

Submitting a Research Proposal in SAGe – step-by-step instructions

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

FAPESP configured its SAGe system to help Lead PIs submit proposals to the Transatlantic Platform RRR Call. Nevertheless, some of the system's functionalities could not be eliminated because of other ongoing international calls. Hence, though some of the fields ask for text in Portuguese, please only enter text in English.

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

To submit a proposal to the T-AP RRR Call, you must first create an account in the SAGe System. If you have not yet done so, please check the document **Creating a User Account in SAGe**.

While entering data in SAGe, please keep in mind:

- (a) Click the SAVE button periodically to save your data (it is at the bottom of every menu)

Fill in all fields marked with an *.



- (b) To navigate back within SAGe, use only the little orange arrow on the left of each menu. Please do not use the browser back button (e.g., Chrome) because it will abort your SAGe session.



PROPOSAL SUBMISSION INSTRUCTIONS

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



3. Enter your SAGE registered ID and Password, and click OK.



4. At the Shortcuts menu, click on “New Proposal”.

The screenshot shows the SAGE system interface. At the top, there is a search bar for "Process number" and a logo for "SAGE Sistema de Apoio à Gestão do Fomento". Below this is a navigation menu with tabs for "Proposals", "Processes", "Personal Information", and "Requests". The "Proposals" tab is active, showing a "New Proposal" section with a table of proposals and a "Shortcuts" window. The "Shortcuts" window lists "Investigator's Tasks" with sub-items: "Processes pending my review", "My Proposals", and "New Proposal". A red arrow points to the "New Proposal" link. To the right, there are two warning messages: "Attention!! Please enable pop-ups in order to use the system." and "IMPORTANT!! Always keep your Mailing Address updated. To update it, please access Personal Information > Update Personal Information > Addresses > Confirm > Save."

5. Click on “T-AP Regular Research Grant/Call for Proposals (2021)”

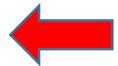
The screenshot shows the "Proposals" tab selected in the navigation menu. Below the navigation menu, there is a table with the following structure:

Include Proposals	
Select Funding Line	
Continuous Funding Stream	
Warning! This section presents the most requested Continuous Funding Stream at FAPESP. To submit a proposal for another Funding Line click the link "Other Funding Line". By doing so, the SAGE will display all available options.	
Fellowship in Brazil - Regular - Post-Doctoral	
Other Funding Line	
Current Calls	
T-AP - Regular Research Grant / Call for Proposals (2021)	

A red arrow points to the "T-AP - Regular Research Grant / Call for Proposals (2021)" link.

6. On the next screen, click on “Add” to start the creation of a proposal application.

Add Proposal	
Funding Line Selected	
Funding Line	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Regular Research Grant
	<input checked="" type="radio"/> Call for Proposals (2021)
Please fill in the appropriate data about your proposal.	
When you navigate across forms, SAGe will save the data already inserted. Please save your proposal periodically.	
FAPESP will not be able to access your data until you submit your request.	
<input type="button" value="Back"/>	<input type="button" value="Add"/>



7. You will only need to provide information for the following three tabs: (a) "Proposal Identification", (b) "Project's General Data" and (c) "Documents". Please note that to illustrate our instructions, we created a proponent whose name is "Name Lead PI".

Proposal Identification	Project's General Data	R\$ / US\$	Documents	Comments / Manifestations
<p>Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGe, they need to create a SAGe account. If the institution in which the Project is to be conducted is not registered in SAGe, please access the "Contact FAPESP" service. (www.fapesp.br/en/contactus/).</p>				
Type of Funding		Regular Research		
Funding Line *		Agreements / T-AP - Trans-Atlantic Platform / T-AP - Regular Research Grant / Call for Proposals (2021)		
Beneficiary *		<input type="text" value="<Enter name of Principal Investigator>"/>		
Principal Investigator or Supervisor *		<input type="text" value="<Automatically filled with the name of the Principal Inve"/>		
Start Date *		<input type="text"/>	Duration (months) * 12	
Host Institution *		Research Institution / Company: <input type="text" value="<Host Institution>"/>		

Electronic Forms - Research Project

Fill in all fields marked with an *.

<input type="button" value="Back"/>	<input type="button" value="Save"/>
-------------------------------------	-------------------------------------

8. How to fill in the PROPOSAL IDENTIFICATION TAB

8.1 Provide your name as registered – click on the magnifier for the “Beneficiary” field

Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGE, they need to create a SAGE account. If the institution in which the Project is to be conducted is not registered in SAGE, please access the "Contact FAPESP" service. (www.fapesp.br/en/contactus/).

Type of Funding	Regular Research
Funding Line *	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Regular Research Grant / Call for Proposals (2021)
Beneficiary *	<Enter name of Principal Investigator>
Principal Investigator or Supervisor *	<Automatically filled with the name of the Principal Inve:
Start Date *	Duration (months) * 12
Host Institution *	Research Institution / Company: <Host Institution>

Electronic Forms - Research Project

Fill in all fields marked with an *.

Back Save

8.2 Your name will now appear in the “Persons” tab. Please click on “Select”.

Persons		
Name	CPF	Country
<input checked="" type="radio"/> Name Lead PI		Antarctica

Cancel Search Again Select

8.3 The “Proposal Identification” tab will now contain your name. Please provide the additional required fields – Start Date, Duration in Months, Research Institution (again using the magnifier and searching for the Institution’s name, as you did when creating an account in SAGE).

Proposal Identification | Project's General Data | R\$ / US\$ | Documents | Comments / Manifestations

Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGE, they need to create a SAGE account. If the institution in which the Project is to be conducted is not registered in SAGE, please access the "Contact FAPESP" service. (www.fapesp.br/en/contactus/).

Type of Funding	Regular Research	
Funding Line *	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Regular Research Grant / Call for Proposals (2021)	
Beneficiary *	<input type="text" value="Name Lead PI"/>	  
Principal Investigator or Supervisor *	<input type="text" value="Name Lead PI"/>	
Start Date *	<input type="text"/>	Duration (months) * 12 
Host Institution *	Research Institution / Company:	<input type="text" value="<Host Institution>"/>

Electronic Forms - Research Project

Fill in all fields marked with an *.

8.4 – Please Click on “Save”. The contents of the fields in the “Proposal Identification” tab will be saved.

Proposal Identification | Project's General Data | R\$ / US\$ | Documents | Comments / Manifestations

Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGE, they need to create a SAGE account. If the institution in which the Project is to be conducted is not registered in SAGE, please access the "Contact FAPESP" service. (www.fapesp.br/en/contactus/).

Type of Funding	Regular Research	
Funding Line *	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Regular Research Grant / Call for Proposals (2021)	
Beneficiary *	<input type="text" value="Name Lead PI"/>	  
Principal Investigator or Supervisor *	<input type="text" value="Name Lead PI"/>	
Start Date *	<input type="text" value="18/08/2022"/>	Duration (months) * 24 
Host Institution *	Research Institution / Company:	<input type="text" value="<Host Institution>"/>

Electronic Forms - Research Project

Fill in all fields marked with an *.

9. How to fill in the **PROJECT'S GENERAL DATA** Tab

Tab “Project’s General Data” is composed of 4 subtabs – “Identification”, “Institutions”, “People Involved” and “Summary/description”. There is no need to fill in **the “Institutions” subtab.**

9.1 Select the “Identification” tab first. Fill in your project’s title twice, in the fields “Title in Portuguese” and “Title in English”. Please do not use the Portuguese language.

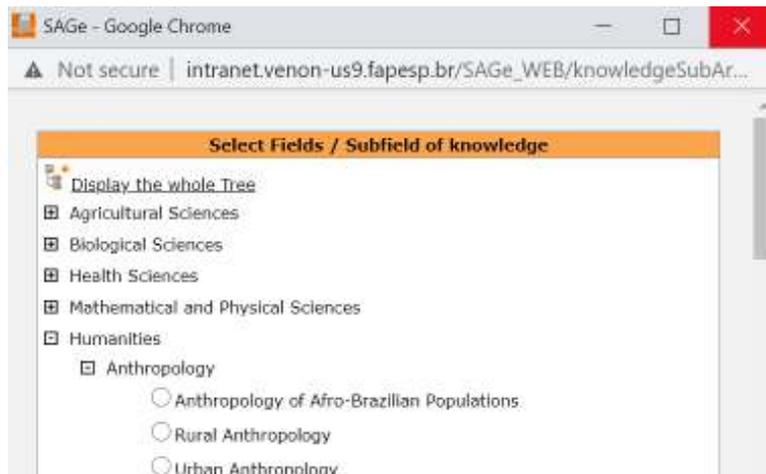
The screenshot shows a web-based form for project identification. At the top, there are tabs for 'Proposal Identification', 'Project's General Data', 'RS / US\$', 'Documents', and 'Comments / Manifestations'. The 'Project's General Data' tab is active, and within it, the 'Identification' subtab is selected. The form contains several input fields: 'Title in Portuguese' (with a blue arrow pointing to it), 'Title in English', 'Classification' (with subfields for 'Subfields of knowledge' and 'Speciality'), and 'Keywords'. A callout box on the right side of the form contains the text 'Enter the proposal's title in English, twice' and has two blue arrows pointing to the 'Title in English' field. The 'Title in Portuguese' field has a placeholder text: '<Instead of filling in Portuguese, please enter the project's title in English.>'. The 'Title in English' field has a placeholder text: '<Please enter the project's title, in English.>'. The 'Keywords' field has a note: '(Max 70 characters per field entered)'.

9.2. Next, provide “Subfields of knowledge”, “Speciality” and “Keywords”. For “Subfields of knowledge”, and “Speciality”, indicate the main research disciplines under which your proposal falls. You can only fill in one discipline per field.

“Subfield of knowledge” uses the official Brazilian classification of research disciplines. To provide this information, you will need to click on the magnifier and select from a menu.

The screenshot shows a web form for project data entry. At the top, there are tabs for 'Proposal Identification', 'Project's General Data', 'RS / US\$', 'Documents', and 'Comments / Manifestations'. Below these are sub-tabs for 'Identification', 'Institutions', 'People Involved', and 'Summary / Description'. The 'Identification' sub-tab is active. It contains several input fields: 'Title in Portuguese *' and 'Title in English *', both with a character limit of 255. The 'Classification *' section includes 'Subfields of knowledge' and 'Speciality', each with a magnifying glass icon. A red arrow points to the magnifying glass for 'Subfields of knowledge'. Below this is a 'Keywords' section with multiple text input fields and a character limit of 70 per field.

9.3 Once you click on the magnifier for “Subfield of knowledge”, you will be presented with a tree of fields. Choose the most appropriate one and click on “select” at the bottom of the tree. (Partial screen copy below)



9.4 Speciality and keywords are free-text fields. Please enter at least 3 keywords.

The screenshot shows a web-based form for project identification. At the top, there are navigation tabs: "Proposal Identification", "Project's General Data", "R\$ / US\$", "Documents", and "Comments / Manifestations". Below these, the "Identification" tab is active, with sub-tabs for "Institutions", "People Involved", and "Summary / Description". The form contains the following fields:

- Title in Portuguese ***: A text area containing "My Project title" with a note "(at most 255 characters)".
- Title in English ***: A text area containing "My project title" with a note "(at most 255 characters)".
- Classification ***:
 - Subfields of knowledge**: A dropdown menu with "Anthropology of Afro-Brazilian Populations" selected.
 - Speciality**: A text field containing "Another discipline".
- Keywords**: A list of text boxes for "Keyword1", "Keyword2", and "Keyword3", with a note "(Max 70 characters per field entered)".

9.5 Go to the "People Involved" tab. Your name is already there, as the lead PI. **Please note for that for the RRR call, you cannot add other people.** (All of the proposal's PIs are named in the text of the proposal). Click on your name.

Proposal Identification | **Project's General Data** | R\$ / US\$ | Documents | Comments / Manifestations

Identification | Institutions | **People Involved** | Summary / Description

Team

To include a new team member, click on "Add". To change information about a team member, click on that person's name. To eliminate a person from the team, use the check box associated with the person's name and click on "Delete". If you want to include a team member who is not yet registered in SAGE, this person must first request his/her registration in SAGE.

Add Delete

Name	Role	Hours per Week Dedicated to the Project	Duration	Primary Occupation
Name Lead PI	Principal Investigator (PI)	0	18/08/2022 to 17/08/2024	

* With Research Overhead - Fringe Benefits

Fill in all fields marked with an *.

9.6 Fill in an estimate of the number of hours you will dedicate to the project and click on "Confirm".

Update team member

Name	Name Lead PI
Role*	Principal Investigator (PI)
Hours per Week Dedicated to the Project*	<input type="text"/>
Link to Publons	<input type="text"/>
Link to MyCitations (Google Scholar)	<input type="text"/>
Link to ORCID	<input type="text"/>
Is there already a person defined to perform this task/play this role?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Fill in all fields marked with an *.

9.7 As the next step, please click on the “Summary/Description” tab of “Project’s General Data” and provide a short version of your proposal’s abstract (4,000 characters max). This abstract will be used by SAGe when generating the pdf of the entire proposal (see item 13).

The screenshot displays a web interface for modifying a proposal. At the top, there is a header bar with the title "Modify proposal" and three buttons: "Validate", "Visualize", and "Submit". Below this is a navigation menu with five tabs: "Proposal Identification", "Project's General Data", "R\$ / US\$", "Documents", and "Comments / Manifestations". The "Project's General Data" tab is currently selected. Underneath, there is a sub-menu with four tabs: "Identification", "Institutions", "People Involved", and "Summary / Description". The "Summary / Description" tab is highlighted with a blue arrow. The main content area contains a text input field with the label "Abstract in Portuguese" and an asterisk indicating it is a required field. The text inside the field reads: "Here is the abstract of my proposal to the RRR Call, abridged to 4,000 characters." At the bottom of the page, there is a note: "Fill in all fields marked with an *." and two buttons: "Back" and "Save".

10 How to fill in the **DOCUMENTS** tab

You have now finished filling in all the compulsory information in “Project’s General Data”. Disregard the budget information tab (“R\$/US\$”) and go to the “Documents” tab.

Please note, you will need to upload four documents, according to the RRR call for proposals (see T-AP website):

- The Research Proposal
- The Requested Budget
- The Additional Documents
- The Consent Form

The contents of the first three documents are described in the Call. For each such document, click on “Attach”, and upload the corresponding file.

Download the template of the “Consent form”, fill in your name and date, sign it, and upload the “Consent Form” to SAGe.

Please include here all the documentation needed to submit your proposal.

Documents

Select the appropriate document. The option "Download Template" will provide you with a model for the corresponding document. Choose "Attach" to attach a file, and "Remove" to eliminate a document from the process. The documents you are attaching can only be visualized after they are converted to PDF, by clicking on the icon of the converted file. Select option "Not applicable" to indicate that you will not attach a document. This option is only available for documents that are marked as non-compulsory, and whose status is "Proposal Review".

Document Type	Required Step	File Attachment	File Attachment Date	Converted File Attachment	Operation
Additional documents * As required by national addenda, grouped by funder. [PDF up to 5 MB]	Proposal Review				Attach
Consent Form * To be signed by the Lead PI. [PDF up to 5 MB]	Proposal Review				Attach Download Template
Requested Budget * See call text for contents [PDF up to 5 MB]	Proposal Review				Attach
Research Proposal * See call text for contents. [PDF up to 5 MB]	Proposal Review				Attach

Other Documents

If you need to attach additional documents to your proposal, click on "Add". To remove a document, click on "Delete". Any document attached can only be visualized after it has been converted to PDF. For visualization, click on the corresponding icon.

Add Delete

10.1 – For each file you upload, please click on “Attach”, choose the file from your computer, and “Confirm”. After it is successfully uploaded, the name of the file will appear in the “Documents” tab

Warning
After the upload, read the document to make sure that it has been attached correctly.
The Investigator must ensure the integrity of the attached documents.

Add Document

Document's Name No file chosen

Attention!
If your file name contains invalid characters, they will be replaced by the underscore (_) character.

10.2 – For each file, after clicking “Confirm”, you will be asked whether you want to save the proposal. Please Click OK.

Your proposal will be saved. Do you want to continue?

10.3 SAGe checks all uploaded files for correct formatting, and transforms non-pdf files into pdf. For each file you upload, please check if it has been correctly processed by downloading it using the green arrow under column “Converted file attachment”. You may also delete and replace it with another file.

Proposal Identification | Project's General Data | R\$ / US\$ | **Documents** | Comments / Manifestations

Please include here all the documentation needed to submit your proposal.

Documents

Select the appropriate document. The option "Download Template" will provide you with a model for the corresponding document. Choose "Attach" to attach a file, and "Remove" to eliminate a document from the process. The documents you are attaching can only be visualized after they are converted to PDF, by clicking on the icon of the converted file. Select option "Not applicable" to indicate that you will not attach a document. This option is only available for documents that are marked as non-compulsory, and whose status is "Proposal Review".

Document Type	Required Step	File Attachment	File Attachment Date	Converted File Attachment	Operation
Additional documents * As required by national addenda, grouped by funder. [PDF up to 5 MB]	Proposal Review				Attach
Consent Form * To be signed by the Lead PI. [PDF up to 5 MB]	Proposal Review				Attach Download Template
Requested Budget * See call text for contents [PDF up to 5 MB]	Proposal Review				Attach
Research Proposal * See call text for contents. [PDF up to 5 MB]	Proposal Review	MyResearchProposalforTAP.pdf	09/04/2021		Delete

Other Documents

If you need to attach additional documents to your proposal, click on "Add". Any document attached can only be visualized after it has been converted to PDF. For visualization, click on the corresponding icon.

To check if file was correctly processed

10.4 You may also upload other documents, if needed. To do this, click on "Add" under the heading "Other documents" at the bottom of the "Documents" tab.

Other Documents

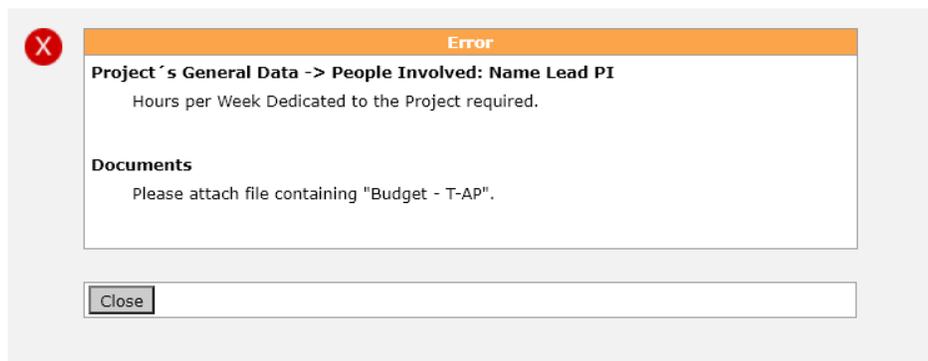
If you need to attach additional documents to your proposal, click on "Add". To remove a document, click on "Delete". Any document attached can only be visualized after it has been converted to PDF. For visualization, click on the corresponding icon.

[Add](#) [Delete](#)

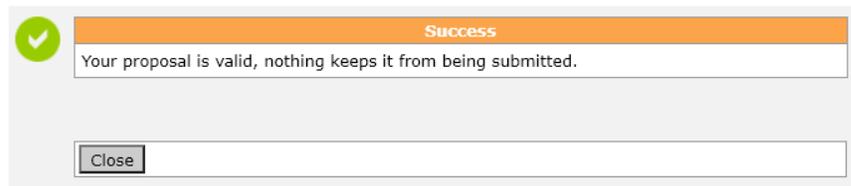
No file attached.

*Fill in all fields marked with an *.

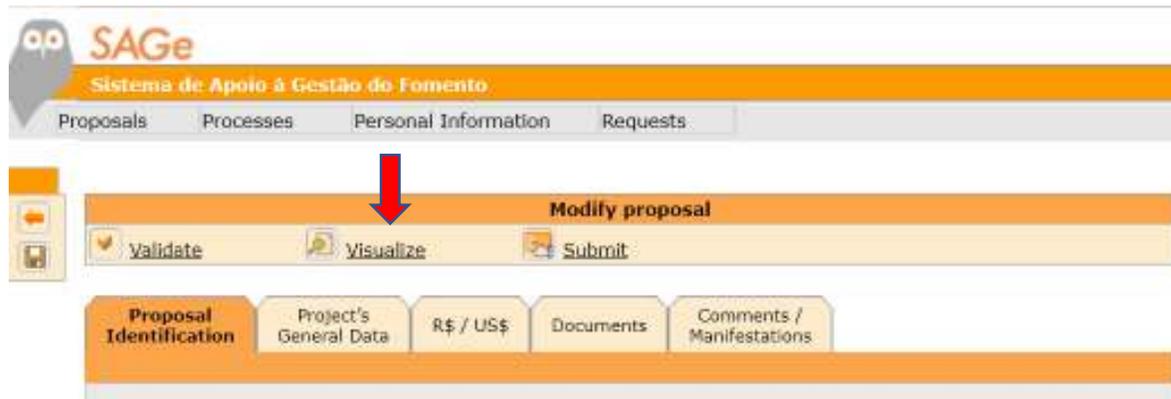
- 11 Once you have uploaded all the required documents, please click on “Validate” at the top-level menu, and check if any information is missing. If so, provide the requested information. In the example below, the error message says that you must provide the number of hours (see step 9.6) and attach a missing document.



SUCCESSFUL VALIDATION



12. If the validation is successful, you may click on “Visualize” to see the pdf file that SAGe generates from your proposal.



13. See below excerpts from a full proposal in pdf generated by SAGe’ “Visualize” function.

Proposal Identification

Type of Funding	Regular Research
Funding Line	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Regular Research Grant / Call for Proposals (2021)
Beneficiary	Name Lead PI
Principal Investigator or Supervisor	Name Lead PI
Start Date	18/08/2022
Duration	24 month(s)
Research Institution / Company	Instituto de Computação/IC/UNICAMP

Project’s General Data - Identification

Title in Portuguese	
My Project title	
Title in English	
My project title	
Classification	
Grand area	Humanities
Area	Anthropology
Subarea	Anthropology of Afro-Brazilian Populations
Speciality	Another discipline
Keywords	Keyword1, Keyword2, Keyword3

15. Once you confirm, you will be presented with a screen concerning FAPESP's norms and reviewing procedures, that include your acknowledgement of the veracity of the information you provided. Click on "Confirm".

Submit Proposal

By clicking on the "Confirm" button I declare that: 1 - I am aware of and agree with the analysis procedure to be adopted under the terms of this submission and I authorize FAPESP to send this application to be reviewed by external experts, whose identity will be kept confidential; 2 - I have reviewed the information provided in this application and attached documents, all of which are correct and up-to-date; 3 - I am aware that requesting, obtaining, possessing and providing any documents and authorizations required to implement the proposed project, as determined by the legal authorities with jurisdiction in the places where the project will be carried out, managed or designed, is the sole responsibility of the Principal Investigators and their host institutions, and that such documents must be provided to FAPESP or the funding agency situated in the jurisdiction of the aforementioned legal authority upon request; 4 - I understand that any incorrect information provided in this application may hinder the analysis and approval of this application.

Close
Confirm



16. Once you confirm, your proposal will be assigned a number and will become visible to the funding agencies participating in the T-AP RRR call. You will receive from SAGe a confirmation by email with relevant information on your proposal, and how to use SAGe to follow its processing.

Receipt

Your proposal was successfully received and has been assigned the process number shown below. To follow its processing within FAPESP, select the options "Processes/My processes" in the main menu. As soon as the analysis is finished, FAPESP will send an email communicating the results to the Beneficiary and the Principal Investigator or Supervisor. Note: For any communication, FAPESP will use the email address indicated in your Personal Information data; thus, it is important to keep this information up-to-date.

Process number	2021/00003-6 
Receipt Date	28/03/2021
Funding Line	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Regular Research Grant - Call for Proposals (2021)
Beneficiary	Name Lead PI - XXXXXXXXXX
Principal Investigator or Supervisor	Name Lead PI - XXXXXXXXXX
Title	My project title

Close
Print