

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

Transatlantic-Platform Recovery, Renewal and Resilience in a Post-Pandemic World (T-AP RRR)

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 Transatlantic Platform RRR call. As such, FAPESP has eliminated the need for some compulsory fields required in standard SAGe user registrations. These instructions are directed to applicants who are not Brazilian citizens or permanent residents in Brazil.

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

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.

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



Identificação*

Senha*

[Ajuda?](#)
[Esqueceu a senha ou identificação?](#)
[Esqueceu a contrassenha?](#)
[Manuais](#)

[Sem cadastro?](#)

Melhor visualizado em: IE 7 ou superior | Firefox 14 ou superior | Chrome 20 ou superior



3. Click on “Not registered?”

Username*

Password*

[Help?](#)
[Forgot your password or your username?](#)
[Forgot your activation code?](#)
[Guides](#)

[Not registered?](#)

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

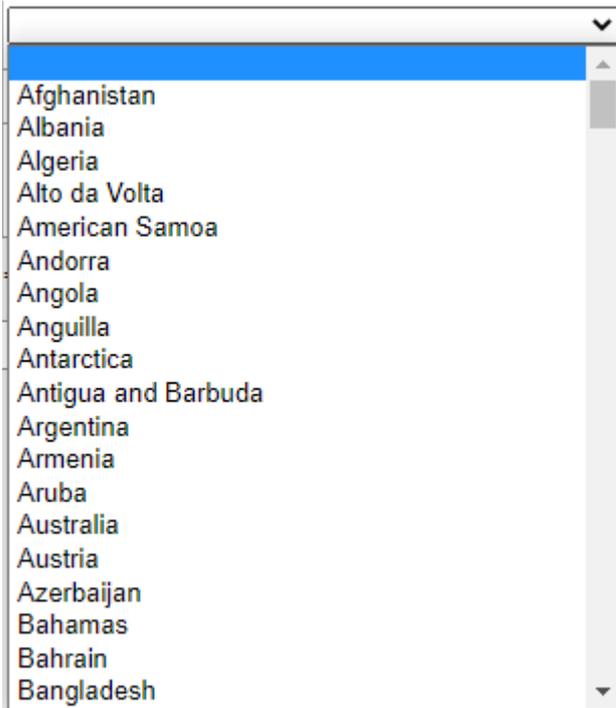
 

4. Fill in the field “Full Name”, then select “Non-Brazilian Citizen” in the “Citizenship” field. Select a country of birth or citizenship. You do not need to fill in the remaining fields. Click on “Confirm”:

Registration Request	
Basic Information	
Full Name*	<input type="text" value="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)	<input type="text" value=""/> <input type="button" value="v"/>
Date of Birth (dd/mm/yyyy)	<input type="text" value=""/> <input type="button" value="calendar"/>
CPF* (Individual Taxpayer Identification Number, optional for non-Brazilian citizens)	<input type="text" value=""/>

Fill in all fields marked with an *.

Country of Birth or Country of Citizenship*



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). 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 *.

6. Your registration is not yet complete. By clicking on “Save” , an email will be is 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):

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 chosen previously and click “OK” .:



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

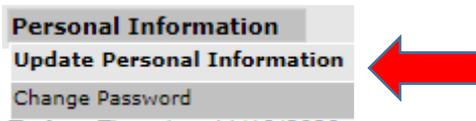
8. Fill in or paste the activation code that you received by email (your registration is not yet complete – please follow steps 9 through 20 for additional required steps):

First-time Login

Inform the activation code sent to your e-mail address upon your registration.

Activation code*

9. Select the option "Update Personal Information" in the menu "Personal Information":



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

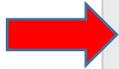
Additional
Information

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*	<input type="text" value="Full Name"/> <small>(as it appears on your official records)</small>		
Citizenship*	<input checked="" type="radio"/> Non-Brazilian Citizen <input type="radio"/> Naturalized Brazilian Citizen		
Date of Birth <small>(dd/mm/yyyy)</small>	Country of Birth or Country of Citizenship* <small>(except for Brazilians)</small>	<input type="text"/>	
CPF* <small>(optional for non-Brazilian citizens)</small>	<input type="text"/>		
Identity Document Number* <small>(except for non-Brazilian citizens)</small>	Issued by* <small>(except for non-Brazilian citizens)</small>	<input type="text"/>	State* <small>(except for non-Brazilian citizens)</small>
Passport Number	RNE <small>(Federal Police Registration)</small>	<input type="text"/>	
Marital Status	<input type="text"/>	Gender	<input type="text"/>
Gender Identity	<input type="text"/>		
E-mail Address*	<input type="text" value="e-mail@domain.country"/>		
Preferred Language*	<input type="text" value="English"/>		



Official Identification Document				
Document Type	File Attachment	File Attachment Date	Converted File Attachment	Operation
Copy of official identification document <small>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]</small>				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="checkbox"/> Delete <input type="checkbox"/></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 can't 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	<input type="text"/>
Telephone Number	Country Code <input type="text"/> Area Code* 99
	Number* 9999999 Extension <input type="text"/>
FAX	Country Code <input type="text"/> Area Code <input type="text"/>
	Number <input type="text"/> Extension <input type="text"/>
E-mail Address	<input type="text" value="e-mail@domain.country"/>
Home Page	<input type="text"/>

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.

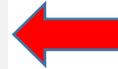
13. Click on the "Institutional Affiliation" tab to provide your Primary Institutional Affiliation. Click on "YES", and "Add". Choose "No" for "Other Income"

Update Personal Information							
Identification	Addresses	Institutional Affiliation	Academic Background	Areas of Expertise	Additional Information	Comments	
<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).</p> <p>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>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.</p>							
Institutional Affiliation							
Do you have any institutional affiliation? <input checked="" type="radio"/> Yes <input type="radio"/> No							
						Add <input type="button" value="+"/>	Delete <input type="button" value="-"/>
Research Institution/Company	Primary Institutional Affiliation	Position / Title					
No Institutional Affiliation.							
Other income							
Do you have any other income? <input type="radio"/> Yes <input checked="" type="radio"/> No							
<input type="checkbox"/> Pension	<input type="checkbox"/> Fellowship / Scholarship	<input type="checkbox"/> Other	<input type="text"/>				

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).

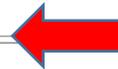
Add Institutional Affiliation	
Research Institution/ Company *	<input type="text"/> 
Primary Institutional Affiliation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Department	<input type="text"/>
Current Position/Title	<input type="text"/>
Start year in the Research Institution/Company	<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/).

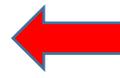
- Agência de Inovação da Unicamp/INOVA/UNICAMP
- Editora da Unicamp/EDUNICAMP/UNICAMP
- Fundação de Desenvolvimento da Unicamp/FUNCAMP
 - Fundação de Desenvolvimento da Unicamp/FUNCAMP/FUNCAMP
 - Rádio e Televisão Unicamp/RTVUNICAMP/UNICAMP
- Universidade Estadual de Campinas/UNICAMP 
- Università degli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

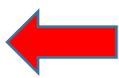
Cancel Search Again Select

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 this tutorial, 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 for proposals.)

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

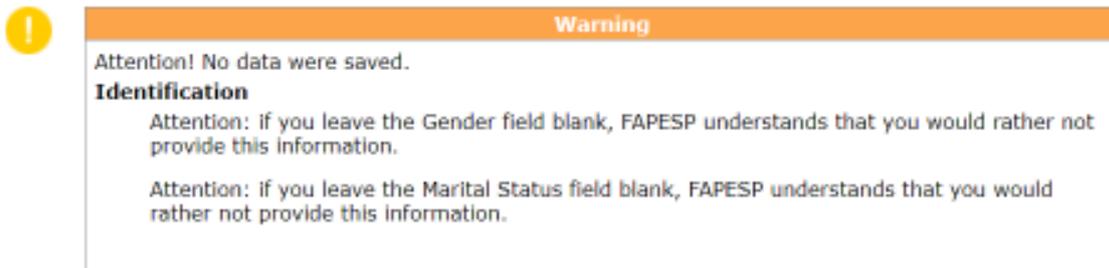
Highest Academic Degree	Institution	Degree month/year
No academic degree.		

Fill in all fields marked with an *.

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



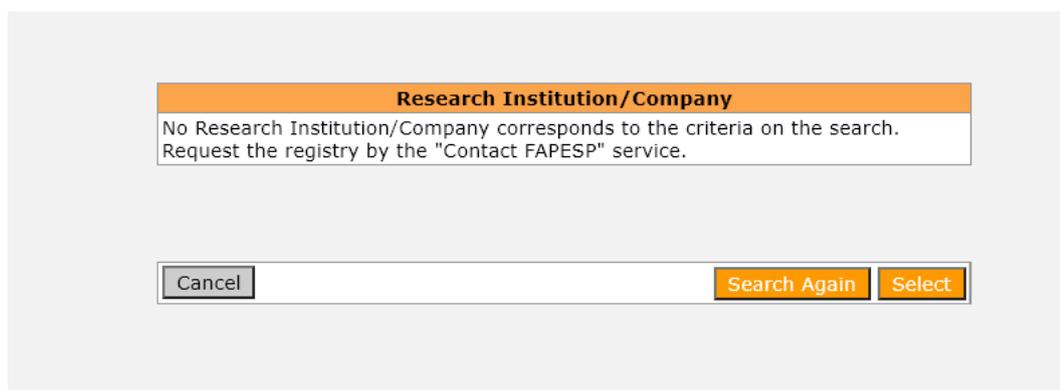
21. If any of the required fields mentioned previously are not filled in, an error message will pop up. **You will need to restart the registration process from the beginning.** The figure shows that Institutional Affiliation needs to be provided.



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. We will outline both options, and leave it up to you to choose the option you find the most convenient to you.

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 speedier processing, use the exact wording as in the figure, namely “Please register the following institution for the Transatlantic Platform RRR call: Name or Acronym (provide the name or acronym of your institution); Country (provide country name); It is a Research Institution”

The screenshot shows the FAPESP registration form. At the top, there is a navigation bar with links for 'Funding Opportunities', 'Research Geared Towards Applications', 'News and Research Projects', and 'About FAPESP'. Below this, there are input fields for 'Your name', 'Your email (the one you provided for registering for SAGE)', 'Phone' (with a pre-filled number '(11) 35215-855'), 'City', and 'Country'. A 'Message' field contains the text: 'Please register the following institution for the Transatlantic Platform RRR call. Name or Acronym - (provide the name or acronym of your institution); Country - (provide country name); It is a Research Institution'. A blue 'Submit' button is at the bottom left. A red arrow points to the 'Submit' button, and another red arrow points from a text box to the 'Message' field. The text box contains the instruction: '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 into SAGE, go back to step 9 and follow instructions from step 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

The screenshot shows the 'Update Personal Information' page in SAGE. At the top, there is a navigation bar with tabs for 'Proposals', 'Processes', 'Personal Information', and 'Requests'. A red arrow points to the 'Requests' tab. Below this, there is a sub-navigation bar with tabs for 'Identification', 'Addresses', 'Institutional Affiliation', 'Academic Background', 'Areas of Expertise', 'Additional Information', and 'Comments'. The 'Institutional Affiliation' tab is selected. The main content area contains a warning message: '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.' Below this, there is a section titled 'Institutional Affiliation' with a radio button for 'Do you have any institutional affiliation?' set to 'Yes'. There are 'Add' and 'Delete' buttons. Below this is a table with columns for 'Research Institution/Company', 'Primary Institutional Affiliation', and 'Position / Title'. The table is currently empty, showing 'No Institutional Affiliation.' Below this is a section titled 'Other income' with a radio button for 'Do you have any other income?' set to 'No'. There are checkboxes for 'Pension', 'Fellowship / Scholarship', and '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”



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 follow instructions from step 9 through 21 to finish your registration.