



## Rules for delivering the decisions of the Director of the National Science Centre

### Recipients of the Decision

The decisions of the Director of the National Science Centre shall be delivered to the applicants. If the applicant is an entity described in Article 27 (1) - (7) and (9) of the Act on the National Science Centre of 30 April 2019 (Journal of Laws of 2019, Item 1384), hereinafter referred to as the "NCN Act", the funding decision of the Director of the National Science Centre shall also be communicated to the principal investigator and if the applicant is a natural person, to the entity named as the host institution in the proposal.

### Electronic address

The decisions of the Director of the National Science Centre shall be delivered to the applicant in an electronic format, to the Electronic Correspondence Register (ESP) address or ePUAP address specified in the proposal.

The procedure according to which the decisions shall be delivered depend on the applicant. If the applicant is an entity described in Article 27 (1) – (7) and (9) of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, Item 947, as amended), the decision of the Director of the National Science Centre shall only be delivered to the Electronic Correspondence Register (ESP ePUAP) address specified in the proposal.

If the applicant is a natural person, the decision shall be delivered to his/her ePUAP address. If the applicant is a natural person and has not provided his/her ePUAP address, he/she shall be sent a link to download the decision of the Director of the National Science Centre by e-mail to the address specified in the proposal. An e-mail with the link to download the decision shall be sent from the following address: [ewnioski@ncn.gov.pl](mailto:ewnioski@ncn.gov.pl). In order to download the decision, click on the link in your e-mail and proceed according to the message that will pop up. If the applicant is a natural person and has access to the call results in the ZSUN/OSF system but has not received an e-mail with the link to download the decision, he/she should check their spam folder or contact the proposal administrator specified in the ZSUN/OSF system.

### Receipt of the Decision

The decisions delivered to the applicant's/host institution's ESP (ePUAP) address shall be deemed delivered once the National Science Centre has received an Official Confirmation of Submission (*Urzędowe Poświadczenie Przedłożenia* "UPP"). An Official Confirmation of Submission shall be issued automatically once the decision has been delivered to the ESP (ePUAP) address of the public entity and shall not require any action on the part of the public entity's staff. An Official Confirmation of Submission shall only be issued automatically when the applicant's/host institution's ESP address is **assigned to a public entity**. Other entities without an ESP address



assigned to a public entity shall sign the Official Confirmation of Delivery (*Urzędowe Poświadczenie Doręczenia* "UPD") and return it to the National Science Centre. In order to issue an Official Confirmation of Delivery, log in to the ePUAP box specified in the proposal, download the message from the National Science Centre, sign the Official Confirmation of Delivery (by a qualified certificate or via a Trusted Profile) and return it to the National Science Centre. The decision can be read once the Official Confirmation of Delivery has been returned to the National Science Centre.

The ESP must be checked by the applicant. The decision shall be deemed effectively delivered on the date the Official Confirmation of Submission was received.

The decision shall be sent to the ePUAP address or e-mail address of the natural person acting as the applicant, specified in the proposal. The decision shall be deemed effectively delivered on the date the Official Confirmation of Delivery was returned to the National Science Centre or the decision has been downloaded from a link in the e-mail. The ePUAP/ e-mail address must be checked by the applicant.

If the decision in an electronic format has not been downloaded by the applicant, after 7 days of the date on which the original decision was sent the applicant shall be notified again that he/ she may download the decision.

If an Official Confirmation of Submission or Official Confirmation of Delivery has not been received or decision in an electronic format has not been downloaded, the decision of the Director of the National Science Centre shall be deemed delivered after the lapse of 14 days of the date on which the original decision was sent.

The National Science Centre shall provide the recipient of the decision at the latter's request with access to the decision in an electronic format, information on the date on which the decision was deemed delivered and dates on which notices to that effect were sent.

### **Date of the Decision of the Director of the National Science Centre Becoming Final**

The decision of the Director of the National Science Centre shall become final on the date of effective delivery thereof to the applicant.

The decision of the Director of the National Science Centre shall become final on the expiry of the period during which an appeal may be lodged by the party entitled thereto, i.e. the applicant.



## **Appealing against the Decision of the Director of the National Science Centre**

In the event of a breach of the call procedure or other formal infringements, the applicant may appeal against the decision of the Director of the National Science Centre with the Committee of Appeals of the Council of the National Science Centre. The appeal shall be lodged within 14 days of the effective delivery of the decision, i.e. receipt of the Official Confirmation of Submission or Official Confirmation of Delivery by the National Science Centre or confirmation of downloading the decision from a link in the e-mail and in the absence thereof, after the lapse of 14 days of the date on which the decision was made available.

Pursuant to Article 127 (a) of the Administrative Procedure Code of 14 June 1960 (uniform text: Journal of Laws of 2018, Item 1629, as amended), a party may waive his/ her right of appeal against the public administration authority issuing the decision within the period allowed for lodging the appeal. The decision shall become final and binding on the date the public administration authority is delivered a waiver of the right of appeal by the last party to the proceedings.