



Service of decisions of the NCN Director

Express call to fund research on COVID-19

Under the EXPRESS CALL TO FUND RESEARCH ON COVID-19 announced by the National Science Centre (hereinafter: "NCN"), proposals must be submitted electronically via the Electronic Platform of Public Administration Service (hereinafter: "ePUAP") by **14 April 2020** at the latest.

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. The applicant shall be required to verify all data entered in the proposal, including the electronic address indicated for service of documents.

The applicant shall indicate their Electronic Correspondence Register (ePUAP) address as the address for service of documents.

The principal investigator 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 principal investigator 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.

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), (hereinafter: "APC").

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

The results of the call shall be made known by way of the decision of the NCN Director. The NCN shall make the results available and send decisions on completion of evaluation of all proposals submitted under the call. Each applicant shall receive the decision on awarding funding or refusing funding, in an electronic format, to the electronic address specified in the proposal for service of documents. The information on sending the decisions shall be posted on the NCN's website: www.ncn.gov.pl.

Additionally, a list of proposals recommended for funding shall be published on the NCN's website: www.ncn.gov.pl.

The decisions of the NCN Director shall be served to the applicant. The decisions **on awarding funding** shall be additionally communicated to the principal investigator.



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 a qualified electronic signature in the PAdES format.

Service of decisions

The decision of the NCN Director shall be served only to the electronic delivery box address (ESP ePUAP) specified in the proposal. 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 not received the decision and the information on the call results has been published on the NCN's website, it is recommended to check whether the ESP (ePUAP) address specified in the proposal is correct or contact the National Science Centre.

In the event that the principal investigator indicates an ePUAP address in the proposal, the decision on awarding funding shall be sent to that address. Should the principal investigator 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 decision of the NCN Director 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.

In the event that the applicant has not received an email with the link to download the decision and the information on the call results has been published on the NCN's website, it is recommended to check the spam folder for an email from the aforementioned e-address, check whether the address specified in the proposal is correct or contact the National Science Centre. **The duty to check the ePUAP mailbox/email address lies with the applicant.**

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. A UPP 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 applicant authorized as a public entity. 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, 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 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.



The decision shall be served to the **principal investigator** to the ePUAP or e-mail address 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 from a link in the e-mail, or a wrong ESP (ePUAP) address, ePUAP mailbox or email 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 results of the call shall be posted 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, 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 APC, 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.