

Service of decisions of the NCN Director

Under the calls published by the National Science Centre (hereinafter: “NCN”), proposals shall be submitted electronically via the OSF (*Obsługa Strumieni Finansowania*) submission 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 NCN by means of electronic communication, and they shall be required to indicate in the proposal the address for service of documents. The applicant shall be required to verify all data entered in the proposal, including the electronic address 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 (consolidated text in Journal of Laws of 2019, item 1384), (hereinafter: “NCN Act”), the applicant shall indicate their Electronic Delivery Box address (ePUAP) address (hereinafter: “ESP ePUAP”) as their address for service of documents.

A natural person acting as the applicant may specify 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 in the proposal. Additionally, a natural person must indicate the ESP ePUAP address of the entity named in the proposal as the host institution for the project.

During peer review of their proposal, the applicant shall notify the NCN of any changes to their address, including their 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 shall be governed by Article 41 of the Administrative Procedure Code of 14 June 1960 (consolidated text in Journal of Laws of 2021, item 735), (hereinafter: “APC”).

The results of the call shall be made available through the OSF submission and made known by way of the NCN Director’s decision.

The NCN 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 eligibility criteria 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 OSF submission system. The information on serving the decisions and uploading justifications to the OSF submission system for proposals rejected at the stage of eligibility check shall be posted on the website of the NCN (www.ncn.gov.pl);
- b) stage I of merit-based evaluation: the applicant whose proposal has not been recommended for stage II of merit-based evaluation 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 OSF submission system. The information on sending the decisions and uploading justifications to the

- OSF submission system for proposals rejected at stage I of merit-based evaluation shall be posted on the website of the NCN (www.ncn.gov.pl);
- c) stage II of merit-based evaluation: the applicant whose proposal has been through stage II of merit-based evaluation shall receive the funding decision or decision to refuse funding, 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 OSF submission system. The information on sending the decisions and uploading justifications to the OSF submission system for proposals awarded and refused funding shall be posted on the website of the NCN (www.ncn.gov.pl). Additionally, a list of proposals recommended for funding shall be published on the website of the NCN (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 NCN Act, the **funding decisions** by the NCN Director shall be additionally communicated to the principal investigator and, if the applicant is a natural person, also to the entity named in the proposal 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 signature in the PAdES format.

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 NCN Act, the decision of the NCN Director shall be served only to their ESP ePUAP address 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 (Urzędowe Poświadczenie Przedłożenia, hereinafter: "UPP"). If the applicant/host institution has not been authorized as a public entity, the decisions shall be sent in an Official Confirmation of Service (Urzędowe Poświadczenie Doreczenia, hereinafter: "UPD"). **The duty to check the ESP ePUAP mailbox lies with the applicant.**

In the event that the applicant has received the justification of their proposal's evaluation in the OSF submission system, but they have not received the decision, it is recommended to check whether the ESP ePUAP address specified in the proposal is correct or the Programme Officer named in the OSF submission system.

Should a natural person acting as the applicant indicate their ePUAP address in the proposal, the decision shall be sent to that address. Should a natural person acting as the applicant fail to indicate their 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. In order to download the decision, click on the link in your e-mail and proceed according to the messages that will pop up.

If a natural person acting as the applicant has access to the justification of their proposal's evaluation in the OSF submission system but has not received an email with the link to download the decision, check if their e-mail address indicated in the proposal is correct or

contact the Programme Officer named in the OSF submission system. **The duty to check the ePUAP mailbox/email address lies with the applicant.**

The decisions sent to the applicant/host institution **authorized as a public entity** shall be deemed served once the National Science Centre has received an Official Confirmation of Submission (UPP). A UPP shall be issued automatically once the decision has been served to the ESP ePUAP address of the applicant/host institution and shall not require any action on the part of the NCN staff. A UPP shall only be issued automatically when the ESP address of the applicant/host institution 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 ESP ePUAP mailbox address specified in the proposal, download the message from the National Science Centre, and sign and return the UPD to the NCN. After the UPD has been returned one may peruse the text of the decision. The date of receipt of the UPD by the NCN 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 acting as the 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 ESP ePUAP address or email address has been provided, the decision of the NCN Director shall be deemed effectively served after the expiry of 14 days from the date on which the original decision was sent.

The NCN 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 serving the decisions, information shall be posted on the website of the NCN on the results of each stage of the evaluation of proposals and the availability of justifications in the OSF submission system.

Date of the Decision of the NCN Director Becoming Final and Valid

A decision of the NCN Director may be appealed against within the deadline calculated from the date of its effective service to the applicant.

Decisions that are not subject to an administrative appeal or requests for a review shall be final.

Final decisions that cannot be challenged in court are legally binding

Appealing against Decisions of the NCN Director

Pursuant to Article 33 (2) of the NCN Act, in the case of a breach of the call procedure or other formal infringements, the applicant may file an appeal with the Committee of Appeals of the NCN Council with its offices at ul. Twardowskiego 16, 31-312 Kraków within 14 days of the effective service of the decision, i.e. receipt of the UPP or UPD by the NCN 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 original 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 NCN's Electronic Delivery Box(/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.