



MINIATURA: Service of decisions of the NCN Director

Under the MINIATURA call announced by the National Science Centre (hereinafter: "NCN"), proposals are submitted electronically via the ZSUN/OSF (*Zintegrowany System Usług dla Nauki /Obsługa 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 NCN 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 (Electronic Delivery Box (ESP ePUAP) address). The applicant 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 applicant 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 made available in the ZSUN/OSF system and served by way of the decision of the NCN Director.

Once the proposal has been evaluated, the decision in an electronic format shall be served to the applicant's electronic address specified in the proposal for service of documents and the justification for the evaluation of the proposal shall be provided in the ZSUN/OSF system. The information on sending the decision and making it available in the ZSUN/OSF system shall be posted on the NCN's website: www.ncn.gov.pl.

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

If the 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 duty to check the ESP mailbox lies with the applicant.**

In the event that the applicant has been provided access to the justification for the evaluation of the proposal in the ZSUN/OSF system but has not received the decision, it is recommended to check whether the ESP (ePUAP) address specified in the proposal is correct or to contact the NCN Program Officer in charge of the proposal specified in the ZSUN/OSF system.

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 confidential 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.

In addition, on the date of sending the decisions, information on the outcome of the evaluation of proposals for which the decisions were issued and availability of justifications in the ZSUN/OSF system shall be published on the NCN's website.

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, 31-312 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 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 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 the 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 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.