NARODOWE CENTRUM NAUKI

Service of decisions of the NCN Director

Proposals to the NCN calls shall be submitted electronically via the OSF submission system (https://osf.opi.org.pl).

By entering the call, the applicants consent to have the documents served upon them by the National Science Centre ("NCN") electronically and to this end shall provide their electronic address for service of documents in the proposal.

Applicants that are public entities specified in Article 2 of the Act on the Electronic Delivery of Documents of 18 November 2020 (consolidated text in Journal of Laws 2024, items 1045, 1841, hereinafter: "AEDD") shall provide their Electronic Delivery Box (ePUAP) address (hereinafter: "ESP ePUAP") as the electronic address for service of documents.

Non-public entities other than individuals, for the purposes of the Act on the Electronic Delivery of Documents, shall provide an electronic delivery address (hereinafter: "EDA"), set out in Article 2 of the Act, as the address for electronic service of documents.

Individuals who apply shall have an EDA and provide it as an electronic address for service of documents. In specific, in the absence of EDA, an e-mail address can be provided instead (hereinafter: "e-mail address"). Should an individual provide both their EDA and e-mail addresses in the proposal, documents shall only be served to their EDA.

Applicants shall notify the NCN of any change of their address, including their electronic address. Should they fail to do so, service of documents to their former address shall have legal effect.

Notification of any address change shall be governed by Article 41 of the Administrative Procedure Code of 14 June 1960 (consolidated text in Journal of Laws of 2025, item 1691; hereinafter: "APC").

The results of the call shall be made available in the OSF submission system and served by way of a decision by the NCN Director.

Once the proposal has been evaluated, the decision in an electronic format shall be served upon the applicant, and the justification for the evaluation of the proposal shall be available in the OSF submission system. Furthermore, on the date of service of the decision, information on the outcome of the evaluation of proposals for which decisions were issued and availability of justifications in the OSF submission system shall be published on the NCN website (www.ncn.gov.pl).

Decisions by the NCN Director shall be served upon the applicant in an electronic format, to their ESP (ePUAP) or EDA or e-mail address specified in the proposal. Decisions by the NCN Director shall bear a qualified electronic signature in the PAdES format.

Service of decisions shall depend on the applicant's type.

Decisions by the NCN Director for applicants that are public entities shall be sent to their ESP ePUAP address.

Decisions by the NCN Director for applicants other than public entities shall be sent to their EDA specified in the proposal via the public registered electronic delivery service.

Should an applicant who is an individual indicate their EDA in the proposal, the decision shall be sent to that address. If they fail to indicate their EDA, the decision shall be sent via NCN's ICT system. Information with a link from which the NCN Director's decision may be downloaded shall be sent to the e-mail address specified in the proposal from the address: ewnioski@ncn.gov.pl. In order to download the decision, click on the link in your email and proceed according to the message that will pop up.

Applicants with access to the justification for the evaluation of their proposal in the OSF submission system who have not yet received the decision are recommended to check if their ESP ePUAP, EDA and e-mail address specified in the proposal is correct and up-to-date or contact the NCN Program Officer in charge of the proposal specified in the OSF submission system.

Decisions sent to the applicant's ESP ePUAP address shall be deemed served once the National Science Centre has received a official confirmation of receipt (UPP/UPD).

Decisions sent to the applicant's EDA shall be deemed effectively served once the National Science Centre has received a confirmation of receipt set out in Article 41 of the AEDD.

Decisions by the NCN Director shall be deemed effectively served upon NCN's receipt of a UPP, UPD or a confirmation of receipt.

The date an individual who applies downloads a decision from the link sent to their e-mail address specified in the proposal shall be deemed as the date of effective service of the decision. Should they fail to download the decision from the link sent to their e-mail address specified in the proposal within 7 days of the date on which the original decision was sent, they shall be notified again that they may download the decision. Should they fail to do so again, the decision by the NCN Director shall be deemed effectively served upon the expiry of 14 days

of the date on which the original decision was sent to the e-mail address specified in the proposal.

The NCN shall provide the recipient of the decision, at their request, for a period of at least 3 months from the date of finding it served, with access to the decision in an electronic format, information on the date on which the decision was found served and the dates on which notices to that effect were sent.

NCN Director's decision becoming final and legally binding

The NCN Director's decision can be appealed against by the date set out in Article 33 (2) of the Act on the National Science Centre, counted from the date of its effective delivery to the applicant.

Decisions that cannot be appealed against in the course of administrative proceedings and requests to reexamine the case shall be final.

Final decisions that cannot not be appealed against with the court shall be legally binding.

Appealing Against NCN Director's Decisions

Pursuant to Article 33 (2) of the NCN Act, in the event of a breach of the call procedure or other formal infringements, applicants may appeal with the Committee of Appeals of the NCN Council with its registered office at ul. Twardowskiego 16, 30-312 Kraków. The appeal must be lodged within 14 days of the date of effective service of the decision, i.e. receipt of a UPP or a confirmation of receipt or confirmation of downloading the decision from the link in the e-mail, and in the absence thereof, after the expiry of 14 days of the date on which the original decision was sent.

The appeal shall be lodged via the NCN Director:

- in writing, to the following address: ul. Twardowskiego 16, 30-312 Kraków (for all applicants) or
- electronically, to:
    - the electronic delivery address (EDA) of the National Science Centre: AE:PL-30168-16398-EHSIE-12 (for all applicants) or
    - the electronic delivery box of the National Science Centre (/ncn/SkrytkaESP) (for applicants that are public entities for the purposes of the AEDD)

Pursuant to Article 127 (a) of the Administrative Procedure Code of 14 June 1960, a party may waive their right to appeal against the public administration authority issuing the decision within the time allowed for appeal. The decision shall become final and binding on the date the public administration authority has been served a waiver of the right to appeal by the last party to the proceedings.