

Creating a user account in SAGe – step-by-step instructions

Trans-Atlantic-Platform Democracy, Governance and Trust Call (DGT)

This guide provides simplified step-by-step instructions to create a user account in SAGe, FAPESP's grants and fellowships application portal, for the purpose of submitting proposals to the Trans-Atlantic Platform DGT call. These instructions are directed to DGT applicants who are not Brazilian citizens or permanent residents in Brazil.

If you already have a user account in SAGe, please disregard these instructions.

To submit proposals via SAGe, you must create a user account. This is a two-step process. First (steps 1 through 5), you register your chosen login and password. In the second step, you will receive an activation code by email, so that you can fill in compulsory information in your account (steps 6 through 21). Only then will you be able to submit proposals. When providing your login and password, please avoid characters with accents, since this is keyboard-and-language sensitive.

Please notice that SAGe fully supports Internet Explorer 7 or higher, Firefox 14 or higher, Chrome 20 or higher. It may also work in other web browsers, depending on how your computer is configured.

Make sure you regularly save the information you enter by using the button "Save". All unsaved data will be lost if an external problem occurs.

1. Access <https://sage.fapesp.br>
2. Click on the UK flag:

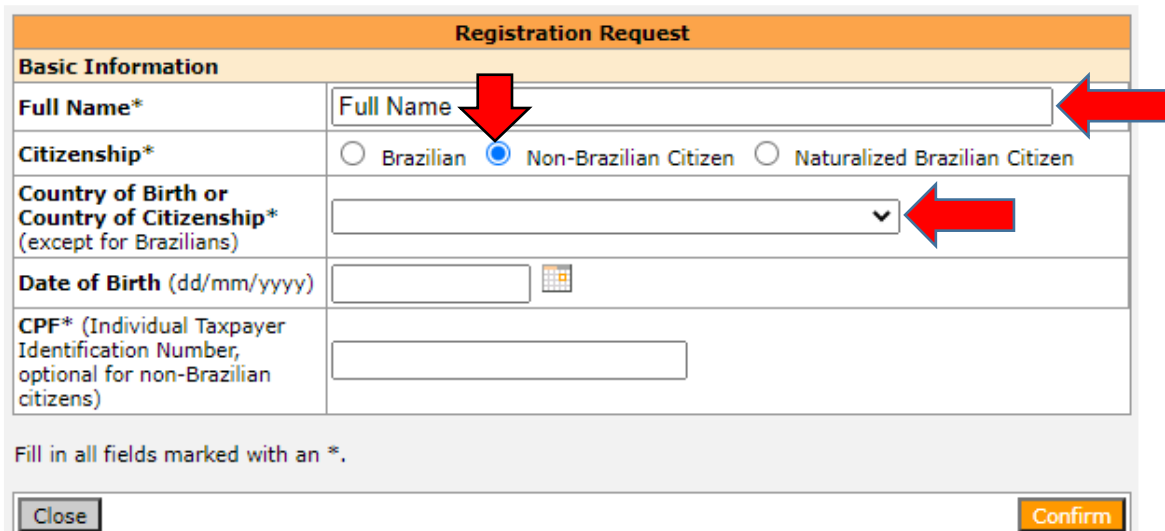


3. Click on “Not registered?”



The screenshot shows the SAGe login page. At the top left is an owl logo and the text "SAGe Sistema de Apoio a Gestão". At the top right is the FAPESP logo and the version number "version: 12.15.10.01". The login form includes fields for "Username*" and "Password*" with an "ok" button. Below the password field is a link for "Not registered?". To the right of the login fields are links for "Help?", "Forgot your password or your username?", "Forgot your activation code?", and "Guides". At the bottom, there is a browser compatibility notice: "Best viewed in: IE 7 or higher | Firefox 14 or higher | Chrome 20 or higher" and flags for Brazil and the United Kingdom.

4. Fill in the field “Full Name”, then select “Non-Brazilian Citizen” in the “Citizenship” field. Select a country of birth or citizenship. You do not need to fill in the remaining fields. Click on “Confirm”:



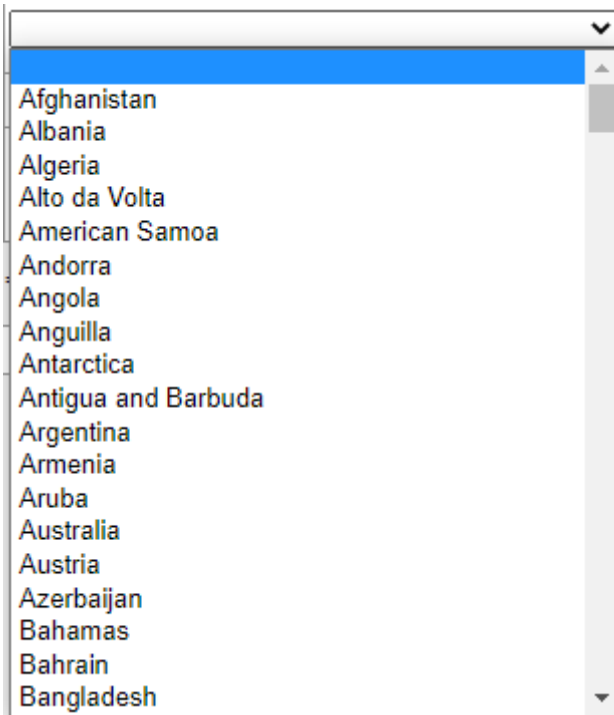
The screenshot shows the "Registration Request" form. The form is titled "Registration Request" and has a "Basic Information" section. The fields are:

Registration Request	
Basic Information	
Full Name*	Full Name
Citizenship*	<input type="radio"/> Brazilian <input checked="" type="radio"/> Non-Brazilian Citizen <input type="radio"/> Naturalized Brazilian Citizen
Country of Birth or Country of Citizenship* (except for Brazilians)	[Dropdown menu]
Date of Birth (dd/mm/yyyy)	[Date picker]
CPF* (Individual Taxpayer Identification Number, optional for non-Brazilian citizens)	[Text field]

Fill in all fields marked with an *.

Buttons: Close, Confirm

Country of Birth or Country of Citizenship*



A dropdown menu with a scroll bar. The top item is highlighted in blue. The list of countries is as follows:

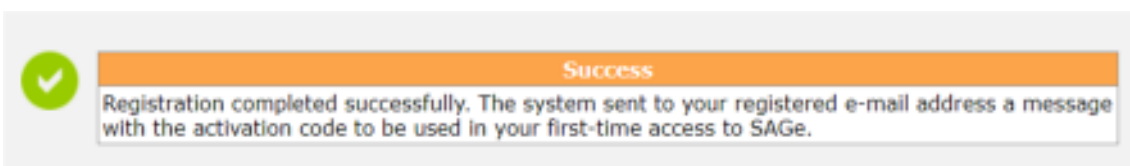
- Afghanistan
- Albania
- Algeria
- Alto da Volta
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh

5. Fill in your email and choose a username and a password (the username will also be required when you sign in to SAGE to finalize your registration, so write both down). Please do not use letters with accents, since they are keyboard-sensitive. The username should have 5 to 10 characters and the password 8 to 15 characters. Confirm the password, then click on “Save”:

Add User	
Basic Information	
Full name	Full Name
Citizenship	Non-Brazilian Citizen
Country	Albania
Date of birth	
Identification Information	
E-mail*	<input type="text"/>
Username*	<input type="text"/>
Password*	<input type="password"/>
Confirm password*	<input type="password"/>

Fill in all fields marked with an *.

You will then see the following



Success

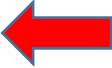
Registration completed successfully. The system sent to your registered e-mail address a message with the activation code to be used in your first-time access to SAGE.

6. **Your registration is not yet complete and needs activation.** By clicking on “Save”, an email will be sent to your email address containing an Activation Code. Please copy the activation code, then access SAGe again (the link is provided in the email). If you do not receive a message within 5 minutes, please check your spam box.

Welcome to SAGe!
Your e-mail address was used to register your username in the SAGe System.
In your first-time access, use the username and password provided during your registration, along with the activation code below:

Full Name: <Full Name>

Username: <Username>

Activation code: <activation code> 

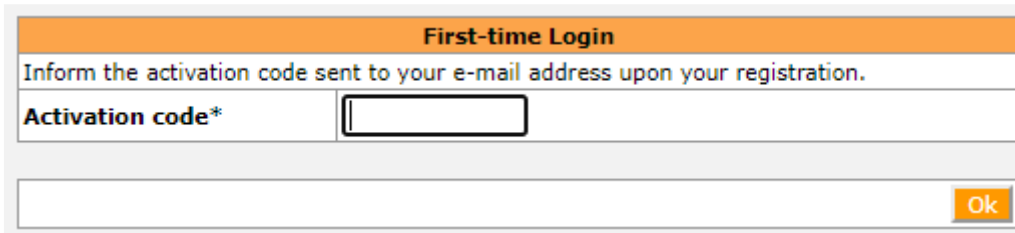
If you do not remember your password, click on the link “Forgot your password or your username?”.
In your first-time access, you need to complete your registration with some required information before any action. Please select:
Personal Information -> Update Personal Information
and update at least the Mandatory Fields (marked with *).
For accessing the SAGe System, click on the link <http://www.fapesp.br/sage/>

7. In the SAGe sign-in screen, do not forget to select the UK flag. Then, please fill in the Username and Password you chose previously and click “OK”:

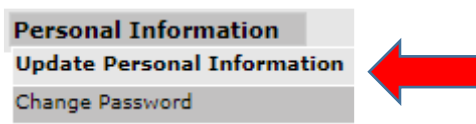


Best viewed in: IE 7 or higher | Firefox 14 or higher | Chrome 20 or higher

8. Fill in or paste the activation code that you received by email (your registration is not yet complete – please follow steps 9 through 21 for additional required steps):



9. Select the option “Update Personal Information” in the menu “Personal Information”:



To register as a SAGE user, you are required to provide some information on the Identification, Addresses, Institutional Affiliation, and Academic Background tabs.

10. In the “Update Personal Information” screen, you may choose to leave both “Marital Status” and “Gender” fields blank if you prefer not to provide this information. **All** the other fields in the Identification tab are **optional**. Make sure that “Preferred Language” is set to “English” :

Update Personal Information

- Identification
- Addresses
- Institutional Affiliation
- Academic Background
- Areas of Expertise
- Additional Information
- Comments

To register as a SAGE user, you are required to provide some information on the "Identification", "Addresses", "Institutional Affiliation" and "Academic Background" tabs (all fields marked with an * are required).
WARNING! Make sure to periodically save typed in information by using the button "Save". All unsaved data will be lost if an external problem occurs.

Full Name*
(as it appears on your official records)

Citizenship* Non-Brazilian Citizen Naturalized Brazilian Citizen

Date of Birth (dd/mm/yyyy) **Country of Birth or Country of Citizenship*** (except for Brazilians)

CPF* (optional for non-Brazilian citizens)

Identity Document Number* (except for non-Brazilian citizens) **Issued by*** (except for non-Brazilian citizens) **State*** (except for non-Brazilian citizens)

Passport Number **RNE** (Federal Police Registration)

Marital Status **Gender**

Gender Identity

E-mail Address*

Preferred Language*



Document Type	File Attachment	File Attachment Date	Converted File Attachment	Operation
Copy of official identification document Please attach copy of officially recognized id, with photo and signature. This includes, among others, Brazilian RG, RNE or RNM, CNH (new model), passport or membership in professional associations officially recognized in Brazil (e.g., CREA and others). The document must be within the expiration date (if any). [PDF up to 1MB]				Attach

Marital Status:

- Married
- Common-law marriage
- Divorced
- Separated
- Single
- Widowed

Gender:

- Female
- Male

11. Click on the "Addresses" tab and there click on "Add":

Identification	Addresses	Institutional Affiliation	Academic Background	Areas of Expertise	Additional Information	Comments						
<p>To register as a SAGE user, you are required to provide some information on the "Identification", "Addresses", "Institutional Affiliation" and "Academic Background" tabs (all fields marked with an * are required). WARNING! Make sure to periodically save typed in information by using the button "Save". All unsaved data will be lost if an external problem occurs.</p>												
<p>Addresses</p> <p style="text-align: right;">Add <input type="button" value="+"/> Delete <input type="button" value="-"/></p> <table border="1"> <thead> <tr> <th>Address line 1 / PO Box</th> <th>Address Type</th> <th>Mailing Address</th> </tr> </thead> <tbody> <tr> <td colspan="3">There is no address.</td> </tr> </tbody> </table> <p><input type="checkbox"/> I declare I do not have a Work Address</p>							Address line 1 / PO Box	Address Type	Mailing Address	There is no address.		
Address line 1 / PO Box	Address Type	Mailing Address										
There is no address.												

12. The "Address Information" window will open. Make sure that "Foreign Address" is selected. You do not need to fill in the postal/zip code field. Fill in your postal address in the "Foreign Address" field and your work phone number, area code and country code in the appropriate fields. This information will only be used in case if we cannot contact you by email. Then click on "Confirm":

Address Information	
Mailing Address?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<input checked="" type="radio"/> Work Address <input type="radio"/> Home Address
	<input type="radio"/> Address in Brazil <input checked="" type="radio"/> Foreign Address
Address in Brazil	
Postal / ZIP Code*	<input type="text"/> <input type="button" value="↶"/> <input type="button" value="↷"/>
The Address line 1 is automatically populated when you fill in the Postal / ZIP Code (for addresses in Brazil). Do not forget to enter the number.	
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
District	<input type="text"/>
State*	<input type="text"/>
City*	<input type="text"/>
Post office box	<input type="text"/>
Foreign Address	
Address*	<input type="text"/>

Further Information			
Care of			
Telephone Number	Country Code		Area Code* 99
	Number*	9999999	Extension
FAX	Country Code		Area Code
	Number		Extension
E-mail Address	e-mail@domain.country		
Home Page			

Fill in all fields marked with an *.

For Addresses in Brazil: you are required to fill in either the Address line 1 or the Post Office Box fields.

13. Click on the "Institutional Affiliation" tab to provide your Primary Institutional Affiliation. Click on "YES", and "Add". Choose "No" for "Other Income"

Update Personal Information			
Identification	Addresses	Institutional Affiliation	Academic Background
			Areas of Expertise
			Additional Information
			Comments

To register as a SAGE user, you are required to provide some information on the "Identification", "Addresses", "Institutional Affiliation" and "Academic Background" tabs (all fields marked with an * are required).
 WARNING! Make sure to periodically save typed in information by using the button "Save". All unsaved data will be lost if an external problem occurs.
 For Investigators working in Brazil: if you are retired and affiliated to any research institution/company, we kindly ask you to state so in the "Institutional Affiliation" field.

Institutional Affiliation

Do you have any institutional affiliation? Yes No


Research Institution/Company	Primary Institutional Affiliation	Position / Title
No Institutional Affiliation.		

Other income

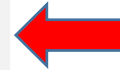
Do you have any other income? Yes No

Pension Fellowship / Scholarship Other

14. Click on the magnifier lens to check if your primary institution is already registered in SAGE. This will open a search window (see next step).

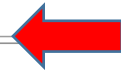
Add Institutional Affiliation	
Research Institution/ Company *	<input type="text"/> 
Primary Institutional Affiliation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Department	<input type="text"/>
Current Position/Title	<input type="text"/>
Start year in the Research Institution/Company	<input type="text"/> (yyyy)
Start year in the position	<input type="text"/> (yyyy)
Type of Employment*	<input type="text"/> ▼
Work dedication	<input type="text"/> ▼
Recent positions or titles (including administrative and coordination positions)	<input type="text"/>

Fill in all fields marked with an *.



15. In the search window, enter your institution's acronym or name, and additional information (e.g., country) if needed. Click on "Both" in fields "Type" and "Level" for faster checking.


Search for Research Institution/Company	
Type	<input type="radio"/> Research Institution <input type="radio"/> Company <input checked="" type="radio"/> Both
Name or Acronym	<input type="text" value="unicamp"/>
Address	<input type="text"/>
Country	<input type="text"/> ▼
Category	<input type="text"/> ▼
Location	<input type="radio"/> Brazilian <input checked="" type="radio"/> Foreign <input type="radio"/> Both
Level	<input type="radio"/> Research Institution/Company <input type="radio"/> Unit <input checked="" type="radio"/> Both



16. If your institution is already registered in SAGe, select it. If it has several departments/units registered, you may need to navigate through the menu until you find the appropriate unit. In the example, the "unicamp" institution has many units registered, so you have to click on the "+" sign to refine the options.

Research Institution/Company

Select the institution. If it is not registered, please use "Contact FAPESP" service (www.fapesp.br/en/contactus/).


- Agência de Inovação da Unicamp/INOVA/UNICAMP
- Editora da Unicamp/EDUNICAMP/UNICAMP
- Fundação de Desenvolvimento da Unicamp/FUNCAMP
 - Fundação de Desenvolvimento da Unicamp/FUNCAMP/FUNCAMP
 - Rádio e Televisão Unicamp/RTVUNICAMP/UNICAMP
- Universidade Estadual de Campinas/UNICAMP 
- Università degli Studi della Campania Luigi Vanvitelli/UNICAMPANIA


Cancel Search Again Select

The refinement of clicking on the “+” sign above is as follows. Click on your department/unit, and click on “Select”.






Research Institution/Company

Select the institution. If it is not registered, please use "Contact FAPESP" service (www.fapesp.br/en/contactus/).

- Agência de Inovação da Unicamp/INOVA/UNICAMP
- Editora da Unicamp/EDUNICAMP/UNICAMP
- Fundação de Desenvolvimento da Unicamp/FUNCAMP
 - Fundação de Desenvolvimento da Unicamp/FUNCAMP/FUNCAMP
 - Rádio e Televisão Unicamp/RTVUNICAMP/UNICAMP
- Universidade Estadual de Campinas/UNICAMP
 - Agência de Inovação da Unicamp/INOVA/UNICAMP
 - Biblioteca Central/BIBCE/UNICAMP
 - Centro de Atenção Integral à Saúde da Mulher/CAISM/UNICAMP
 - Centro de Biologia Molecular e Engenharia Genética/CBMEG/UNICAMP
 - Centro de Componentes Semicondutores/CCS/UNICAMP 
 - Centro de Computação/CCUEC/UNICAMP
 - Centro de Comunicação/CCO/UNICAMP
 - Centro de Engenharia Biomédica/CEB/UNICAMP
 - Centro de Ensino de Línguas/CEL/UNICAMP
 - Centro de Estudos de Opinião Pública/CESOP/UNICAMP
 - Centro de Estudos de Petróleo/CEPETRO/UNICAMP
 - Centro de Hematologia e Hemoterapia - Hemocentro/HEMOCENTRO/UNICAMP

Cancel Search Again Select 

17. Once you have confirmed your institution by clicking on Select, you must provide the type of employment from a pulldown menu (compulsory in SAGE) and click on “Confirm”

Add Institutional Affiliation	
Research Institution/ Company *	<input type="text" value="Instituto de Computação/IC/UNICAMP"/> 
Primary Institutional Affiliation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Department	<input type="text"/>
Current Position/Title	<input type="text"/>
Start year in the Research Institution/Company	<input type="text"/> (yyyy)
Start year in the position	<input type="text"/> (yyyy)
Type of Employment*	<input type="text" value=""/>  
Work dedication	<input type="text" value=""/> 
Recent positions or titles (including administrative and coordination positions)	<input type="text"/>
Fill in all fields marked with an *.	
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/> 	

18. IF your institution is not registered in SAGe, you will need to request its registration. **Until your institution is registered in SAGe, you cannot proceed with your registration.** Registration of your institution is a separate process, described at the end of these instructions, after step 21. Please request this registration as soon as possible.
19. After inserting your Institutional details, click on the “Academic Background” tab and select **No** in the “Academic Background” section. Then click on “Save”. (You can select **Yes** if you want to provide details about your academic background, but this is time consuming and not required for your registration for this call.)


Update Personal Information

Identification
Addresses
Institutional Affiliation
Academic Background
Areas of Expertise
Additional Information
Comments

To register as a SAGE user, you are required to provide some information on the "Identification", "Addresses", "Institutional Affiliation" and "Academic Background" tabs (all fields marked with an * are required).
WARNING! Make sure to periodically save typed in information by using the button "Save". All unsaved data will be lost if an external problem occurs.

Academic Background

Do you have any Academic Background? Yes No

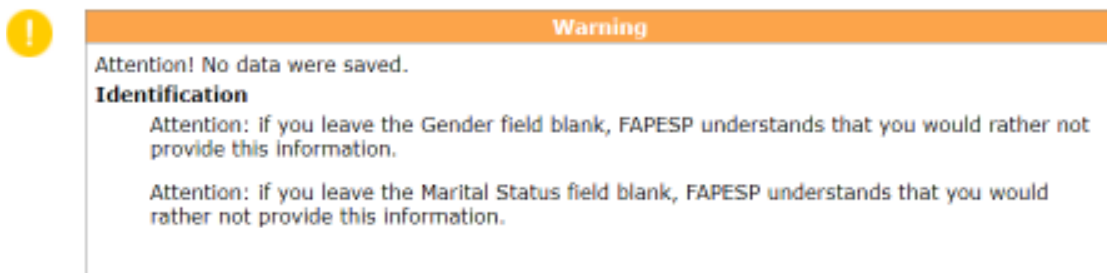
Highest Academic Degree	Institution	Degree month/year	
No academic degree.			

Fill in all fields marked with an *.

20. Your registration is now complete. The following message should appear:



21. If any of the required fields mentioned previously are not filled in, an error message will pop up. **You will need to restart the registration process from the beginning.** The figure shows that Institutional Affiliation needs to be provided.



STEP BY STEP INSTRUCTIONS ON HOW TO REGISTER A NEW INSTITUTION INTO SAGE

If your institution is not already registered in SAGE, you will first need to request registration of your institution, then proceed with your own registration (steps from 9 to 21 above).

You realize your institution is not registered when you search for it (see step 15) and you receive the following message



There are two different ways to request registration of your institution. One of them is using the "Contact FAPESP" service, as in the message above, and the other is to do it within SAGE. It is up to you to choose the option you find the most convenient.

FIRST OPTION - the "Contact FAPESP" SERVICE

1. In your browser, outside SAGE, click on www.fapesp.br/en and click on "Contact FAPESP"



2. An email form will appear. Fill it in as follows, and click on "Send"
(You must provide your institution name or acronym, the country, and say that it is a research institution.) Then, click on Submit.

For speedy processing, use the exact wording as in the figure, namely "Please register the following institution for the Transatlantic Platform DGT call: Name or Acronym (provide the name or acronym of your institution); Country (provide country name)." It is advisable to omit accents.



Contact FAPESP

Name E-mail

Phone

City Country

Message
Please register the following institution for the TransBeric Platform DOT call
Name/Acronym (please write name or acronym of institution) Country - please provide institution country



Please use this wording
to speed up registration
of your institution

- After the institution is registered in SAGE, you will receive a message that you can proceed with your registration. Log in to SAGE, go back to step 9 and follow instructions from steps 9 through 21 to finish your registration.

SECOND OPTION TO REGISTER YOUR INSTITUTION – WITHIN SAGE

You do not need to use the “Contact FAPESP” service. Instead, inside SAGE, go back to the multi-tab menu where you tried to enter your Institutional Affiliation. Click on “Requests” at the top

Sistema de Apoio a Pesquisa e Fomento

Proposals Processes Personal Information **Requests**

Update Personal Information

Identification Addresses **Institutional Affiliation** Academic Background Areas of Expertise Additional Information Comments

To register as a SAGE user, you are required to provide some information on the "Identification", "Addresses", "Institutional Affiliation" and "Academic Background" tabs (all fields marked with an * are required).
WARNING! Make sure to periodically save typed in information by using the button "Save". All unsaved data will be lost if an external problem occurs.
For Investigators working in Brazil: if you are retired and affiliated to any research institution/company, we kindly ask you to state so in the "Institutional Affiliation" field.

Institutional Affiliation


Do you have any institutional affiliation? Yes No

Research Institution/Company	Primary Institutional Affiliation	Position / Title
No Institutional Affiliation.		

Other income

Do you have any other income? Yes No

Pension Fellowship / Scholarship Other



1. Select “Registration of non-Brazilian Research Institution/Company”

Sistema de Apoio à Gestão do Fomento

posals Processes Personal Information **Requests**

Registration of Research Institution/Company Registration of non-Brazilian Research Institution/Company

Update Personal Information

Identification Addresses **Institutional Affiliation** Academic Background Areas of Expertise Additional Information Comments

To register as a SAGE user, you are required to provide some information on the "Identification", "Addresses", "Institutional Affiliation" and "Academic Background" tabs (all fields marked with an * are required).
WARNING! Make sure to periodically save typed in information by using the button "Save". All unsaved data will be lost if an external problem occurs.
For Investigators working in Brazil: if you are retired and affiliated to any research institution/company, we kindly ask you to state so in the "Institutional Affiliation" field.

Institutional Affiliation


Do you have any institutional affiliation? Yes No

Research Institution/Company	Primary Institutional Affiliation	Position / Title
No Institutional Affiliation.		

Other income

Do you have any other income? Yes No

Pension Fellowship / Scholarship Other



2. In the template that will appear, fill in the Name/Acronym field, and click on “Search”.

Search for non-Brazilian Research Institution/Company


Before requesting the registration of an institution, please check if it is not already registered, using the Search option.

Name or Acronym

Country

City

Research Institution Company Both



3. Next, click on “Include Research Institution/Company”

non-Brazilian Research Institution/Company

To request the registration of an institution, select the "Include Research Institution/Company" option.

No institution/company satisfies the search criteria.



4. Fill in the compulsory Basic Information and click on “Save”

Request for Registration of non-Brazilian Research Institution

Basic Information | Address

Type* Research Institution Company

Name*

Acronym

Fill in all fields marked with an *.

5. Next, provide the compulsory information of the “Address” tab and click on “Save”



Request for Registration of non-Brazilian Research Institution

Basic Information | **Address**

Address

Country*

State/Province

City*

Telephone Number **Extension**

Fax **E-mail Address**

Home Page

Fill in all fields marked with an *.



6. A “Comments” screen will appear. Please type in the text as shown, to speed up institution registration, and click “Submit”

sage.fapesp.br/SAGe_WEB/legalEntityRequest.do

Request for Registration of non-Brazilian Research Institution

Comments	Please register the institution for the Transatlantic Platform Call
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Type this text in the box

4. After the institution is registered in SAGE, you will receive a message that you can proceed with your registration. Log into SAGE, go back to step 9 and follow instructions from step 9 through 21 to finish your registration.