



### 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*) submission system, available at: <https://osf.opi.org.pl>.

By entering the call, the applicants shall express their consent to have the documents served to them by the NCN by means of electronic communication and shall specify the electronic address for service of documents in their proposals. The applicants shall verify the correctness of information in the proposal, including the electronic address for service of documents.

During evaluation of their proposal, the applicants shall notify the NCN of any change of their address, including electronic address. Should they fail to do so, service of documents to their former address shall have legal effect.

Notification of any changes to the address shall be governed by Article 41 of the Administrative Procedure Code of 14 June 1960 (consolidated text in Journal of Laws of 2021, item 735).

The results of the call shall be made available in the ZSUN/OSF submission 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 as address for service of documents and the justification for the evaluation of the proposal shall be provided in the ZSUN/OSF submission system.

In addition, on the date the decision is sent, information on the outcome of the evaluation of proposals for which the decisions were issued and availability of justifications in the ZSUN/OSF submission system shall be published on the NCN's website ([www.ncn.gov.pl](http://www.ncn.gov.pl)).

The decisions of the NCN Director shall be served to the applicant in an electronic format, to the address of the Electronic Delivery Box (ESP (ePUAP) address) specified in the proposal. 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 applicants shall be responsible for checking their ESP (ePUAP) address.**

The applicants who have been provided access to the justification for the evaluation of the proposal in the ZSUN/OSF submission system but have not received the decision should



check whether their 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 submission 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 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 the date of effective service of the decision.

Applicants **not authorized as public entities** shall 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 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 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 they may download the decision.

If a UPP or UPD has not been received or a wrong ESP (ePUAP) address has been provided, 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.

### **Date of the NCN Director's decision becoming final**

Decisions that may not be appealed against in the course of administration procedure and/or requests to review the case, are final.

The deadline for appealing against the NCN Director's decision is counted from the date of its effective delivery to the applicant.

Final decisions that may not be appealed against with the 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 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, i.e. receipt of



the UPP or UPD by the National Science Centre, and in the absence thereof, after the expiry of 14 days from the date on which the original decision was sent.

The appeal shall be lodged via the NCN Director, in writing, to the following address: ul. Twardowskiego 16, 30-312 Kraków, 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, 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.