

## Service of decisions of the NCN Director

Under the calls published by the National Science Centre (hereinafter: "Centre"), proposals shall be submitted electronically via the ZSUN/OSF (Zintegrowany System Usług dla Nauki/Obługa Strumieni Finansowania) system, available at: <https://osf.opi.org.pl>.

By entering the call, the applicant shall express their consent to have documents served to them by the Centre by means of electronic communication, and they shall be required to indicate in the proposal the address to which they would have the documents served. The applicant shall be required to verify all data entered in the proposal, including the electronic address indicated for service of documents.

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 (i.e. Journal of Laws of 2019, item 1384), (hereinafter: "Act on the NCN"), the applicant shall indicate their Electronic Correspondence Register address (ePUAP) address as the address for service of documents.

A natural person applicant may indicate the ePUAP address as the address for service of documents, and should they possess no such address, they must indicate their email address. Should the natural person specify in the proposal both the ePUAP and email address, documents shall be served only to the ePUAP address. Documents shall be served to the email address only in the case of failure to indicate the ePUAP address. Additionally, a natural person must indicate the Electronic Correspondence Register (ePUAP) address of the entity named in the proposal as the project's host institution.

During peer review of their proposal, the applicant shall notify the Centre of all changes to their address, including the electronic address for serving documents. In the event of failure to do so, service of documents to the former address shall have legal effect.

Information of changes made to the address is governed by article 41 of the Administrative Procedure Code of 14 June 1960 (i.e. Journal of Laws of 2018, item 2096 as amended), (hereinafter: "APC").

The call's results shall be made available through the ZSUN/OSF system and made known by way of the NCN Director's decision.

The Centre shall make available the results and send decisions on completion of each stage of proposal review, i.e.:

- a) eligibility check: the applicant whose proposal has not met the formal eligibility requirements shall receive the decision in an electronic format, to the electronic address specified in the proposal for service of documents, and justification for the evaluation shall be provided in the ZSUN/OSF system. The information on sending the decisions and uploading justifications to the ZSUN/OSF system for proposals rejected at the eligibility check stage shall be posted on the Centre's website. [www.ncn.gov.pl](http://www.ncn.gov.pl)
- b) I stage of merit-based review: the applicant whose proposal has not been approved for the II stage of merit-based review shall receive the decision in an electronic

format, to the electronic address specified in the proposal for service of documents, and justification for the evaluation shall be provided in the ZSUN/OSF system. The information on sending the decisions and uploading justifications to the ZSUN/OSF system for proposals rejected at the I stage of merit-based review shall be posted on the Centre's website: [www.ncn.gov.pl](http://www.ncn.gov.pl)

- c) II stage of merit-based review: the applicant whose proposal has been in II stage of merit-based review shall receive the funding decision or refusal to fund, in an electronic format, to the electronic address specified in the proposal for service of documents, and justification for the evaluation shall be provided in the ZSUN/OSF system. The information on sending the decisions and uploading justifications to the ZSUN/OSF system for proposals awarded and refused funding shall be posted on the Centre's website: [www.ncn.gov.pl](http://www.ncn.gov.pl). Additionally, a list of proposals recommended for funding shall be published on the Centre's website [www.ncn.gov.pl](http://www.ncn.gov.pl).

Decisions of the NCN Director shall be served to the applicant. Moreover, if the applicant is an entity described in Article 27 (1) – (7) and (9) of the Act on the NCN, the decisions of the NCN Director **on awarding funding** shall be additionally communicated to the principal investigator of the project in question and, if the applicant is a natural person, also to the entity named in the application as the host institution.

The decisions of the NCN Director shall be served to the applicant in an electronic format, to the electronic address specified in the proposal. The decisions of the NCN Director shall bear an electronic PAdES signature.

Service of decisions shall be dependent on the applicant's legal status.

If the applicant is an entity described in Article 27 (1) – (7) and (9) of the Act on the NCN, the decision of the NCN Director shall be served only to their Electronic Correspondence Register address (ePUAP) specified in the proposal. If the applicant/host institution has been authorized as a public entity, the decisions shall be sent in an Official Confirmation of Submission (Urządowe Poświadczenie Przedłożenia, hereinafter: "UPP"). If the applicant/host institution has been authorized as a public entity, the decisions shall be sent in an Official Confirmation of Service (Urządowe Poświadczenie Doręczenia, hereinafter: "UPD"). **The duty to check the ePUAP mailbox lies with the applicant.**

In the event that the applicant has received the justification of their proposal's evaluation in the ZSUN/OSF system, but they have not received the decision, the recommended course of action is to check whether the ePUAP address specified in the proposal or the contact to the proposal administrator named in the ZSUN/OSF system is correct.

Should a natural-person applicant indicate an ePUAP address in the proposal, the decision shall be sent to that address. Should a natural-person applicant fail to indicate the ePUAP address, the service of decisions shall be carried out by means of sending – to their email address – information containing an electronic address from which the NCN Director's decision may be downloaded. The information shall be sent from the 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 email with the link to download the decision, they should check their spam folder for an email from the aforementioned e-address, or contact the proposal administrator named in the ZSUN/OSF system. **The duty to check the ePUAP mailbox/email correspondence lies with the applicant.**

The decisions sent to the **public-entity** applicant's/host institution's ePUAP address shall be deemed served once the National Science Centre has received an Official Confirmation of Submission (Urzędowe Poświadczenie Przedłożenia, hereinafter: "UPP"). A UPP shall be issued automatically once the decision has been served to the ePUAP address of the applicant/host institution and shall not require any action on the part of the public-entity host institution's staff. A UPP shall only be issued automatically when the applicant's/host institution's ePUAP address is assigned to a public entity. The date of receipt of the UPP shall be deemed as the date of effective service of the decision.

Applicants/host institutions **not authorized as public entities** are required to sign and return an acknowledgement of receipt. In order to have a UPD issued, one should login to the ePUAP address specified in the proposal, receive the message from the National Science Centre, and sign (with a signature supported by a qualified certificate or confidential profile) and return the UPD to the Centre. After the UPD has been returned one may peruse the text of the decision. The date of receipt of the UPD shall be deemed as the date of effective service of the decision.

The decision shall be sent to the ePUAP address or e-mail address of the **natural-person applicant** specified in the proposal. The decision shall be deemed effectively served on the date the UPD was returned to the National Science Centre or the decision was downloaded from the link sent to the email address specified in the proposal.

Should the applicant fail to download the decision in an electronic format within 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 a UPP or UPD has not been received, or the decision in an electronic format has not been downloaded, or a wrong ePUAP address or email address has been specified, the decision of the NCN Director shall be deemed served after the expiry of 14 days from the date on which the original decision was sent.

The Centre shall provide the recipient of the decision at the latter's 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.

In addition, on the date of sending the decisions, information shall be posted on the Centre's website on the results of each stage of the review of proposals and the availability of justifications in the ZSUN/OSF system.

### **Date of the Decision of the NCN Director Becoming Final**

The decision of the Director of the National Science Centre shall become final on the date of effective service 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 decisions of the NCN Director**

Pursuant to article 33 section 2 of the Act on the NCN, should a breach or other formal infringement of the call procedure occur, the applicant may appeal against the decision of the NCN Director with the Committee of Appeals of the Council of the NCN at ul. Twardowskiego 16, 31-312 Kraków. The appeal shall be lodged within 14 days of the effective notification of the decision, i.e. receipt of the Official Confirmation of Submission or Official Confirmation of Notification by the National Science Centre or confirmation of downloading the decision from the link in the e-mail, and in the absence thereof, after the expiry of 14 days from the date on which the first decision was sent.

The appeal shall be lodged via the NCN Director, in writing, and sent to the address: 30-312 Kraków, ul. Twardowskiego 16, or electronically, to the address of the Centre's Electronic Correspondence Register: /ncn/SkrytkaESP.

Pursuant to Article 127 (a) of the APC, a party may waive their right to appeal against the public administration authority issuing the decision. 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.