

**1027.0643. 59.2020**

**COMMUNICATION  
OF THE JU VICE-RECTOR FOR RESEARCH  
of 17 November 2020  
- updated on 24 November**

**on: requesting purchase or renewal of qualified certificates for electronic signature used for the purposes of research projects funded from external sources implemented at the JU.**

I inform that pursuant to the rules introduced by the funding institutions (e.g. the NCN, Ministry of Science and Higher Education, NCBiR) concerning the administrative support of projects in an electronic form with the use of a qualified signature and a new contract currently in force (no CRZP/UJ/I/934/2020), until 3 September 2022, purchases of electronic signatures (certificates) will be made at the company Enigma Systemy Ochrony Informacji Sp. z o.o., with its registered office in Warsaw, ul. Jutrzenki 116.

**All grant project managers (principal investigators) in projects implemented at the JU (entities other than JUMC) are requested to follow the procedure described below for purchase or renewal of an electronic certificate for a qualified signature.**

In accordance with the guidelines published on the website of the JU Office of IT Services (DUI UJ) <https://dui.uj.edu.pl/podpiselektroniczny>, in order to obtain an electronic signature certificate or to renew an extant one, please follow the steps listed below:

- 1) Fill out the electronic signature order form provided as template available on the above-mentioned website.
  - Persons purchasing the certificate for a qualified signature are advised to order the qualified certificate for electronic signature set valid 2 years (item 5 in the table of the electronic signature order form).
  - Persons purchasing a renewal of the certificate for a qualified signature are advised to order the qualified certificate for electronic signature set valid 2 years (item 8 in the table of the electronic signature order form) – if they have a valid certificate purchased from a different company.  
In the case when the certificate purchased from a different company is no longer valid, a new certificate for electronic signature set should be ordered and purchased.
- 2) The document filled out, printed and signed, a scanned version of the document should be sent in to Ms Anna Franczak Bucka at the Project Support Centre, at: [anna.franczak-bucka@uj.edu.pl](mailto:anna.franczak-bucka@uj.edu.pl). Once the data of the grant project manager (principal investigator) have been verified by the PSC, the certificate for electronic signature order form will be forwarded to:
  - a) **In the case of grant project managers (principal investigators) who hold the power of attorney for a grant project manager or their deputy**, who act as administrators of the project funding, to the JU Office of IT Services. Further procedure follows as per the guidelines below, under points 3- 5.
  - b) **In the case of grant project managers (principal investigators) who commence the implementation of a project and do not hold a grant project manager's power of attorney**, for acceptance, and, subsequently, to the JU Office of IT Services.

Further procedure follows as per the guidelines below, under points 3- 5.

- 3) After the receipt of the certificate for electronic signature order form, pursuant to points 2a or 2b, the JU Office of IT Services presents the form for acceptance to the JU Bursar and the JU Vice-Rector for Educational Affairs. In the next step, the signed document, in an encrypted form, will be emailed by the JU Office of IT Services to the company in charge of issuing electronic signatures to the JU.
- 4) Once an email has been received from the address [podpiselektroniczny@uj.edu.pl](mailto:podpiselektroniczny@uj.edu.pl) at the JU Office of IT Services, with the information that the certificate for electronic signature order form has been delivered to the Enigma company, the grant project manager may:
  - a) go to the shop's website at [www.cencert.pl](http://www.cencert.pl) (CenCert is a brand owned by Enigma Systemy Ochrony Informacji Sp. z o.o.) and make the purchase in accordance with the guidelines available at: <https://dui.uj.edu.pl/podpiselektroniczny>;
  - b) pass the above message to Ms Anna Fraczak-Bucka at the PSC ([anna.fraczak-bucka@uj.edu.pl](mailto:anna.fraczak-bucka@uj.edu.pl)), who, on behalf of the grant project manager, will purchase the certificate on the website [www.cencert.pl](http://www.cencert.pl) in according with the guidelines.
- 5) After receiving an email from the cencert.pl shop about the completion of the order, the project manager arranges to receive the certificate with one of the Enigma company partners:
  - Collection at the company's office:
    - a) COMPLEX SYSTEM, ul. Mała Góra 14E/135, 30-864 Kraków, phone no 500 683 410, from 8 a.m. to 7 p.m.,
    - b) ZIL Sp. z o.o., ul. Sarmacka 14, 30-711 Kraków, phone no 12 261 09 00, from 8 a.m. to 4 p.m.,
    - c) ASESOR Sp. z o.o., ul. Grochowska 39A, 31-526 Kraków, phone no 12 307 07 54, from 7.30 a.m. to 3 p.m.

The price of the electronic certificate for a qualified signature includes its collection by delivery to the ordering party.

- Delivery to the Ordering Party:
    - a) FORTUNA PHU Michał Fortuna, ul. Kozia 14/18, 43-300 Bielsko-Biała, phone no 501 746 544, from 9 a.m. to 5 p.m.
- 6) After the service has been provided, an invoice for the purchase of an electronic qualified signature will be sent to the e-mail address of the grant project manager or their deputy, which should be delivered for payment within the deadline indicated in the document.

**Please note:**

**A request for purchase or renewal of a qualified certificate for electronic signature may be made only by a person with an email address at the domain: @uj.edu.pl.**

**If the grant project manager has no email address at the domain @uj.edu.pl,** please contact the project supervisor at the PSC, in order to create a guest account. A request for a guest account is available at the JU Office for IT Services at: <https://pomocit.uj.edu.pl/formularze> in the 'Application' section.

**In the case of persons (grant project managers) on civil-law contracts,** in order to activate an account at the JU domain, it is necessary to contact the JU Office

for IT Services, IT Help (phone no 12 663 10 10, 12 663 10 11, 12 663 10 12, 12 663 10 13, email: [pomocit@uj.edu.pl](mailto:pomocit@uj.edu.pl)).

I recommend that you commence the process of certificate renewal no later than 10 working days before the certificate expiry date. Once the certificate has expired, it will be necessary to purchase a new set to obtain another one.

With queries please contact:

- the project supervisor at the Project Support Centre, or Ms Anna Francza-Bucka at the PSC, phone no 12,663 38 93, [anna.franczak-bucka@uj.edu.pl](mailto:anna.franczak-bucka@uj.edu.pl)
- With technical issues contact Ms Iwona Gajda, Head of the JU Office of IT Services, phone no 12,663 12 19, [iwona.gajda@uj.edu.pl](mailto:iwona.gajda@uj.edu.pl)
- or directly with the company: [biuro@cencert.pl](mailto:biuro@cencert.pl), phone no 22 720 79 55 and 666 028 044 (the CenCert hotline is available from Monday to Friday from 8 a.m. to 6 p.m.).

The text of the following communications is repealed:

- 1) Communication no 1027.0643.58.2018 of the Vice-Rector of the Jagiellonian University for Research and Structural Funds of 30 November 2018 on the administrative service of funding agreements for projects financed from the funds of the National Science Centre, in which a qualified signature is required.
- 2) Communication no 1027.0643.66.2019 of the Vice-Rector of the Jagiellonian University for Research and Structural Funds of 12 December 2019 on the administrative service of funding agreements for projects financed from external sources, in which a qualified signature is required: certificate renewal.