

**Service of decisions of the NCN Director
under international calls launched by the National Science Centre
and carried out in multilateral cooperation,
including pursuant to the Lead Agency Procedure (“LAP”),
where NCN does not act as the lead agency**

Proposals are submitted to the National Science Centre (“NCN”) electronically via the OSF submission system, available at <https://osf.opi.org.pl>.

By entering the call, the applicants consent to the electronic service of communications by NCN and to this end shall provide their electronic address for service of communications in the proposal.

Applicants that are public entities specified in Article 2 of the Act on the Electronic Delivery of Documents of 18 November 2020 (consolidated text in Journal of Laws 2024, items 1045, 1841, hereinafter: “AEDD”) shall provide their Electronic Delivery Box (ePUAP) address (hereinafter: “ESP ePUAP”) as the electronic address for service of communications.

Applicants that are not public entities and are not natural persons for the purposes of the Act on the Electronic Delivery of Documents, shall provide their electronic delivery address (hereinafter: “EDA”) specified in Article 2 of the Act on the Electronic Delivery of Documents as their address for electronic service of communications.

Natural persons applying for funding are required to have an electronic delivery address (EDA) specified in the proposal as their electronic address for service of communications. Should they have no EDA, they can specify their e-mail address. If they enter both an EDA and e-mail address in the proposal, correspondence will only be served to their EDA.

Applicants shall notify NCN of any changes of their address, including electronic address. Should they fail to do so, service of documents to their former address shall be legally binding. Notification of any change of address shall be governed by Article 41 of the Administrative Procedure Code of 14 June 1960 (consolidated text in Journal of Laws of 2025, item 1691; hereinafter: “APC”).

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

Decisions by the NCN Director shall be served upon the applicant in an electronic format, to their ESP (ePUAP) or EDA or e-mail addresses specified in the proposal. Decisions by the NCN Director shall bear a qualified electronic signature in the PAdES format.

Under international calls launched by the National Science Centre pursuant to the Lead Agency Procedure (“LAP”) and in other calls carried out in multilateral cooperation, where it is in compliance with the terms of an international call, NCN shall make the results of the eligibility check available and serve the decision to refuse funding having completed the eligibility check.

Under other calls, NCN shall make the results available and serve the decisions having completed the merit-based evaluation and having compiled the final ranking list.

The information on the call results shall be posted on the NCN's website: www.ncn.gov.pl.

Service of decisions shall depend on the applicant's status.

Decisions by the NCN Director for applicants that are public entities shall be sent to their ESP ePUAP address.

Decisions by the NCN Director for applicants that are not public entities shall be sent to their EDA specified in the proposal via the public registered electronic delivery service.

Should an applicant who is a natural person indicate their EDA in the proposal, the decision shall be sent to that address. Should an applicant who is a natural person fail to indicate their ADE, the service of decisions shall be carried out through the NCN's IT system, whereby information will be sent (from ewnioski@ncn.gov.pl) to their email address specified in the proposal, containing a link from which the decision by the NCN Director can be downloaded. In order to download the decision, click on the link in your email and proceed according to the message that will pop up.

Applicants with access to the justification for the evaluation of their proposal in the OSF submission system who have not yet received the decision are recommended to check if their ESP ePUAP, ADE or e-mail address specified in the proposal is correct and up-to-date or contact the NCN Program Officer in charge of the proposal named in the OSF submission system.

Decisions sent to the applicant's ESP ePUAP address shall be deemed served once the National Science Centre has received a UPP, which is issued automatically following service of the document to the applicant's ESP ePUAP address. In such cases, no action by NCN officers is needed. The date of receipt of a UPP shall be deemed the date of effective service of the decision.

Decisions sent to the applicant's EDA shall be deemed effectively served once the National Science Centre has received a confirmation of receipt set out in Article 41 of the AEDD.

Decisions by the NCN Director shall be deemed effectively served upon NCN's receipt of a UPP or a confirmation of receipt.

The decision shall be deemed effectively served on the date the decision is downloaded by the applicant who is a natural person from the link sent to the email address specified in the proposal. Should the applicant fail to download the decision via the link 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. Should they fail to download the decision again, it shall be deemed effectively served within 14 days of service of the original decision to the e-mail address specified in the proposal.

At the request of the recipient, NCN shall provide them with access to the decision (in electronic format) and information on the date on which it was deemed served and dates of service of communications for a period of at least three months from the date the decision was deemed served.

Decisions by the NCN Director becoming final and legally binding

The decisions by the NCN Director can be appealed against within the deadline set out in Article 33 (2) of the Act on the National Science Centre, 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 the decisions by 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, 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, i.e. NCN's receipt of a UPP or a confirmation of downloading the decision via the link sent to the email address, and should they be missing, after 14 days of service of the original 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
 - NCN's electronic delivery address (EDA): AE:PL-30168-16398-EHSIE-12 (for all applicants) or
 - NCN's Electronic Deliver Box (/ncn/SkrytkaESP) (only for applicants that are public entities for the purposes of the AEDD).

Pursuant to Article 127 (a) of the Administrative Procedure Code of 14 June 1960, 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.