LANGSPIL

Service of decisions of the NCN Director

Under LANGSPIL, proposals shall be submitted electronically via the OSF submission system (https://osf.opi.org.pl).

The call results shall be made available in the OSF submission system and served by way of a decision by the NCN Director, signed with a qualified electronic signature in PAdES format. Decisions shall be served pursuant to the Administrative Procedure Code of 14 June 1960 (consolidated text in Journal of Laws of 2025, item 1691; hereinafter: “APC”) and Act on the Electronic Delivery of Documents of 18 November 2020 (consolidated text in Journal of Laws 2026, item 3; hereinafter: “AEDD”).

Decisions by the NCN Director shall be served upon the applicant and communicated to the principal investigator. A decision communicated to the principal investigator shall not be deemed to have been served on the party to the proceedings and shall not affect the time limit for filing an appeal.

By entering the call, the applicants consent to have the documents served upon them by the National Science Centre (“NCN”) electronically and to this end shall provide their electronic address for service of documents in the proposal. The principal investigator shall provide their electronic address in the proposal for the communication of a decision by the NCN Director.

Applicants that are public entities specified in Article 2 (6) of the AEDD shall provide their Electronic Delivery Box (ePUAP) address (hereinafter: “ESP ePUAP”) as the electronic address for service of documents.

Applicants that are non-public entities, for the purposes of the AEDD, shall provide their electronic delivery address (hereinafter: “EDA”) set out in Article 2 (1) of the AEDD, as the address for electronic service of documents.

Principal investigators are required to have an EDA and provide it as their electronic address for service of decisions. Principal investigator who have no EDA shall provide their email address instead (hereinafter: “e-mail address”). Should a principal investigator provide both their EDA and e-mail addresses in the proposal, decisions shall be communicated thereto to their EDA.

Should a principal investigator fail to provide their EDA, the decision shall be communicated thereto through NCN’s ICT system. Information with a link from which the NCN Director’s

decision may be downloaded shall be sent to the e-mail address specified in the proposal from the address: ewnioski@ncn.gov.pl. In order to download the decision, click on the link in your email and proceed according to the message that will pop up.

Applicants shall notify NCN of any address changes, including changes of their electronic address. Should they fail to do so, service of documents to their former address shall have legal effect. Article 41 of the APC shall apply to the notification of any address change.

Principal investigators shall notify NCN of any change of address identified as the address for service of decisions. Should they fail to do so, the decision shall be sent to their previous address.

Once the proposal has been evaluated, the decision in an electronic format shall be served upon the applicant, and the justification for the evaluation of the proposal shall be available in the OSF submission system. Furthermore, on the date of service of the decision, information on the outcome of the evaluation of proposals and availability of justifications in the OSF submission system shall be published on the NCN website (www.ncn.gov.pl).

Applicants who have a justification for the evaluation of their proposal available in the OSF submission system but have not yet received the decision are recommended to make sure that their ESP ePUAP address and EDA are correct and valid, or to contact the officer in charge of their proposal named in the OSF submission system.

NCN shall provide the applicant as the recipient of the decision, at their 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.

NCN Director's decision becoming final and legally binding

The NCN Director's decision can be appealed against by the date set out in Article 33 (2) of the Act on the National Science Centre of 30 April 2010 (consolidated text in Journal of Laws 2026, item 101; hereinafter the "NCN Act"), counted from the date of its effective delivery to the applicant.

Decisions that cannot be appealed against in the course of administrative proceedings and requests to reexamine the case shall be final.

Final decisions that cannot be appealed against with the court shall be legally binding.

Appealing Against NCN Director's Decisions

Pursuant to Article 33 (2) of the NCN Act, in the event of a breach of the call procedure or other formal infringements, applicants may appeal with the Committee of Appeals of the NCN Council with its registered office at ul. Twardowskiego 16, 30-312 Kraków. The appeal must be lodged within 14 days of the date of effective service of the decision.

The appeal shall be lodged via the NCN Director:

- in writing, to the following address: ul. Twardowskiego 16, 30-312 Kraków (for all applicants) or
- electronically:
    - to the electronic delivery address (EDA) of the National Science Centre: AE:PL-30168-16398-EHSIE-12 (for all applicants) or
    - to the electronic delivery box of the National Science Centre (/ncn/SkrytkaESP) (for applicants that are public entities for the purposes of the AEDD)

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.