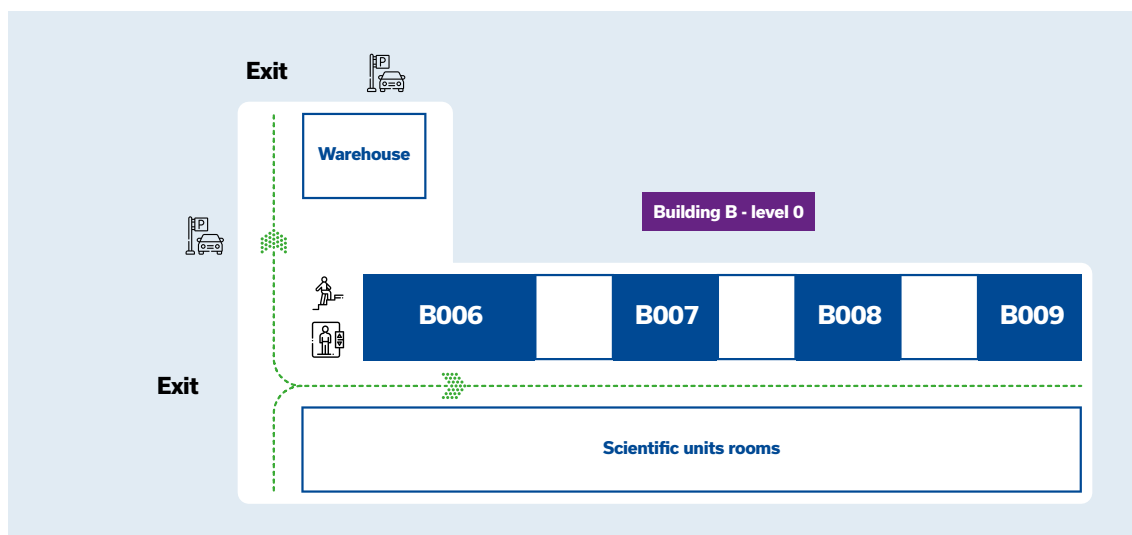
The procedure for the issuance of parking cards and remote controls for opening barriers is set forth in Order No. 25/2022 of the Director of the Mossakowski Medical Research Institute of the Polish Academy of Sciences dated 06/07/2022 on the introduction of [Regulations of Parking on the Premises of MMRI PAS.](#)

To obtain parking privileges, report to the Administrative and Economic Department, building B, level 0, room B-008, Tel. No. 22 608-65-79 along with the car registration and other documents required for the issuance of the parking card and remote control.

Please note!

Regulations available after entering login and password.

Room layout of the administration and research support units – level 0.



Warehouse

B006 Procurement and Transportation Department

B007 OHS Department

B007 Communications Specialist

B008 Administrative and Economic Department

B009 Section for Procurement and Investment Purchases

Reporting malfunction

Reporting of technical malfunctions related to the functioning of the building-wide infrastructure, as well as the need for minor repairs, inspections, or adaptation works, is carried out only electronically through the [Malfunction application](#).

The Malfunction application can be accessed in two ways:

1. Access via web browser, at <https://usterka-prod.web.app/> (it is recommended to create a permanent shortcut to the application in your web browser bookmarks).
2. Access from mobile devices with Android operating system by downloading the free app: <https://play.google.com/store/apps/details?id=usterka.net>.

To get permission to log into the application, report to the Administration and Technology Division (administracja@imdik.pan.pl).

2.1.7. Familiarization with the applicable internal regulations and the infrastructure of the Institute.

- [The Statute](#) is a legal act that, together with the regulations issued on its basis, defines the tasks, organizational structure, and principles of operation of MMRI PAS.
- [Internal legal acts regulating the rights and duties of an employee of MMRI PAS.](#)
- [Documents and Statements of the Scientific Council of MMRI PAS.](#)
- [The Ordinances of the Director of the MMRI PAS](#)
- [Important documents and procedures.](#)

Your immediate supervisor or a person authorized by him/her will provide information on research infrastructure resources.

Ask about the location of:

- **rooms with low-temperature freezers;**
- **medical waste storage rooms.**

2.1.8. Additional insurance and medical care.

Health Program

Each employee can join the Opieka Medyczna (Medical Care) — S group life and health insurance contract concluded with PZU Życie SA.

Available Packages.

Employees who join the program can choose from among 4 available insurance coverages:

- **STANDARD;**
- **KOMFORT;**
- **KOMFORT PLUS;**
- **OPTIMUM.**

In addition, insured employees can extend insurance coverage to their immediate family members (spouse/partner, children) using one of 2 packages: Pakiet partnerski (**Partner Package**) or Pakiet rodzinny (**Family Package**).

Within Opieka Medyczna **STANDARD (STANDARD Medical Care)**, the Institute pays a premium of PLN 25 for each employee who decides to join the program. In order to join another selected insurance option and/or Partner or Family Package, the employee is obliged to pay a premium surcharge.

In the email correspondence sent by the employee of the Personnel Department, you will find attached:

- A detailed list of medical specialties and diagnostic tests available under each insurance coverage;
- Information on the amount of premium surcharges for individual coverage and insurance packages;
- General Terms and Conditions of Insurance;
- List of PZU Zdrowie SA medical facilities where you can receive medical care.

Application deadline.

Completed Enrollment Declarations should be submitted by the 25th of the month to Ms. Beata Ziemia-Flasza, Personnel Department, Building B room B-119, Tel. No. +48 22 60 86 625; +48 22 60 86 577, e-mail: bflasza@imdik.pan.pl.

Group life insurance program

Employees of MMRI PAS and their immediate family members can enjoy insurance coverage under the group employee insurance provided by Unum Życie Towarzystwo Ubezpieczeń i Reasekuracji S.A. Individuals under the age of 70 can join the insurance.

Terms of the Group Life Insurance Program and the premium amount.

Each employee has a choice of 2 insurance coverage options:

- **Option 1** - PLN 49.00/month;
- **Option 2** - PLN 65.00/month.

A Spouse/Life Partner or a Child of Age of the insured Employee may choose the same option as the employee, or a lower premium option. An employee insured under Option 1 or Option 2 may benefit from additional protection selecting **additional „Oncological S.O.S.” Option 3** – PLN 19.90/month.

Detailed information regarding e.g. the scope of insurance in each option, the amount of benefits, the procedures for joining the insurance contract or filing claims, is available from Ms. Beata Ziemba-Flasza, Personnel Department, Building B, Level I, Room B-119, Tel. No. +48 22 60 86 625; +48 22 60 86 577, e-mail: bflasza@imdik.pan.pl.

2.1.9. Sports and recreation card for employees.

The employees of the Institute can benefit from the MultiSport program. Questions about MultiSport cards and application to the program are to be sent to: administracja@imdik.pan.pl.

Price list and card types

- **Multisport Plus card for employees** — PLN 44.40 per month + ZUS Social Security contributions and tax on the amount subsidized by the Institute (approx. PLN 65/month);
- **MultiSport Plus card** for one accompanying person — PLN 179.18/month;
- **MultiSport Kids Aqua card.**

The range of services available through the card: swimming pool, aquapark. It can be used by children up to the age of 15. P— LN 42.42/month;

- **MultiSport Kids card** (extended version of the card for the child),

The range of services available through the card: ice rink in winter, swimming pool, summer pool, climbing wall, dance, martial arts, salt cave. It can be used by children up to the age of 15 — PLN 91.13/month;

MultiSport Student Card

- Access to all activities, possibility to use services several times a day. It can be used by the employee's children between the ages of 16 and 26 —119.01/month;

MultiSport Senior Card

- Access to all activities, possibility to use once a day until 4 pm. Each employee may order two additional Senior cards — PLN 42.04/month.

Application deadline

Due to the billing period, the order, activation, or deactivation of the card should be reported by the 19th of the month to: administracja@imdik.pan.pl.

For a current list of facilities accepting the cards, visit www.kartamultisport.pl.

Information on the MultiSport program and the current content of the rules and regulations for using the cards are available at www.benefitsystems.pl.

2.1.10. Employee welfare support.

Company Social Benefits Fund and Social Committee

The Institute operates a company social benefits fund. The fund administers financial resources that are collected by the employer to be used for social support of eligible employees.

The rules for the use of the CSBF, including the distribution of fund resources, are set by the employer in the regulations agreed with the company's social committee. The Committee consists of the employees of the Institute and holds an advisory, supportive, consultative, and administrative function.

Types of support

According to the regulations, the granting of benefits and the amount of subsidies from the fund depends on the life situation, family situation, or financial situation of the person entitled to benefit from the fund. Each year, it is possible to apply for a financial benefit granted on the basis of the applicant's submitted [statement](#) on average income for the past financial year. A specific benefit is granted depending on the amount of income per person within the household and the income thresholds set by the committee.

In addition, eligible persons can apply for:

- small loan;
- housing loan;
- aid for the occurrence of a fortuitous event;
- „education voucher“;
- subsidy for nurseries and kindergartens.

Detailed provisions on persons entitled to benefit from CSBF and on the amount of benefits granted are specified in the [Regulations of the Company Social Benefits Fund of MMRI PAS](#).

Applications and forms: [Social issues](#). All applications and statements should be submitted to the Personnel Department, Building B, Room B-119.

Social Committee contact information: zfss@imdik.pan.pl.

2.1.11. Library.

Resources and sharing

Electronic catalog of printed resources of the Library of the MMRI PAS (books, journals, doctoral and postdoctoral theses) can be found on the Library's website under the MMRI Library Catalog tab.

Each employee of MMRI PAS is entitled to 10 long-term borrowings; however, in the event of a longer trip or the need for the item reported from other readers, the employee is obliged to return the borrowed copies.

All electronic resources under national licenses or purchased by MMRI PAS, i.e. bibliographic-abstract databases (Web of Science, Scopus, Medline, Infona), full-text databases (Springer, Elsevier, ClinicalKey, Nature, Science, Taylor and Francis, Wiley, OUP, Infona), electronic journal subscriptions, IBUK Libra, and others, are available from any computer located within the area of the Institute (recognizable through IP address) in the [Databases](#) tab on the Library's website.

Under the Databases tab, one can also find links to publicly available databases such as PubMed, FBC (Federation of Digital Libraries), WBN (Wirtualna Biblioteka Nauki – Virtual Library of Science), PBN (Polska Bibliografia Naukowa – Polish Scientific Bibliography), as well as the collections of MMRI PAS, digitized and made available as part of the [RCIN](#) (Repozytorium Cyfrowe Instytutów Naukowych – Digital Repository of Scientific Institutes), including doctoral and postdoctoral theses.

Remember!

The library is responsible for the completeness of scientific publications of the staff of MMRI PAS in the [PBN](#) (Polish Scientific Bibliography), that is why research staff should send information about published articles, chapters, books to the Library or Research Organization Department on an ongoing basis.

Services

The library processes interlibrary orders for articles and books, performs bibliometric analyses, citation and H-index compilations for employees, coordinates OA publishing within the framework of open access publishing programs (for more information see [Open Access](#)), mediates the purchase of books.

Important!





All books purchased on the invoice of MMRI PAS (from grants, research tasks, or other funds), are the property of the Institute and have to be delivered to the library to be cataloged and entered into the book inventory.

2.2. Where to get help?

Contacts to the employees of the Institute who can provide help in particular cases.





2.2.1. MMRI PAS Secretariat

Contact the Board of Directors of the Institute.

-  Head: **Katarzyna Okrąglińska-Młotek**,
-  Tel. +48 22 66 85 250,
-  E-mail: sekretariat@imdik.pan.pl
-  Building D, Floor I, Room D-105

2.2.2. Administrative and Technical Division

Information on the rules for moving around the facility, for using the Institute's infrastructure, for repairs, renovations, and room modernization.

-  Head: **Paulina Zieniewska**,
-  Tel. +48 22; 86,551; +48 507, 533, 082
-  E-mail: pzieniewska@imdik.pan.pl
-  Building D, Floor I, Room D-108.

Units:

- **Administrative and Economic Department**

Information on authorization and access to the facilities of the Institute (magnetic card, keys, remote control, and entry card to the area of MMRI PAS), reporting malfunctions (assigning authorizations to the „Malfunction” electronic system), booking of conference rooms, postal deliveries, [procedures for dealing with waste at MMRI PAS](#).

Additional information and contact:

[Administrative and Technical Division](#)

-  Building B, Level 0, Room B-008.

- **Procurement and Transportation Department**

Ordering and information on the supply of goods (reagents, laboratory equipment and devices, medical gases, office and economic supplies).





Additional information and contact:

[Administrative and Technical Division](#)

-  Building B, Level 0, Room B-006.





2.2.3. IT Department

At the [IT Department](#), each employee receives support in, e.g. configuring computer hardware, learning the rules related to IT security, obtaining access rights to the ICT system, including setting up an employee e-mail account, and receiving technical support while organizing institute-wide meetings in both remote and hybrid format.

-  Head: **Michał Zwolski**,
-  Tel. No. + 48 22 60 86 497,
-  E-mail: mzwolski@imdik.pan.pl
-  Building B, floor I, Room B-111.

2.2.4. Personnel Department.

At the Personnel Department, the employee submits documents and statements required in the employment procedure, and obtains information related to the employment relationship and personnel affairs. Internal legal acts governing the rights and obligations of the employee and additional information: [Personnel Department](#).





-  Head: **Renata Zwolska**,
-  Tel. No. +48 22 60 86 625, +48 22 60 86 577,
-  E-mail: rzwolska@imdik.pan.pl, kadry@imdik.pan.pl
-  Building B, Floor 1, Room B-118





2.2.5. Finance and Accounting Department.





The Finance and Accounting Department provides accounting services by controlling financial operations, preparing comprehensive financial reporting, running fixed asset records, and calculating payroll followed with managing their payouts.





The scope of support provided by department staff:



General Accounting:

-  **Katarzyna Panasiuk**
-  Tel. No. +48 22 60 86 626
-  E-mail: kpanasiuk@imdik.pan.pl
-  Building B, floor I, Room B-108


-  **Justyna Panasiuk**
-  Tel. No. +48 22 60 86 571
-  E-mail: jpanasiuk@imdik.pan.pl
-  Building B, floor I, Room B-109





 **Monika Ślęzak**
 Tel. No. +48 22 60 86 575,
 E-mail: mslezak@imdik.pan.pl
 Building B, floor I, Room B-108





 **Agnieszka Furmańska**
 Tel. No. +48 22 60 86 503,
 E-mail: iboruszewska@imdik.pan.pl
 Building B, floor I, Room B-110

 **Iwona Boruszewska**
 Tel. No. +48 22 60 86 570,
 E-mail: afurmanska@imdik.pan.pl
 Building B, floor I, Room B-110

Payroll services for employees:


Contact for financial and payroll matters:
 E-mail: place@imdik.pan.pl





 **Edyta Szewczyk**
 Tel. No. +48 22 60 86 569,
 E-mail: eszewczyk@imdik.pan.pl
 Building B, floor I, Room B-120





 **Joanna Gózdź**
 Tel. No. +48 22 60 86 569,
 E-mail: jgozdz@imdik.pan.pl
 Building B, floor I, Room B-120

2.2.6. Project Settlement Department.

The Project Settlement Department cooperates with project managers and provides assistance in the correct disbursement of project and grant related financial resources.

Contact for project settlements:
 E-mail: dzialrozliczenprojektow@imdik.pan.pl

 **Katarzyna Woźniak**
 Tel. No. +48 22 60 86 578,
 E-mail: kwozniak@imdik.pan.pl
 Building B, floor I, Room B-11

 **Patrycja Żywek**
 Tel. No. +48 22 60 86 578,
 E-mail: pzywek@imdik.pan.pl
 Building B, floor I, Room B-117

2.2.7. Section for Public Procurement and Investment Purchases.

[The Section for Public Procurement and Investment Purchases](#) supports employees in the application of the Public Procurement Law and the Institute's internal regulations, in particular the Public Procurement Regulation.

Contact for public procurement matters:

✉ E-mail: przetargi@imdik.pan.pl

👤 **Anna Pawłowska,**

☎ Tel. No. +48 22 60 86 460,

✉ E-mail: asobczuk@imdik.pan.pl

📍 Building B, Level 0, Room B-009

👤 **Piotr Paciorkiewicz,**

☎ Tel. No. +48 22 60 86 460,

✉ E-mail: ppaciorkiewicz@imdik.pan.pl

📍 Building B, Level 0, Room B-009

2.2.8. Section for PhD Students.

Scope of support provided to PhD students:

- issuing certificates confirming PhD student status: for banking, ZUS (Social Insurance Institution), and internship purposes;
- recording sick leave, holiday requests, and attendance lists;
- running the material assistance fund.

Additional information in the tab: [PhD Students](#)

Contact:

👤 **Aleksandra Bilmin,**

☎ Tel. No. +48 22 60 86 453

✉ E-mail: abilmin@imdik.pan.pl

📍 Building B, Floor 1, Room B-114

2.2.9. Research Organization Department.

- Information regarding, e.g.:
- scientific bonuses for publications for scientific employees of MMRI PAS;
- [documentation for domestic and international trips](#);

- [documentation for promotion and granting of academic degrees;](#)
- PAS scientific exchange trips;
- Erasmus+ Program trips;
- processing applications for scientific awards for teams/researchers of MMRI PAS (ministerial, departmental);
- funding conferences, training courses, and publications from the POWER Och Dok! Project

Head:

- **Anna Lipińska-Konarzewska,**
- Tel. No. +48 22 60 86 573,
- E-mail: akonarzewska@imdik.pan.pl
- Building B, Floor 1, Room B-116

2.2.10. Section for OHS.

Information on:

- initial training course regarding occupational health and safety (general instruction) for newly hired employees;
- [instructions and procedures regarding occupational health and safety;](#)
- [reimbursement for glasses or contact lenses for employees working with screen monitors;](#)
- [monetary benefits for work performed in harmful or arduous conditions](#)

OHS Inspector:

- **Mariusz Wylęgły,**
- Tel. No. +48 22 60 86 561,
- E-mail: mwylegly@imdik.pan.pl
- Building B, Level 0, Room B-007

2.2.11. Data Protection Officer.

Information on the Institute's GDPR and data protection policies, including:

- [the principles of the „Information Security Policy” at MMRI PAS;](#)
- [information obligations in contracts entered into by the Institute;](#)
- [the procedure for concluding agreements on entrustment of personal data processing at MMRI PAS.](#)

Additional information and contact:

Mateusz Siek,

E-mail: daneosobowe@imdik.pan.pl

2.2.12. Legal Counsel.

Legal counsel provides legal assistance, including but not limited to contracting issues. Provides legal advice and ongoing legal consultation within duty hours to the employees of the Institute.

 **Damian Szczepański,**

 Tel. No. +48 22 60 86 550,

 E-mail: damian.szczepanski@kancelaria-szczepanski.pl

 Building D, Floor I, Room D-102

 **Maja Beca,**

 Tel. No. +48 22 60 86 550,

 E-mail: mbeca@imdik.pan.pl

 Building D, Floor I, Room D-102

2.2.13. Animal House of MMRI PAS.

[Animal House](#) offers a wide range of animal models for research.

Cooperation with the MMRI PAS Animal House:

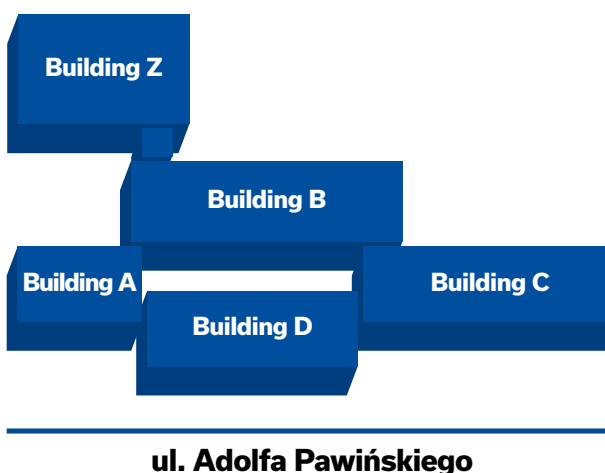
Head:

 **Anna Kosson,**

 Tel. No. +48 22 60 86 435 or 472,

 E-mail: akosson@imdik.pan.pl or zwierz@imdik.pan.pl

 Building Z, Room Z-211



2.3. Scientific staff affairs.

Contacts to the employees of the Institute who can provide help in particular cases.

2.3.1. Linking a PBN system user account to an ORCID account.

ORCID (Open Researcher and Contributor ID) is a universal, international code that enables clear-cut identification of a researcher and his or her publications, thereby streamlining processes related to publishing, documentation, bibliometrics, and parameterization.

The ORCID number is increasingly required by publishers and academic institutions, and, as a unique digital identifier, it makes it possible to distinguish between authors bearing the same name and properly attribute publications to an individual in scientific databases such as Scopus, Web of Science, Crossref and other. In addition, the ORCID number also enables account linkage with ResearcherID, ScopusID, or PBN.

Additional information and registration: [Register ORCID](#).

In order to properly link each publication with its authors from MMRI PAS, each researcher has to create an individual account in the PBN system ([PBN account registration](#)) and link it to the data contained in the POL-on system ([Connecting the POL-ON profile](#)) as well as with their ORCID ID account (Logging in with ORCID ID).

PBN – account set up, logging in, and integration with POL-on and ORCID – instructional video available on [OPI PIB YouTube channel](#).

The completeness of data and information visible in the ORCID system or the author's profile in the PBN system is an individual matter for the author, but the more information about employment or education as well as on published works there is, the greater the recognition of the scientist.

Information and contact: [MMRI PAS Library](#).

2.3.2. Research Career.

Internal legal acts on the employment and work of scientific employees:

- [Regulations for Employment in Scientific Positions at MMRI PAS;](#)
- [Regulations for Periodic Evaluation of Scientific Activity of the Institute's Scientific Staff](#)

Conferring of degrees:

- [Regulations for the Proceedings Regarding PhD Degree Conferral;](#)

- [Regulations for the Proceedings Regarding Habilitation Degree Conferral;](#)
- [Professorial Proceedings.](#)

Internal acts on intellectual property:

- [Regulations for the Use of the Results of Intellectual Work.](#)

2.3.3. Support in the preparation of scientific and R&D projects.

Support in the preparation of scientific and R&D projects at the Institute is provided by the [Research and Development Projects Department](#) – Information on projects carried out at MMRI PAS by funding institution:

- [National Science Center;](#)
- [National Center for Research and Development;](#)
- [Medical Research Agency;](#)
- [Polish National Agency for Academic Exchange;](#)
- [financed by other sources](#)
- [financed by European Union \(EU\) funds;](#)
- [internal projects financed by ORF;](#)
- [international projects.](#)

Do you need information about funding possibilities for the implementation of your own or your Team's project?

CONTACT [RaDPD TEAM](#)

The proposed support for researchers, in particular, consists of:

- finding and communicating information about possibilities and rules for obtaining grants;
- providing one-on-one consultations to researchers on obtaining funding for their projects;
- coordinating various grant application preparation stages;
- keeping records and archiving grant documents;
- monitoring the circulation of project applications at the Institute.

Additional services for staff preparing grant application:

- linguistic proofreading of grant application – MMRI PAS commissions linguistic proofreading of project applications to a company specializing in biological and biomedical sciences – to order linguistic proofreading of a grant application in preparation, please contact [Research and Development Projects Department](#) at least 14 days before the deadline of the call for proposals in which you are applying.
- developing statistical description for grant application or commissioning biostatistical analysis of the results – MMRI PAS cooperates with biostatisticians from the Department of Biometry at the Warsaw University of Life Sciences – to commission a description or an analysis of the results, contact the [Research and Development Projects Department](#) at least 14 days before the end of the call for the competition in which you are applying.

👤 Head: **Ewa Szlaska**,
☎ Tel. No. +48 22 60 86 490,
✉ E-mail: eszlaska@imdik.pan.pl
📍 Building D, Floor 1, Room D-107

2.3.4. The process of research patenting and commercialization.

Technology Transfer Department supports employees in transferring knowledge and scientific achievements and in their promotion among business organizations in terms of commercialization, in particular in:

- identifying innovative solutions emerging at MMRI PAS;
- intellectual property rights protection activities and in handling the process of protection and use of intellectual property rights in cooperation with patent attorney;
- analyzing market potential of the conducted scientific research and their results, and providing recommendations regarding their commercialization;
- identifying potential business partners interested in collaborating on the commercialization or licensing of technologies developed by MMRI researchers (wyzwaniakomercyjne@imdik.pan.pl);
- participating in negotiations, preparations, and supervisions of the execution of agreements related to commercialization, cooperating with Technology Transfer Centers, Science and Technology Parks, special purpose companies, and other related entities in the field of commercialization and pro-innovation activities;

- cooperating with external entities in the field of innovative activities and undertaking joint research initiatives, including building relationships between business representatives and employees and scientific teams of MMRI PAS.

Fundamental research vs. commercialization and research services		
	Fundamental research zone	Commercialization and services zone
What do we focus on?	Research hypothesis testing	Product development or service provision
What do we do?	Creativity Innovation Publicizing Information sharing	Shared responsibility for the product Flexibility and availability Timeliness Confidentiality
What do we achieve?	Publications	Indicators
What do we want to achieve?	Expansion of the general body of knowledge Laying foundations for application research	Implementation of research results in the economy Achieving social and economic impact indicators

Additional information and contact:

- 👤 Head: **Urszula Kowalik**,
- ☎ Tel. No. +48 22 60 86 544,
- ✉ E-mail: ukowalik@imdik.pan.pl
- 📍 Building B, Floor 1, Room B-113

- Patent application
- ✉ E-mail: patenty@imdik.pan.pl

2.3.5. Resources of the MMRI PAS research equipment.

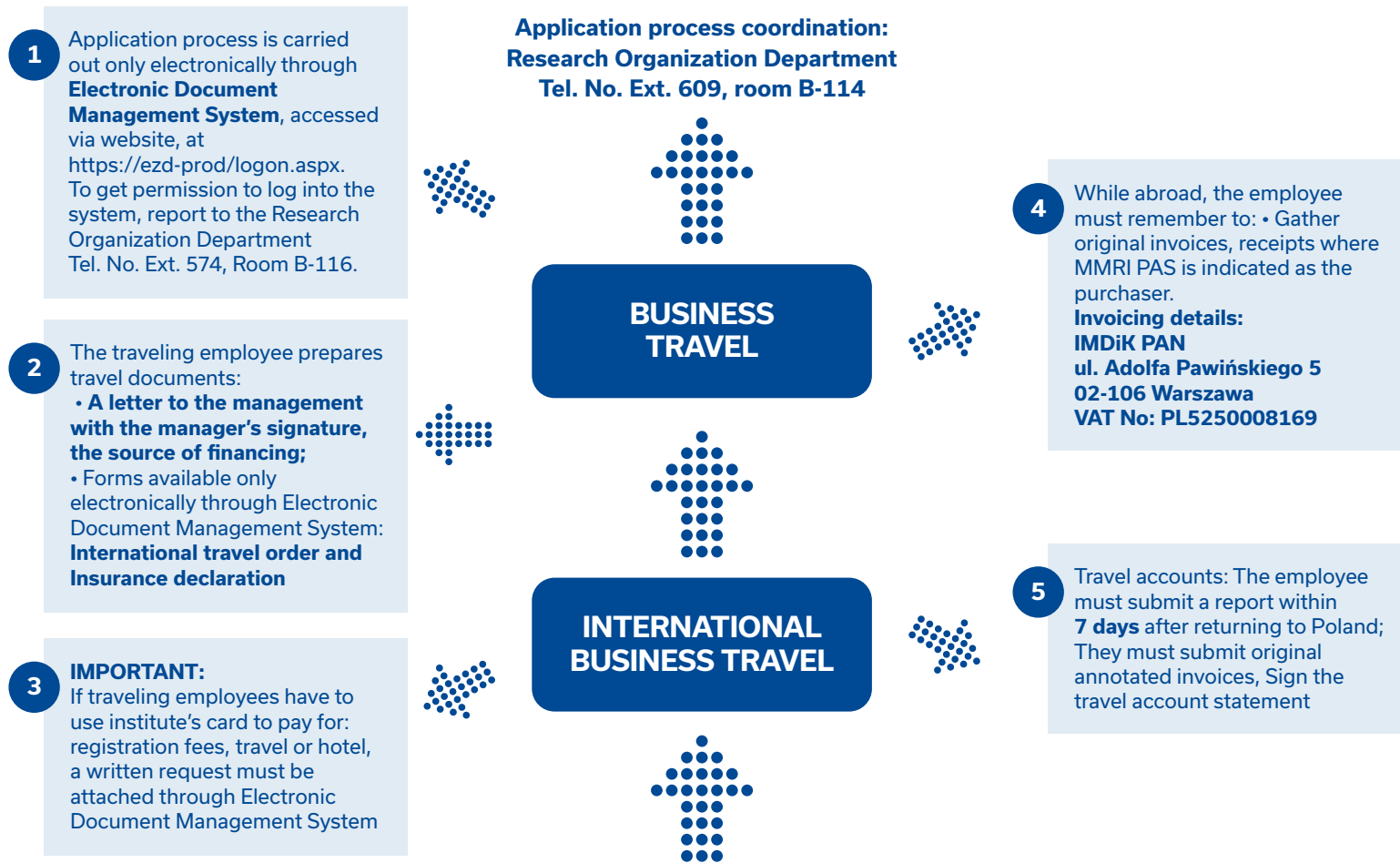
Following the open access policy, the Institute makes its research infrastructure resources available to all Institute employees. Check [resources of the MMRI PAS research equipment](#).

In the case of advanced specialized equipment (particularly on core facilities equipment), as well as apparatus units in use, in order to use a particular device, prior reservation is required.

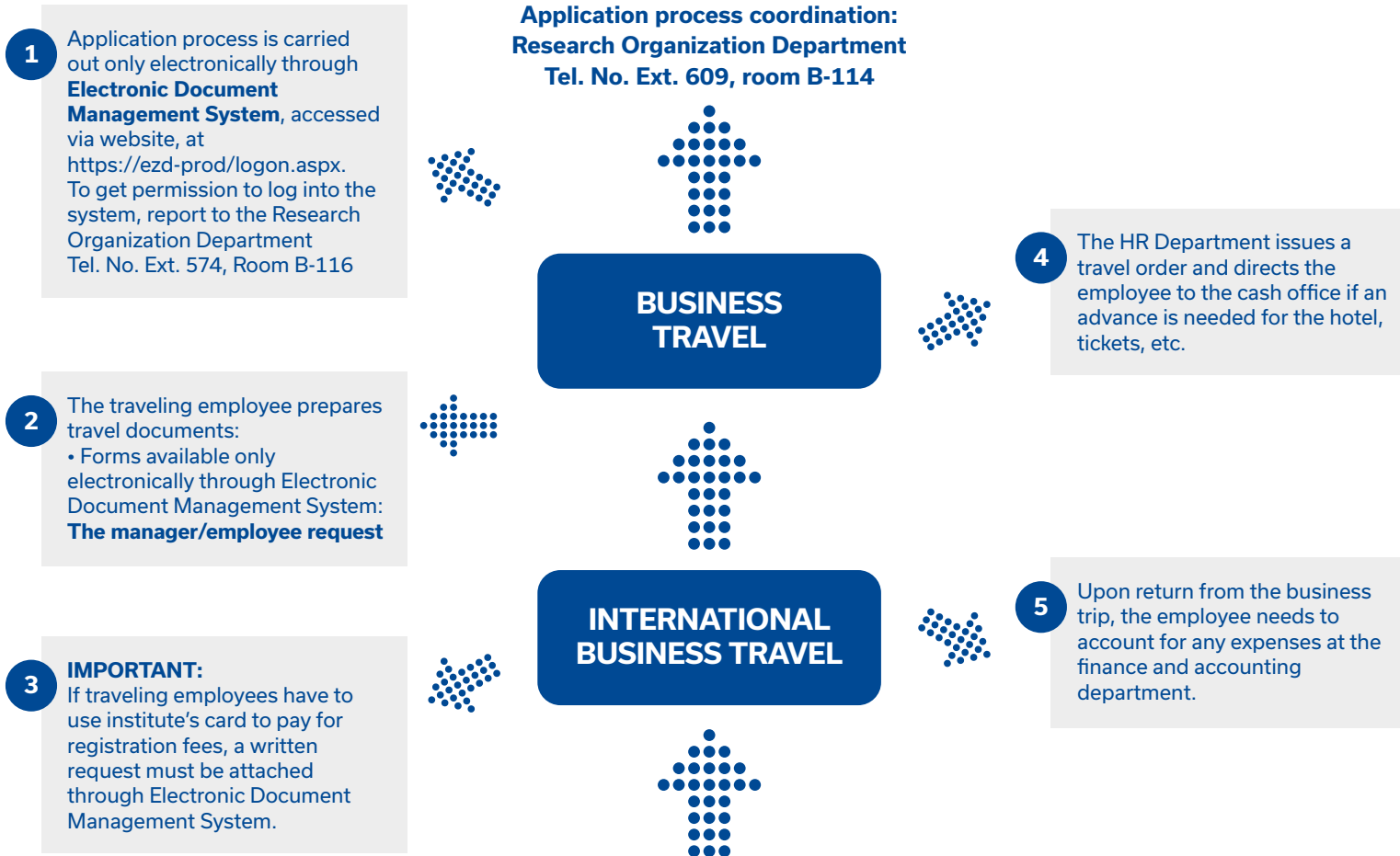
3. A handful of helpful instructions for scientific staff.

Check if:

- you want to go abroad to participate in **an international** conference and you are wondering where to start:

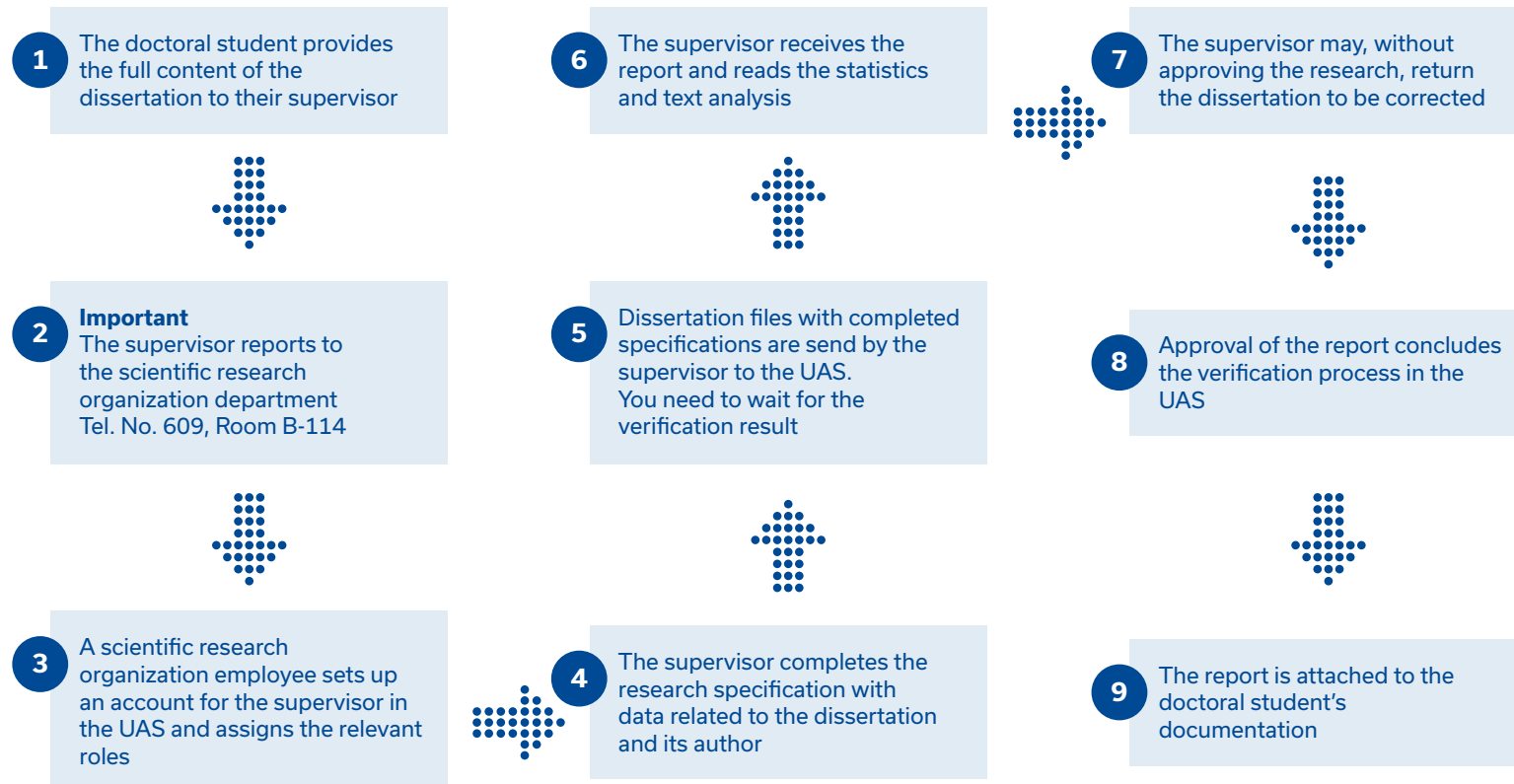


- you plan on going on a **domestic** business trip and you are wondering where to take your first steps:



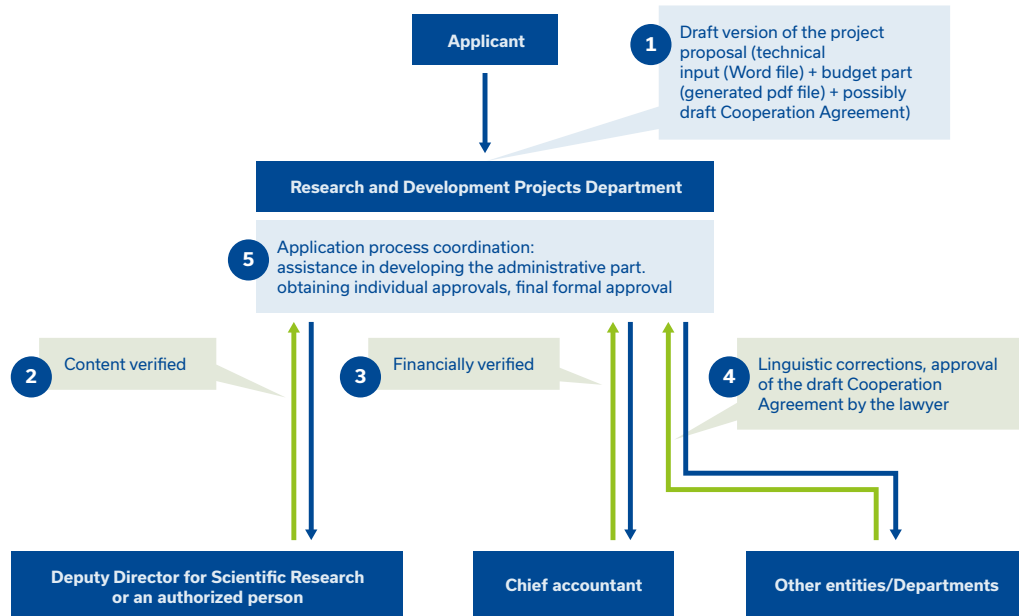
- you want to put your doctoral student's work through an anti-plagiarism examination in the Unified Anti-Plagiarism System:

Doctoral dissertation verification in the uniform anti-plagiarism system

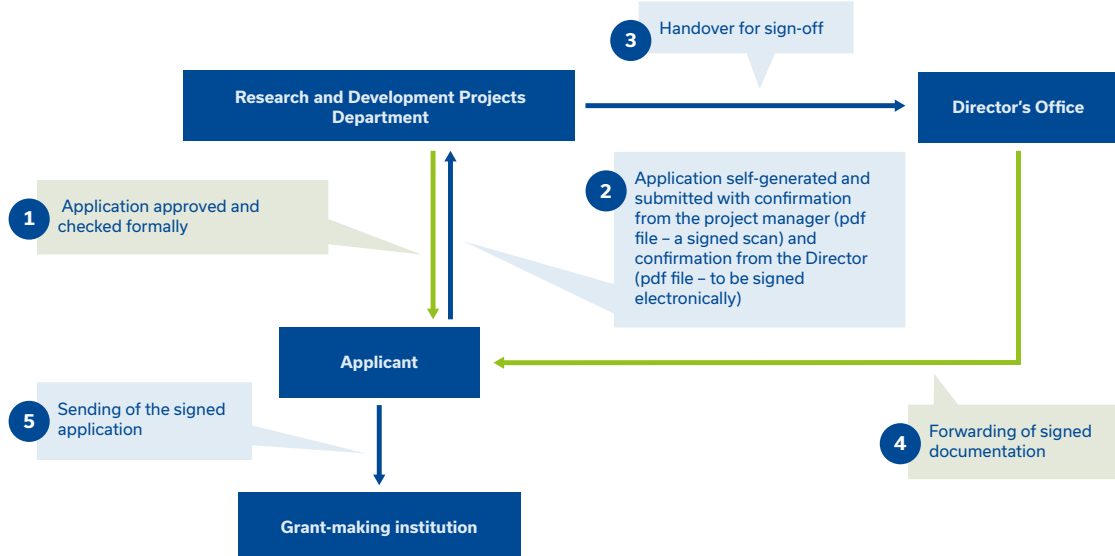


- if you are interested in applying for a grant:

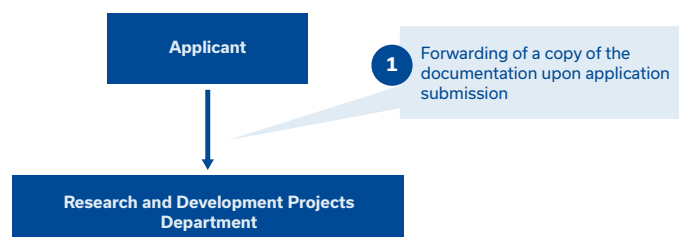
Application verification



Application submission

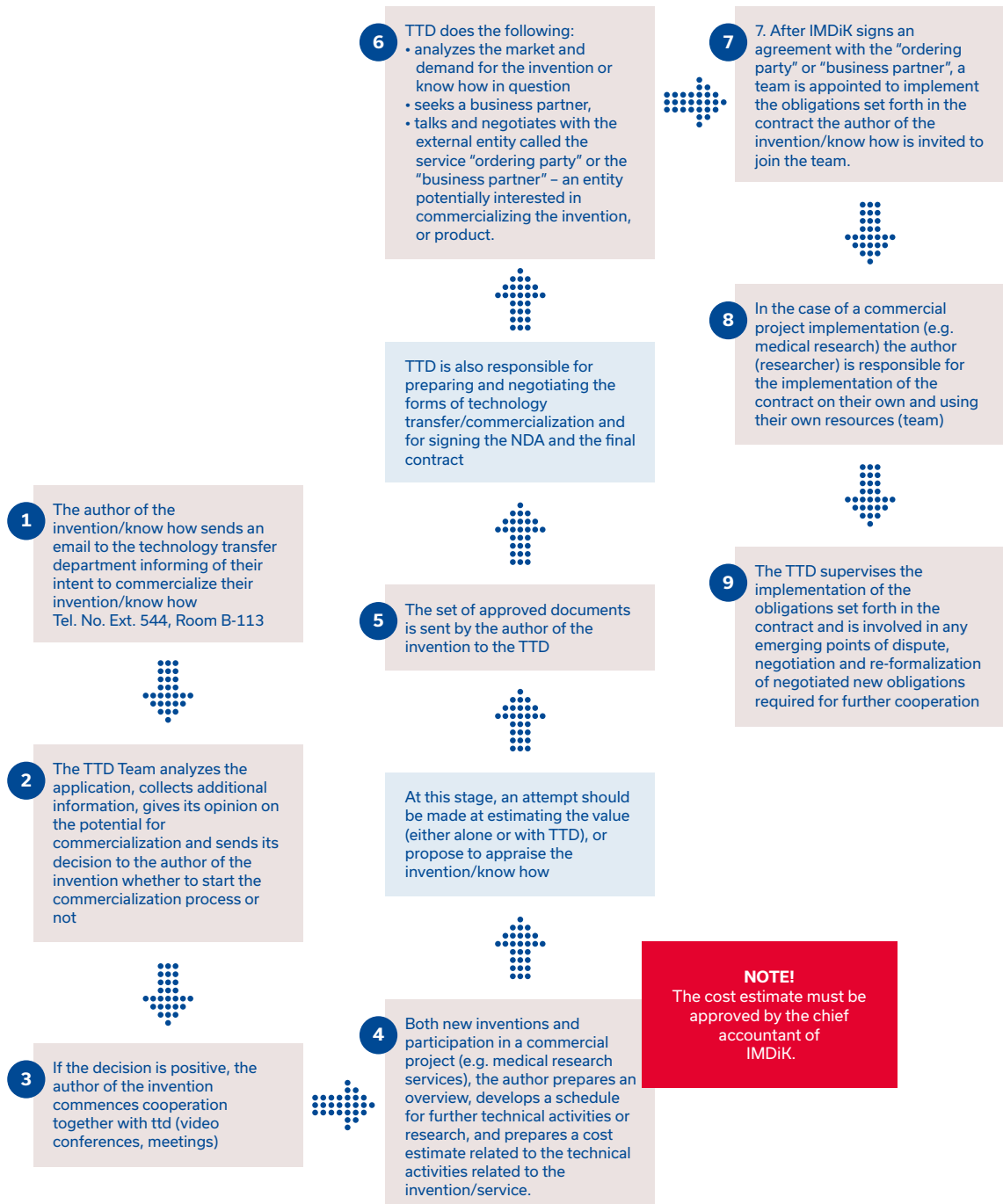


Application archiving

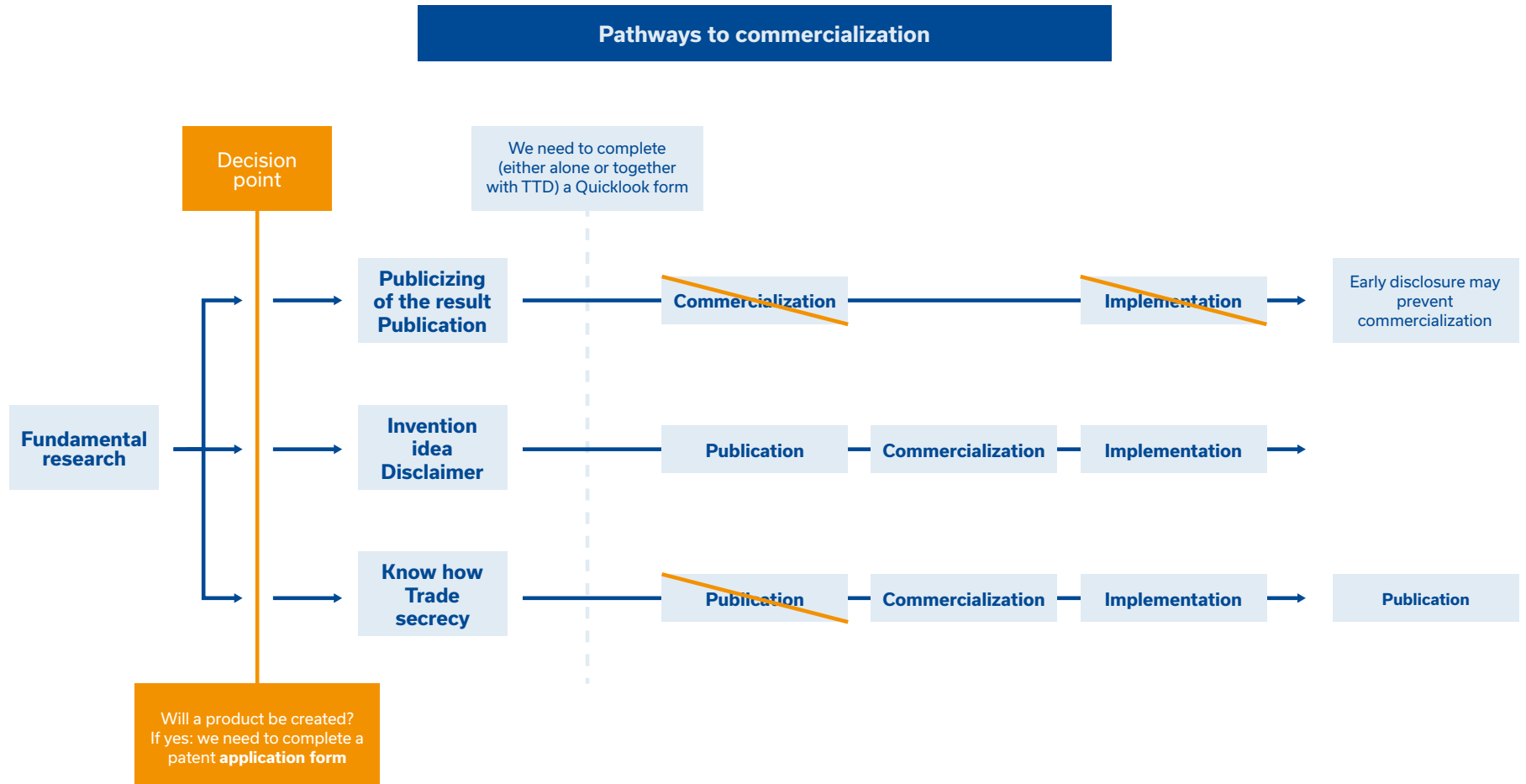


- you need information on the patenting process:

How to file for an invention or know how?

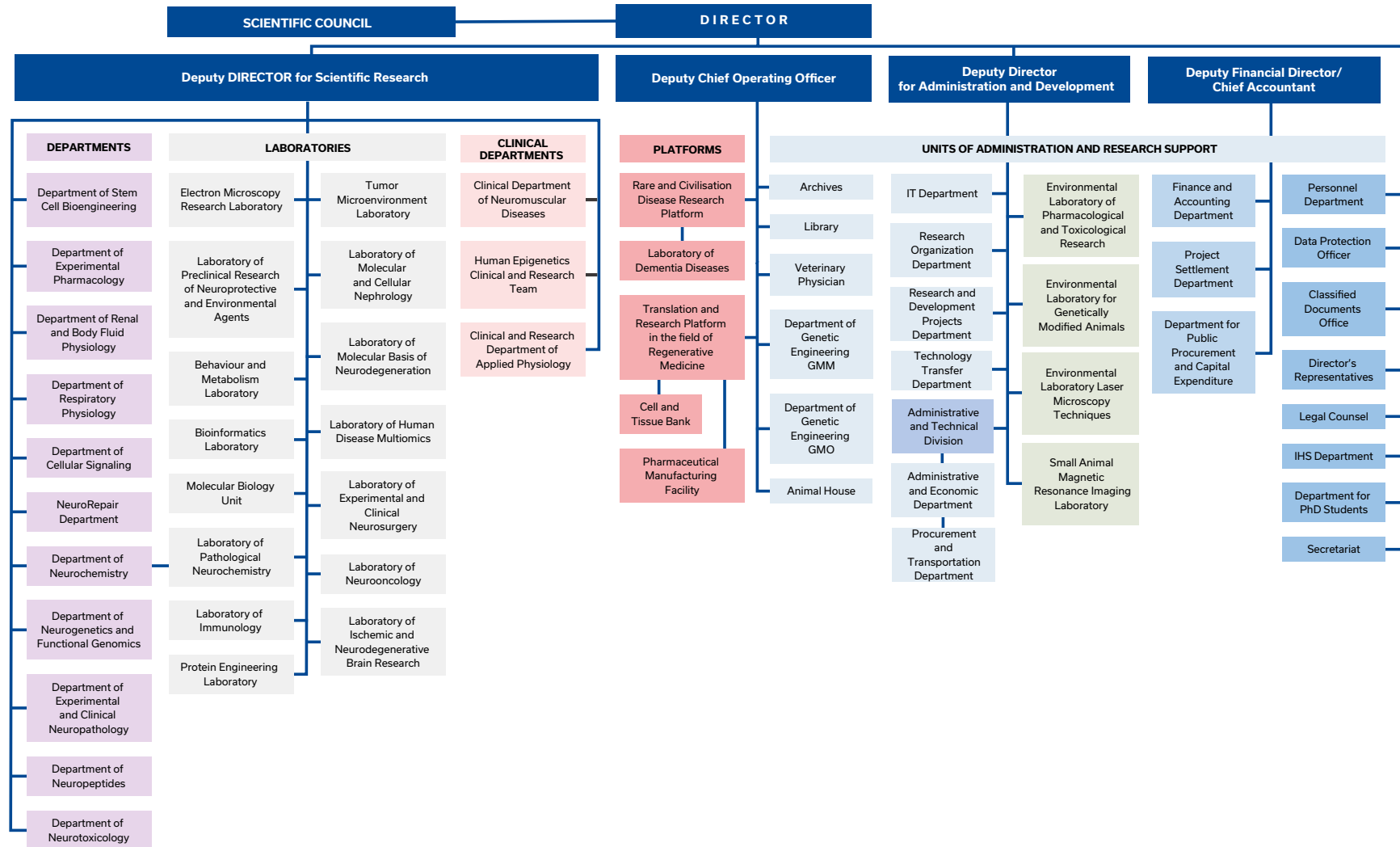


- you are interested in commercializing the results of your scientific research:



4. Overview of research units.

4.1. Organizational layout.



4.2. Contacts for research teams

4.2.1. Department of Stem Cell Bioengineering

👤 Head: **prof. dr hab. [PhD, DSc] Leonora Bużańska**
☎ Tel. No. +48 22 60 86 449,
✉ E-mail: buzanska@imdik.pan.pl;
📍 Building C, Floor III, Room C-304

👤 Secretariat: **Agnieszka Włodarczyk,**
☎ Tel. No. +48 22 60 86 604,
✉ awlodarczyk@imdik.pan.pl;
📍 Building C, Floor III, Room C-325

4.2.2. Department of Experimental Pharmacology

👤 Head: **dr hab. [PhD, DSc] Dorota Gołąbek-Sulejczak, prof. MMRI PAS,**
☎ Tel. No. +48 22 60 86 524,
✉ E-mail: dsulejczak@imdik.pan.pl;
📍 Building B, Floor III, Room B-309, B-320

👤 Secretariat: **Monika Janisz,**
☎ Tel. No. +48 22 60 86 474,
✉ E-mail: mjanisz@imdik.pan.pl;
📍 Building B, Floor III, Room B-309

4.2.3. Department of Renal and Body Fluid Physiology

👤 Head: **prof. dr hab. [PhD, DSc] Elżbieta Kompanowska-Jeziarska,**
☎ Tel. No. +48 22 60 86 546,
✉ E-mail: ekompanowska@imdik.pan.pl;
📍 Building B, Floor VII, Room B-702

4.2.4. Department of Respiratory Physiology

👤 Head: **dr hab. [PhD, DSc] Katarzyna Kaczyńska, prof. MMRI PAS,**
☎ Tel. No. +48 22 60 86 520,
✉ kkaczynska@imdik.pan.pl;
📍 Building B, Floor III, Room B-324

4.2.5. Department of Cellular Signaling

👤 Head: **prof. dr hab. [PhD, DSc] Agata Adamczyk,**
📞 Tel. No. +48 22 60 86 572,
✉ E-mail: aadamczyk@imdik.pan.pl;
📍 Building C, Floor II, Room C-204

👤 Secretariat: **Beata Łuczyńska,**
📞 Tel. No. +48 22 60 86 414, Fax. +48 22 60 86 613,
✉ E-mail: zkts@imdik.pan.pl;
📍 Building C, Floor II, Room C-209

4.2.6. NeuroRepair Department

👤 Head: **dr hab. [PhD, DSc] Joanna Sypecka, prof. MMRI PAS,**
📞 Tel. No. +48 22 60 86 510, +48 22 60 86 508,
✉ E-mail: jsypecka@imdik.pan.pl;
📍 Building B, Floor I, Room B-123

👤 Secretariat: **Krystyna Wąsik,**
📞 Tel. No. +48 22 60 86 510,
✉ E-mail: sekretariatznn@imdik.pan.pl;
📍 Building B, Floor I, Room B-126

4.2.7. Department of Neurochemistry

👤 Head: **prof. dr hab. [PhD, DSc] Elżbieta Salińska,**
📞 Tel. No. +48 22 60 86 528;
✉ E-mail: esalinska@imdik.pan.pl;
📍 Building B, Floor IV, Room B-402

👤 Secretariat: **Aleksandra Stafiej,**
📞 Tel. No. +48 22 60 86 528;
✉ E-mail: astafiej@imdik.pan.pl;
📍 Building B, Floor IV, Room B-401

4.2.8. Department of Neurogenetics and Functional Genomics

👤 Head: **prof. dr hab. [PhD, DSc] Cezary Żekanowski,**
📞 Tel. No. +48 22 60 86 485;
✉ E-mail: c.zekanowski@imdik.pan.pl;
📍 Building B, Floor V, Room B-510

4.2.9. Department of Neurogenetics and Functional Genomics

👤 Head: **prof. dr hab. [PhD, DSc] Ewa Matyja,**
☎ Tel. No. +48 22 60 86 543,
✉ E-mail: ematyja@imdik.pan.pl;
📍 Building B, Floor VI, Room B-605

👤 Secretariat: **Lidia Wąsowska,**
☎ Tel. No. +48 22 60 86 502,
✉ E-mail: znr@imdik.pan.pl;
📍 Building B, Floor VI, Room B-625

4.2.10. Department of Neuropeptides

👤 Head: **dr hab. [PhD, DSc] Piotr Lipiński,**
☎ Tel. No. +48 22 60 86 455;
✉ E-mail: plipinski@imdik.pan.pl;
📍 Building B, Floor VII, Room B-710

4.2.11. Department of Neurotoxicology

👤 Head: **prof. dr hab. [PhD, DSc] Magdalena Zielińska,**
☎ Tel. No. +48 22 60 86 470,
✉ E-mail: mzielinska@imdik.pan.pl;
📍 Building C, Floor II, Room C-202

👤 Secretariat: **Dorota Rycko,**
☎ Tel. No. +48 22 60 86 417,
✉ E-mail: drycko@imdik.pan.pl;
📍 Building C, Floor II, Room C-222

4.2.12. Laboratory of Electron Microscopy Research

👤 Head: **dr hab. [PhD, DSc] Małgorzata Frontczak-Baniewicz, prof. MMRI PAS,**
☎ Tel. No. +48 22 60 86 585,
✉ E-mail: mbaniewicz@imdik.pan.pl;
📍 Building C, Floor I, Room C-102

4.2.13. Laboratory of Preclinical Research of Neuroprotective Compounds and Environmental Factors

👤 Head: **prof. dr hab. [PhD, DSc] Robert Strosznajder,**
☎ Tel. No. + 48 22 60 86 411,
✉ E-mail: rstrosznajder@imdik.pan.pl;
📍 Building B, Floor II, Room B-214

4.2.14. Behavior and Metabolism Research Laboratory

- 👤 Head: **dr hab. [PhD, DSc] Robert Kuba Filipkowski, prof. MMRI PAS,**
- ☎ Tel. No. +48 22 60 86 607,
- ✉ E-mail: rfilipkowski@imdik.pan.pl ;
- 📍 Building Z, Level 0, Room Z-003a

4.2.15. Bioinformatics Laboratory

- 👤 Head: **dr Michał Koliński [PhD],**
- ✉ E-mail: mkolinski@imdik.pan.pl;
- 📍 Building A, Level 0, Room A-001

4.2.16. Molecular Biology Unit

- 👤 Head: **prof. dr hab. [PhD, DSc] Barbara Zabłocka,**
- ☎ Tel. No. +48 22 60 86 486,
- ✉ E-mail: bzablocka@imdik.pan.pl;
- 📍 Building C, Floor I, Room C-126

4.2.17. Laboratory of Immunology

- 👤 Head: **dr Małgorzata Bajor [PhD],**
- ☎ Tel. No. +48 22 60 86 516,
- ✉ E-mail: mbajor@imdik.pan.pl;
- 📍 Building C, Floor I, Room 1

4.2.18. Laboratory of Protein Engineering

- 👤 Head: **dr hab. [PhD, DSc] Izabela Sabala,**
- ☎ Tel. No. + 48 22 60 86 451;
- ✉ E-mail: isabala@imdik.pan.pl;
- 📍 Building C, Floor I, Room 4

4.2.19. Tumor Microenvironment Laboratory

- 👤 Head: **dr hab. [PhD, DSc] Agnieszka Bronisz, prof. MMRI PAS,**
- ☎ Tel. No. +48 22 60 86 534,
- ✉ E-mail: abronisz@imdik.pan.pl;
- 📍 Building B, Floor VI, Room B-603

4.2.20. Laboratory of Molecular and Cellular Nephrology

👤 Head: **dr hab. inż. [PhD, Eng] Agnieszka Piwkowska, prof. MMRI PAS,**
☎ Tel. No. +48 58 52 35 487,
✉ E-mail: apiwkowska@imdik.pan.pl

📍 Department of Molecular Biotechnology
Faculty of Chemistry (Block G) University of Gdansk
ul. Wita Stwosza 63; 80-308 Gdańsk

4.2.21. Laboratory of Molecular Basis of Neurodegeneration

👤 Head: **dr Michał Wegrzynowicz [PhD],**
☎ Tel. No. +48 22 60 86 405,
✉ E-mail: mwegrzynowicz@imdik.pan.pl;
📍 Building C, Floor III, Room C-301

4.2.22. Laboratory of Human Disease Multiomics

👤 Head: **dr hab. [PhD, DSc] Dawid Walerych,**
☎ Tel. No. +48 22 60 86 641,
✉ E-mail: dwalerych@imdik.pan.pl;
📍 Building B, Floor V, Room B-521/B-522

4.2.23. Laboratory of Experimental and Clinical Neurosurgery

👤 Contact: **dr Marta Aleksandrowicz**
☎ Tel. No. +48 22 60 86 566, +48 22 60 86 424
✉ E-mail: maleksandrowicz@imdik.pan.pl;
📍 Building Z, Floor I, Room Z-144

4.2.24. NeuroOncology Laboratory

👤 Head: **dr Jakub Godlewski [PhD],**
☎ Tel. No. +48 22 60 86 567;
✉ E-mail: jgodlewski@imdik.pan.pl;
📍 Building B, Floor VI, Room B-603

4.2.25. Laboratory of Ischemic and Neurodegenerative Brain Research

👤 Head: **prof. dr hab. [PhD, DSc] Ryszard Pluta,**
☎ Tel. No. +48 22 60 86 540/469,
✉ E-mail: pluta@imdik.pan.pl;
📍 Building B, Floor VI, Room B-602

4.2.26. Laboratory of Pathoneurochemistry

👤 Head: **prof. dr hab. [PhD, DSc] Lidia Strużyńska,**
☎ Tel. No. +48 22 60 86 576,
✉ E-mail: lidkas@imdik.pan.pl;
📍 Building C, Floor I, Room 3

👤 Secretariat: **Aleksandra Stafiej,**
☎ Tel. No. +48 22 60 86 528,
✉ E-mail: astafiej@imdik.pan.pl;
📍 Building B, Floor IV, Room B-401

4.2.27. Neuromuscular Disorders Department

👤 Head: **prof. dr hab. [PhD, DSc] Andrzej Kochański,**
☎ Tel. No. +48 22 60 86 526,
✉ E-mail: akochanski@imdik.pan.pl;
📍 Building B, Floor V, Room B-502

👤 Secretariat: **Ewa Witkowska,**
☎ Tel. No./fax +48 22 60 86 526,
✉ E-mail: ewitkowska@imdik.pan.pl;
📍 Building B, Floor V, Room B-501

4.2.28. Human Epigenetics Clinical and Research Team

👤 Head: **prof. dr hab. [PhD, DSc] Monika Puzianowska-Kuźnicka,**
☎ Tel. No. +48 22 60 86 591,
✉ E-mail: mpuzianowska@imdik.pan.pl;
📍 Building C, Floor III, Room C-315

👤 Secretariat: **Agnieszka Włodarczyk,**
☎ Tel. No. +48 22 60 86 410,
✉ E-mail: awlodarczyk@imdik.pan.pl;
📍 Building C, Floor III, Room C-332

4.2.29. Clinical and Research Department of Applied Physiology

👤 Head: **dr hab. [PhD, DSc] Agnieszka Pawlak, prof. MMRI PAS,**
☎ Tel. No. +48 22 60 86 518;
✉ E-mail: a.pawlak1@wp.pl;
📍 Building B, Floor II, Room B-228

👤 Secretariat: **Monika Kiljańska,**
☎ Tel. No. +48 22 60 86 518;
✉ E-mail: zfs@imdik.pan.pl;
📍 Building B, Floor II, Room B-225

4.2.30. Rare and Civilization Disease Research Platform

👤 Head: **dr Anna Barczak [PhD],**
☎ Tel. No. +48 22 60 86 482
✉ E-mail: abarczak@imdik.pan.pl;
📍 Building A, Level 0, Room A-004

👤 Secretariat: **Dorota Czajkowska,**
☎ Tel. No. +48 22 60 86 475
✉ E-mail: dczajkowska@imdik.pan.pl
📍 Building A, Level 0, Room A-005

The Rare and Civilization Disease Research Platform operates:

- **Laboratory of Dementia Diseases**

👤 Head: **dr hab. [PhD, DSc] Tomasz Gabryelewicz, prof. MMRI PAS,**
✉ E-mail: gabryelewicz@imdik.pan.pl

👤 Secretariat: **Monika Zawadzka,**
☎ Tel. No. +48 477221420
✉ E-mail: mzawadzka@imdik.pan.pl

4.2.31. Department of Neurogenetics and Functional Genomics

The Translational Research Platform for Regenerative Medicine operates:

- **Tissue and Cell Bank;**
- **Drug Products Manufacturing.**

📍 Head: **dr hab. [PhD, DSc] Anna Sarnowska, prof. MMRI PAS,**
☎ Tel. No. +48 22 60 86 598,
✉ E-mail: asarnowska@imdik.pan.pl,
📍 Building D, Level 0, Room D-001

📍 Secretariat: **Dorota Czajkowska,**
☎ Tel. No. +48 22 60 86 475,
✉ E-mail: dczajkowska@imdik.pan.pl
📍 Building A, Level 0, Room A-005

Important!

If you want to update data on the **IMDiK PAN** website, please contact:

Communications Specialist

Dorota Seidler,
Tel. +48 22 60 86 450,
E-mail: dseidler@imdik.pan.pl.

Your e-mail, phone number and important information on the ongoing research or the latest publications will be posted in the designated area of the Institute's virtual space.

5. Overview of research units.

Service activities within the Institute are carried out by specialized environmental laboratories (core facilities) staffed by highly specialized operators of advanced research equipment.

The core facilities services of MMRI PAS are available to all Institute employees and external entities.

Let us present them below, and invite you to cooperate with us:

- **Laboratory of Advanced Microscopy Techniques (LAMT)**

- 👤 Head: **dr Hanna Kozłowska [PhD]**,
- ☎ Tel. No. +48 22 60 86 589,
- ✉ E-mail: hkozłowska@imdik.pan.pl
- 📍 Building D, Level 0, Room D-006a-c

- **Preclinical Research Services Zone:**

- 👤 Coordinator: **dr Piotr Kosson**,
- ☎ Tel. No. +48 22 60 86 454;
- ✉ E-mail: pkosson@imdik.pan.pl

the Zone includes:

- **Laboratory for Genetically Modified Animals (LfGMA)**

- 👤 Head: **Dr Piotr Kosson [PhD]**,
- ☎ Tel. No. +48 22 60 86 454;
- ✉ E-mail: pkosson@imdik.pan.pl
- 📍 Building B, Floor VII, Room B-706

- **Environmental Laboratory of Pharmacological and Toxicological Research (ELoPaTR)**

- 👤 Head: **dr Piotr Kosson [PhD]**,
- ☎ Tel. No. +48 22 60 86 454,
- ✉ E-mail: pkosson@imdik.pan.pl
- 📍 Building B, Floor VII, Room B-706

Small Animal Magnetic Resonance Imaging Laboratory (MRIL)

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