



### **MINIATURA: Service of decisions of the NCN Director**

Under the MINIATURA call of the National Science Centre (hereinafter: "NCN"), proposals are submitted electronically via the OSF submission system, available at: <https://osf.opi.org.pl>.

By entering the call, the applicants consent to the electronic service of communications by the NCN and to this end shall provide their electronic address for service of communications 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 communications.

Applicants other than public entities within the meaning of the Act on the Electronic Delivery of Documents, shall provide their electronic delivery address (hereinafter: "EDA") specified in Article 2 of the Act on the Electronic Delivery of Documents as their address for electronic service of communications.

Applicants shall notify the NCN of any change of their address, including electronic address for service of documents. Should they fail to do so, service of documents to their former address shall be deemed effective.

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 to their electronic address specified in the proposal as the address for service of documents, and the justification for the evaluation of the proposal shall be available in the OSF submission system.

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](http://www.ncn.gov.pl)).

NCN Director's decisions shall be served upon the applicant in an electronic format, to their ESP (ePUAP) or EDA addresses 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 status.

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 address specified in the proposal via the public registered electronic delivery service.

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 and ADE addresses specified in the proposal are correct and up-to-date or contact the NCN Program Officer in charge of the proposal named 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 UPP, which is issued automatically following service of the document to the applicant's ESP ePUAP address. In such cases, no action by NCN officers is needed. The date of receipt of a UPP shall be deemed the date of effective service of the decision.

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

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

At the request of the recipient, the NCN shall provide access to the electronic decision and information on the date on which it was deemed served for a period of at least three months from the date the decision was served.

### **NCN Director's Decision Becoming Final and Legally Binding**

The NCN Director's decision can be appealed against within the deadline 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, the applicant 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.

The appeal shall be lodged via the NCN Director:

- in writing, to the following address: ul. Twardowskiego 16, 30-312 Kraków
- or electronically, to the address of the Electronic Delivery Box of the National Science Centre (/ncn/SkrytkaESP) or to the electronic delivery address of the National Science Centre (EDA): AE:PL-30168-16398-EHSIE-12.

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.