



## Rules for delivering the NCN Director's decisions

A decision by the NCN Director shall be delivered to the applicant electronically, to the Electronic Correspondence Register (ESP) address or ePUAP address specified in the proposal.

The rules for delivering decisions to the applicant shall depend on the applicant's status. If the applicant is an entity described in Article 27 (1) (1) – (7) and (1) (9) of the Act on the National Science Centre of 30 April 2010 (Journal of Laws of 2018, Item 947, as amended), the decision of the NCN Director shall be delivered electronically to the Electronic Correspondence Register (ESP ePUAP) address specified in the proposal only.

If the applicant is a natural person, the decision shall be delivered to his/her ePUAP address. If the PI acting as the applicant is a natural person and has not provided his/her ePUAP address, he/she shall be sent a link to download the decision by e-mail to the address specified in the proposal.

To download the decision click on the link in your e-mail and proceed according to the message that will pop up. An e-mail with the link to download the decision shall be sent from the following address: [ewnioski@ncn.gov.pl](mailto:ewnioski@ncn.gov.pl).

If the applicant is a natural person and has access to the call results in the ZSUN/OSF system but has not received an e-mail with the link to download the decision, he/she should check their spam folder or contact the proposal administrator specified in the ZSUN/OSF system.

## Addresses of the Decision

A decision to refuse funding shall be delivered to the applicant.

A funding decision shall be delivered to the applicant and communicated to the principal investigator.

If funding is awarded for a research project submitted by a natural person, the NCN Director shall issue a funding decision to the entity referred to in Article 27 (1) (1) – (7) and (1) (9) of the Act on the National Science Centre of 30 April 2010, specified in the proposal as the host institution bound to employ the applicant. The natural person acting as the applicant shall be notified of the decision.

## Receipt of the Decision

A decision delivered to the applicant's/host institution's ESP (ePUAP) address shall be deemed to have been delivered once the National Science Centre has received an Official Confirmation of Submission (*Urzędowe Poświadczenie Przedłożenia* "UPP"). An Official Confirmation of Submission shall be issued automatically once the decision has been delivered to the ESP (ePUAP) address of the public entity and shall not require any action on the part of the public entity's staff.



The ESP must be checked by the applicant/host institution. The decision shall be deemed to have been effectively delivered on the date the Official Confirmation of Submission has been received.

The Official Confirmation of Submission shall only be issued automatically when the applicant's/host institution's ESP address is **assigned to a public entity**. Other entities without an ESP address assigned to a public entity shall sign the Official Confirmation of Delivery (*Urzędowe Poświadczenie Doręczenia* "UPD") and return it to the National Science Centre.

The decision shall be sent to the ePUAP address or e-mail address of the natural person acting as the applicant, specified in the proposal. The decision shall be deemed to have been effectively delivered on the date the Official Confirmation of Delivery has been returned to the National Science Centre or the decision has been downloaded from a link in the e-mail.

In order to issue an Official Confirmation of Delivery, log in to the ePUAP box specified in the proposal, download the message from the National Science Centre, sign the Official Confirmation of Delivery (by a qualified certificate or via a Trusted Profile) and return it to the National Science Centre. The decision can be read once the Official Confirmation of Delivery has been returned to the National Science Centre.

**If no Official Confirmation of Submission or Official Confirmation of Delivery has been received or electronic decision has not been downloaded, the decision of the NCN Director shall be deemed to have been effectively delivered within 14 days of it being made available.**

#### **Date of the Decision to Refuse Funding Becoming Final**

The decision to refuse funding shall become final on the date of effective delivery thereof to the applicant. The decision 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.

#### **Date of the Funding Decision Becoming Final**

**In the case of proposals submitted under the ETIUDA call, the decision shall become final on the date of effective delivery thereof to the applicant. In the case of other calls, the decision shall become final on the date of effective delivery thereof to the addressee, i.e. the entity to which funding is awarded.** The decision 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.

#### **Appealing against the Decision of the NCN Director**

In the event of a breach of the call procedure or other formal infringement, the applicant may appeal against the decision of the NCN Director with the Committee of Appeals of the Council of the National Science Centre. The appeal shall be lodged within 14 days of the effective delivery of the decision, i.e. receipt of the Official Confirmation of



Submission or Official Confirmation of Delivery by the National Science Centre or confirmation of downloading the decision from a link in the e-mail and in the absence thereof, after 14 days of the date on which the decision has been made available.

Pursuant to Article 127 (a) of the Administrative Procedure Code of 14 June 1960 (uniform text: Journal of Laws of 2018, Item 1629, as amended), a party may waive his/her right of appeal against the public administration authority issuing the decision within the period allowed for lodging the appeal. The decision shall become final and binding on the date the public administration authority is delivered a waiver of the right of appeal by the last party to the proceedings.