



Service of decisions of the NCN Director
- Call for Proposals for NCN funding of Research Components in research projects
funded under the Polish Returns 2020 Programme
launched by the Polish National Agency for Academic Exchange

Proposals under the call are submitted electronically via the ZSUN/OSF submission system available at <https://osf.opi.org.pl>.

By entering the call, the applicants 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 electronic address for service of documents (ESP (ePUAP) address). The applicants shall be required to verify all data entered in the proposal, including the electronic address indicated for service of documents.

During evaluation of their proposal, the applicants shall notify the NCN of all changes to their address, including the electronic address. 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 (consolidated text in Journal of Laws of 2018, item 2096, as amended).

The results of the call shall be served by way of the decision of the NCN Director.

Following the evaluation of the proposal, the decision of the NCN Directors shall be served to the applicants in an electronic format to the electronic address specified in the proposal for service of documents.

The decisions of the NCN Director shall be served to the applicants to the electronic address (ESP address) specified in the proposal. The decisions of the NCN Director shall bear a qualified electronic signature in the PAdES format.

If an applicant 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 has not been authorized as a public entity, the decisions shall be sent in an Official Confirmation of Service (*Urzędowe Poświadczenie Doręczenia*, hereinafter: "UPD"). **The applicant must check the ESP mailbox.**

The decisions sent to the applicant **authorized as a public entity** to their ESP (ePUAP) address shall be deemed served once the National Science Centre has received a UPP, which shall be issued automatically once the document has been served to the ESP ePUAP address of the applicant and shall not require any action on the part of the employees of the NCN. A UPP shall only be issued automatically when the ESP address of the applicant 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 **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 mailbox specified in the proposal, download the message from the National Science Centre, and sign (with a signature supported by a qualified certificate or trusted profile) 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 shall be deemed as the date of effective service of the decision.

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 a wrong ESP (ePUAP) address has been specified, 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.

The funding decisions of the NCN Director shall additionally be communicated to the Returning Scientists. Should the Returning Scientists indicate their ePUAP address in the proposal, the funding decision shall also be sent to that address. Should they 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. In order to download the decision, click on the link in your e-mail and proceed according to the message that will pop up.

Date of the decision of the NCN Director becoming final

The decisions of the NCN Director shall become final on the date of effective service thereof to the applicant.

The decisions of the NCN Director 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 decisions of the NCN Director

Pursuant to Article 33 (2) of the NCN Act of 30 April 2010, 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 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 the UPP or UPD 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 original decision was sent.

The appeal shall be lodged via the NCN Director, in writing, and sent to the address: ul. Twardowskiego 16, 30-312 Kraków or electronically, to the address of the Electronic Delivery Box of the National Science Centre (/ncn/SkrytkaESP).

Pursuant to Article 127 (a) of the Administrative Procedure Code of 14 June 1960 (consolidated text in Journal of Laws of 2020, item 256), a party may waive their right to appeal against the public administration authority issuing the decision within the time allowed



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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.

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