

**Service of decisions of the Director of the National Science Centre  
under the special scholarship programme of the National Science Centre for students  
and researchers from Ukraine without a PhD degree**

Proposals under the special scholarship programme of the National Science Centre (hereinafter: the “NCN”) for students and researchers from Ukraine without a PhD degree shall be submitted electronically via the Electronic Platform of Public Administration Services, hereinafter: “ePUAP”, by the date specified in the programme announcement.

By entering the programme, the applicant shall express their consent to have correspondence 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 the service of documents.

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

During peer review of their proposal, the applicant shall notify the NCN of all changes to their address, including the electronic address for serving documents. In the event of failure to do so, the service of documents to the former address shall have legal effect.

The funding decision in the programme shall be served on the applicants in writing, by the date specified in the programme announcement.

Each applicant shall be notified that funding has been awarded or rejected in an electronic format to their electronic address specified in the proposal for service of documents. The decisions of the NCN Director shall bear an electronic signature in PAdES format.

Only the applicants shall be notified that funding has been awarded or rejected.

**Service of decisions**

The decision of the NCN Director shall be served only to the Electronic Correspondence Register “ESP (ePUAP)” address specified in the proposal. If the applicant has been authorised as a public entity, the information shall be sent in an Official Confirmation of Submission (*Urzędowe Poświadczenie Przedłożenia*, hereinafter: “UPP”). If the applicant has not been authorised as a public entity, the information 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.**

The funding decision sent to the applicant **authorised as a public entity** to their ESP (ePUAP) address shall be deemed served after the receipt of a UPP issued automatically once the decision has been delivered to the ESP ePUAP address of the applicant, and shall require no action on the part of its staff. 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 funding 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 address specified in the proposal, receive the message from the National Science Centre, sign the UPD (with a qualified certificate or trusted profile) and return it to the National Science Centre. 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 correspondence.

Should the applicant fail to download the funding 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 they may download the decision.

If a UPP or UPD has not been received, or the decision in an electronic format sent to the e-mail address has not been downloaded, or a wrong ESP (ePUAP) address or ePUAP box or email address has been specified, the funding decision shall be deemed effectively served after the expiry of 14 days of 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 document 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.

### **Start date of activities under the special scholarship programme of the National Science Centre for students and researchers from Ukraine without a PhD degree**

The decision shall have legal effects immediately after service thereof to the applicant. The applicant may start the activities under the special scholarship programme of the National Science Centre for students and researchers from Ukraine without a PhD degree once the decision has been served, however the NCN shall provide funding once a relevant agreement has been entered into. The programme must be commenced on 1 March 2023 at the latest.

