



## Service of decisions of the NCN Director

By entering the ARTIQ call, the Applicants shall express their consent to have documents served to them by the National Science Centre (hereinafter: "NCN") by means of electronic communication, and they shall be required to indicate in the proposal their electronic ePUAP address for serviced of documents. The Applicants shall be required to verify all data entered in the proposal, including their ePUAP address.

During peer review of their proposal, the Applicants shall notify the National Centre for Research and Development of all changes to their address, including their electronic ePUAP address. In the event of failure to do so, service of documents to the former address shall have legal effect.

Information of changes made to the address is governed by Article 41 of the Administrative Procedure Code of 14 June 1960 (consolidated text in Journal of Laws of 2021, item 735), (hereinafter: "APC").

The Applicants shall be notified of the call results by way of the NCN Director's decision. In addition, on the date of sending the decisions, information shall be posted on the NCN website on the call results in respect of which decisions have been issued.

The decisions of the NCN Director shall be served to the Applicants in an electronic format, to the ePUAP address specified in the proposal. They shall bear an electronic signature in PAdES format.

The **funding decisions** of the NCN Director shall be additionally communicated to the Leader.

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 duty to check the ePUAP mailbox lies with the Applicant.**

The decisions sent to the Applicant **authorised as a public entity** to their ePUAP address shall be deemed served once the NCN has received a UPP, which shall be issued automatically once the document has been served to the ePUAP address of the Applicant and shall not require any action on the part of the employees of the NCN. A UPP shall only be issued automatically when the ePUAP 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 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 ePUAP mailbox address specified in the proposal, download the message from the National Science Centre, sign the UPD 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 by the NCN shall be deemed as the date of effective service of the decision.

The Leader may indicate the ePUAP address as the electronic address for service of documents, and should they possess no such address, they must indicate their email address. Should the Leader specify in the proposal both the ePUAP and email address, documents shall be served only to the ePUAP address. Documents shall be served to the email address only in the case of failure to indicate the ePUAP address.



Should the Leader fail to indicate the ePUAP mailbox address, the service of decisions shall be carried out by means of sending – to their email address specified in the proposal – information containing an electronic address from which the NCN Director's decision may be downloaded. The information shall be sent from the address: [ewnioski@ncn.gov.pl](mailto: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.

The decision shall be deemed effectively served on the date the UPD is returned to the National Science Centre or the decision is downloaded from the link sent to the email address specified in the proposal.

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 he/she may download the decision.

If a UPP or UPD has not been received, or the decision in an electronic format sent to the email address has not been downloaded, or a wrong ePUAP address or email address has been specified, the decision of the NCN Director 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 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.

### **Decision of the NCN Director becoming final and legally binding**

A decision of the NCN Director may be appealed against within the deadline calculated from the date of effective service of the decision to the Applicant.

Decisions that are not subject to an administrative appeal or requests for a review shall be final.

Final decisions that cannot be challenged in 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 Applicants may appeal with the Committee of Appeals of the NCN Council at ul. Twardowskiego 16, 30-312 Kraków. The appeal must be lodged within 14 days of the date of effective service of the decision to the Applicant, 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 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 legally 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.