



Service of decisions of the NCN Director under SHENG 3

Under SHENG 3, proposals are submitted electronically via the 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 National Science Centre (hereinafter: "NCN") by means of electronic communication, and they shall be required to indicate in the proposal the electronic address for service of documents. The applicants shall be required to verify all data entered in the proposal, including the electronic address indicated 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 (uniform text in Journal of Laws of 2019, item 1384), (hereinafter: "NCN Act"), the applicant shall indicate their Electronic Delivery Box (ePUAP) for service of documents.

An applicant who is a natural person 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 a 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. Additionally, a natural person must indicate the Electronic Delivery Box (ePUAP) address of the entity named in the proposal as the host institution.

During evaluation of their proposal, the applicants shall notify 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 2021, item 735, hereinafter: "APC").

The results of the call shall be made available in the OSF system and served by way of the decision of the NCN Director.

Under SHENG 3, the NCN shall make the results available and serve the decisions having completed:

- a) the eligibility check: applicants whose proposals have not met the formal requirements shall be served the decision in an electronic format to the electronic address specified in the proposal for service of documents and the justification for the evaluation of the proposal shall be provided in the OSF system. The information on sending the decision and providing justifications for proposals rejected in the course of eligibility check in the OSF system shall be posted on the NCN's website: www.ncn.gov.pl;
- b) merit-based evaluation and having compiled the final ranking list: the applicant whose proposal has been submitted for merit-based evaluation shall be served the decision to award or refuse funding in an electronic format to the electronic address specified in the proposal for service of documents and the justification for the evaluation of the proposal shall be provided in the OSF system. The information on sending the decision and providing



justifications for proposals recommended and not recommended for funding shall be posted on the NCN's website: www.ncn.gov.pl.

PLEASE NOTE: Under SHENG 3, decisions shall not be served to the applicants after the end of the first stage of merit-based evaluation.

The decisions of the NCN Director shall be served to the applicants.

Furthermore, if the applicant is an entity described in Article 27 (1) - (7) and (9) of the NCN Act, the funding decisions of the NCN Director shall additionally be 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 applicants 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.

The manner in which the decision is served depends on the applicant's status.

If the applicant is an entity described in Article 27 (1) - (7) and (9) of the NCN Act, decisions of the NCN director shall only be served to their Electronic Delivery Box (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 Doręczenia*, hereinafter: "UPD"). **The applicant must check the ESP ePUAP mailbox.**

In the event that the applicant has been provided access to the justification for the evaluation of the proposal in the 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 Program Officer in charge of the proposal specified in the OSF system.

Should an applicant who is a natural person indicate an ePUAP address in the proposal, the decision shall be sent to that address. Should an applicant who is a natural person 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.

If the applicant is a natural person and has access to the justification for the evaluation of the proposal in the OSF system but has not received an email with the link to download the decision, they should check their spam folder for an email from the aforementioned e-address, check if their e-mail address provided in the proposal is correct or contact the Program Officer named in the OSF system. The applicant must check **the ePUAP mailbox/email address.**

The decisions sent to the applicant/ host institution **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/ host institution 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/ 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 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.

The decision shall be sent to the ePUAP address or e-mail address of the applicant who is a **natural person**. The decision shall be deemed effectively served on the date the UPD is returned to the National Science Centre or the decision is 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, the decision sent to the e-mail address has not been received in an electronic format or a wrong ESP (ePUAP) address, ePUAP mailbox or e-mail 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 particular stages of the evaluation of proposals for which the decisions were issued and availability of justifications in the OSF system shall be published on the NCN's website.

Decision of the NCN Director becoming final and legally binding

A decision of the NCN Director may be appealed against within the deadline calculated from the date of effective service of the decision 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 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, 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 email, 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.