

SAGe System Guide – Version 2.8

User Registration (from version 12.xx.xx)

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Introduction

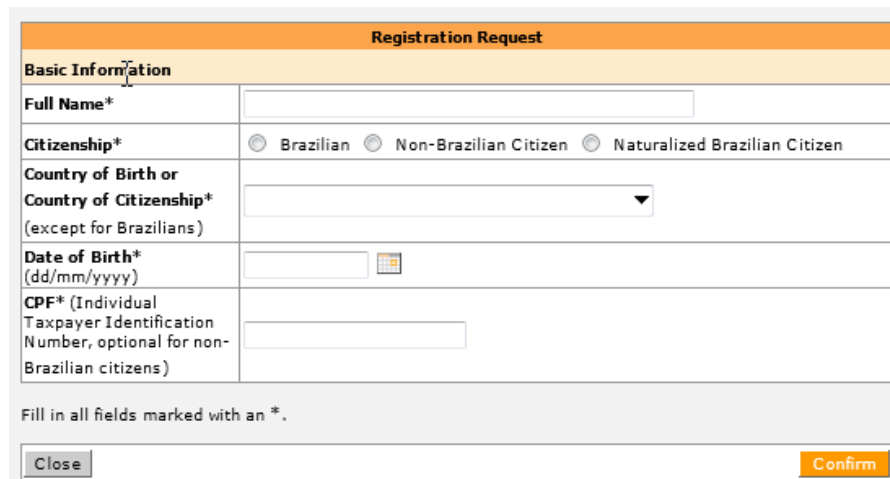
All researchers with research proposals supported or wishing to obtain support from FAPESP must register in the SAGe system.

Registration

If you do not have a username, you will need to register in SAGe. To do this, click on "Not registered?", as shown on the screen below:

The image shows the SAGe login interface. 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 '99.99.99'. Below the logo, there are input fields for 'Username*' and 'Password*', followed by an 'ok' button. To the right of these fields are links: 'Help?', 'Forgot your password or your username?', 'Forgot your activation code?', and 'Guides'. At the bottom left, there is a link 'Not registered?'.

The SAGe system will display the following screen:

The image shows a 'Registration Request' form. It has a title bar 'Registration Request' and a section 'Basic Information'. The form contains the following fields: 'Full Name*' (text input), 'Citizenship*' (radio buttons for 'Brazilian', 'Non-Brazilian Citizen', and 'Naturalized Brazilian Citizen'), 'Country of Birth or Country of Citizenship*' (dropdown menu, with a note '(except for Brazilians)'), 'Date of Birth*' (calendar icon and text input, with a note '(dd/mm/yyyy)'), and 'CPF*' (text input, with a note '(Individual Taxpayer Identification Number, optional for non-Brazilian citizens)'). At the bottom, there is a note 'Fill in all fields marked with an *.' and two buttons: 'Close' and 'Confirm'.


If you are not a Brazilian citizen, select the "Non-Brazilian Citizen" option.

Registration Request	
Basic Information	
Full Name*	<input type="text"/>
Citizenship*	<input type="radio"/> Brazilian <input checked="" type="radio"/> Non-Brazilian Citizen <input type="radio"/> Naturalized Brazilian Citizen
Country of Birth* (except for Brazilians)	<input type="text"/>
Date of Birth* (dd/mm/yyyy)	<input type="text"/> <input type="text"/>
CPF* (Individual Taxpayer Identification Number, optional for non-Brazilian citizens)	<input type="text"/>
Fill in all fields marked with an *.	
<input type="button" value="Close"/>	<input type="button" value="Confirm"/>

Enter your information and click . SAGe will request further information.

Add User	
Basic Information	
Full name	Full Name
Citizenship	Non-Brazilian Citizen
Country	Country
Date of birth	99/99/9999
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 *.	
<input type="button" value="Back"/>	<input type="button" value="Save"/>

The user should choose a username and a password to access the SAGe system. After completing the remaining fields, click . If everything is correct, the following screen will appear:

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.
<input type="button" value="OK"/>	

Click and check your mailbox for a message from "sage@fapesp.br" with the subject "[FAPESP] - Welcome to SAGe". The e-mail message will look like:

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: 9R7Rkv

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 *).

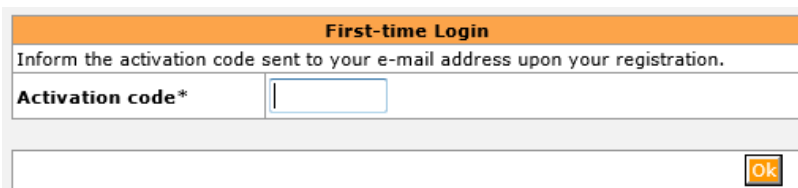
For accessing the SAGe System, click on the link <http://www.fapesp.br/sage/>

Note that you received an activation code from sage@fapesp.br that you need to use your first-time access. To do this, go back to the username screen by going to <http://www.fapesp.br/sage/>:



The image shows the SAGe login interface. At the top left is an owl logo. To its right is the text 'SAGe' in large white letters, with 'Sistema de Apoio a Gestão' below it. In the top right corner is the FAPESP logo. Below the owl logo, the text 'version: 99.99.99' is visible. The main area has an orange background. On the left, there are two input fields: 'Username*' and 'Password*'. To the right of the 'Password*' field is a small orange button with the text 'ok'. Below the 'Username*' field is a link 'Not registered?'. To the right of the input fields are four links: 'Help?', 'Forgot your password or your username?', 'Forgot your activation code?', and 'Guides'.

Type the "Username" and "Password" that you provided upon registration and click . The following screen appears:



The image shows the 'First-time Login' screen. It has an orange header with the text 'First-time Login'. Below the header, there is a message: 'Inform the activation code sent to your e-mail address upon your registration.' Below this message is a form with two input fields. The first field is labeled 'Activation code*' and is empty. The second field is empty. To the right of the second field is a small orange button with the text 'Ok'.

Enter "Activation code" as sent to your e-mail and click . If you have typed the activation code correctly, then you have successfully entered SAGe.

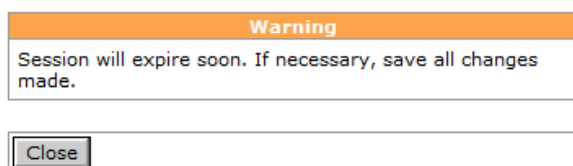
Showing the initial screen

After entering in SAGe, the following screen will appear:



This screen has the following information / functionality:

1. Main menu: provides access to SAGe functionalities;
2. Greeting: current date and date of last access;
3. Shortcuts: provides shortcuts to Investigator's Tasks,
4. Warnings: shows important instructions for optimal navigation on the system;
5. Session Time: Shows the time remaining before the session expires. This timer is reset when any operation is performed in the system. When the session is close to expiring, a warning message is shown:



The SAGe system will shut down if time expires.

6. Secondary menu, shows the links: "Manuals", which allows for browsing through the manuals; "Home," which returns to the home screen from anywhere in SAGe; and "Log Out".
7. Username.

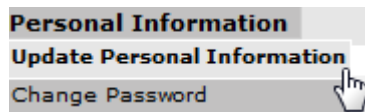
If this is your first access, please provide further registration information.

Completing your registration information

Depending on your role in the project, additional information may be needed.

In particular, the following roles must provide such an information: Beneficiary, Advisor, Co-PI, Collaborator, Principal Investigator at partner institution, Visiting Scientist and Reviewer.

In order to provide further information, please select "Personal Information" option from the main menu "Update Personal Information":



If the "Identification" tab was partially filled, SAGe will display the following screen:



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"/> (as it appears on your official records)			
Citizenship*	<input checked="" type="radio"/> Brazilian <input type="radio"/> Naturalized Brazilian Citizen			
Date of Birth (dd/mm/yyyy)	<input type="text" value=""/>	Country of Birth or Country of Citizenship* (except for Brazilians)	<input type="text" value=""/>	
CPF* (optional for non-Brazilian citizens)	<input type="text" value="999.999.999-99"/>			
Identity Document Number* (except for non-Brazilian citizens)	<input type="text" value=""/>	Issued by* (except for non-Brazilian citizens)	<input type="text" value=""/>	State* (except for non-Brazilian citizens) <input type="text" value=""/>
Passport Number	<input type="text" value=""/>	RNE (Federal Police Registration)	<input type="text" value=""/>	
Marital Status*	<input type="text" value="Married"/>	Gender*	<input type="text" value="Male"/>	
Gender Identity	<input type="text" value=""/>			
Place of Birth* (State-City) (for Brazilians)	<input type="text" value=""/> <input type="text" value=""/> <input type="checkbox"/> Brazilian Citizen Born Abroad			
E-mail Address*	<input type="text" value="e-mail"/>			
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 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

To submit a proposal, the Beneficiary and the Principal Investigator must attach this document.

Spouse

Full name	<input type="text"/>				Clear fields
Citizenship	<input type="radio"/> Brazilian <input type="radio"/> Non-Brazilian Citizen <input type="radio"/> Naturalized Brazilian Citizen				
Date of Birth (dd/mm/yyyy)	<input type="text" value=""/>	Country of Birth or Country of Citizenship* (except for Brazilians)	<input type="text" value=""/>		
CPF (optional for non-Brazilian citizens)	<input type="text" value=""/>				
Identity Document Number (except for non-Brazilian citizens)	<input type="text" value=""/>	Issued by (except for non-Brazilian citizens)	<input type="text" value=""/>	State (except for non-Brazilian citizens)	<input type="text" value=""/>

Last updated on 24/11/2017

Fill in all fields marked with an *.

If the selected option is “Non-Brazilian Citizen” in the “Citizenship” field and “CPF” field is empty, then “Marital Status” and “Gender” fields are not mandatory. A warning message will be displayed after save the data.



Warning

Identification

Attention: if you leave the Marital Status field blank, FAPESP understands that you would rather not provide this information.

Attention: if you leave the Gender field blank, FAPESP understands that you would rather not provide this information.



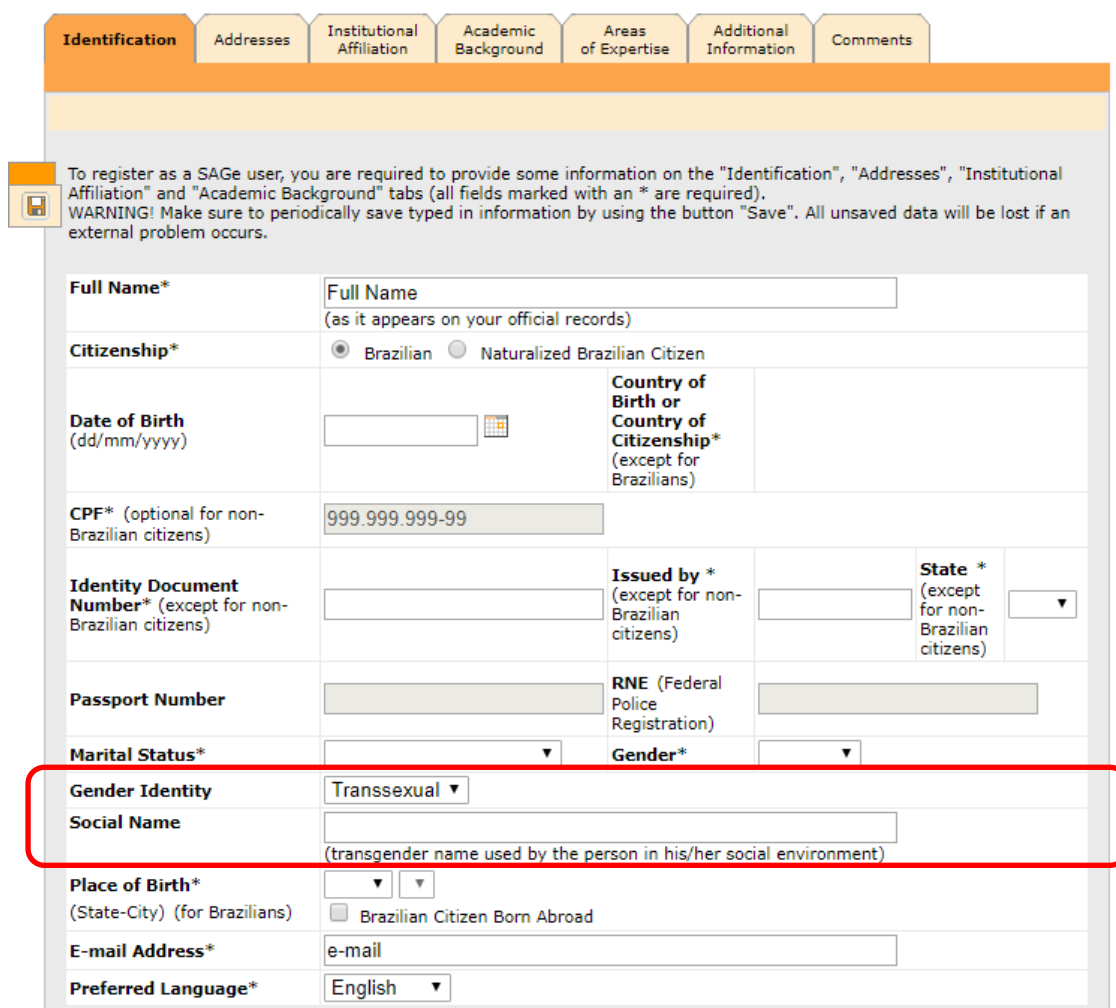
Success

Operation completed successfully!

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). 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>																																																							
<table> <tr> <td>Full Name*</td> <td colspan="6"><input type="text" value="Full Name"/> (as it appears on your official records)</td> </tr> <tr> <td>Citizenship*</td> <td colspan="6"> <input checked="" type="radio"/> Non-Brazilian Citizen <input type="radio"/> Naturalized Brazilian Citizen </td> </tr> <tr> <td>Date of Birth (dd/mm/yyyy)</td> <td><input type="text"/></td> <td></td> <td>Country of Birth or Country of Citizenship* (except for Brazilians)</td> <td colspan="3"><input type="text" value="United States"/></td> </tr> <tr> <td>CPF* (optional for non-Brazilian citizens)</td> <td colspan="6"><input type="text"/></td> </tr> <tr> <td>Identity Document Number* (except for non-Brazilian citizens)</td> <td><input type="text"/></td> <td>Issued by * (except for non-Brazilian citizens)</td> <td><input type="text"/></td> <td>State * (except for non-Brazilian citizens)</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Passport Number</td> <td><input type="text"/></td> <td>RNE (Federal Police Registration)</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Marital Status</td> <td><input type="text"/></td> <td>Gender</td> <td colspan="4"><input type="text"/></td> </tr> </table>							Full Name*	<input type="text" value="Full Name"/> (as it appears on your official records)						Citizenship*	<input checked="" type="radio"/> Non-Brazilian Citizen <input type="radio"/> Naturalized Brazilian Citizen						Date of Birth (dd/mm/yyyy)	<input type="text"/>		Country of Birth or Country of Citizenship* (except for Brazilians)	<input type="text" value="United States"/>			CPF* (optional for non-Brazilian citizens)	<input type="text"/>						Identity Document Number* (except for non-Brazilian citizens)	<input type="text"/>	Issued by * (except for non-Brazilian citizens)	<input type="text"/>	State * (except for non-Brazilian citizens)	<input type="text"/>		Passport Number	<input type="text"/>	RNE (Federal Police Registration)	<input type="text"/>				Marital Status	<input type="text"/>	Gender	<input type="text"/>			
Full Name*	<input type="text" value="Full Name"/> (as it appears on your official records)																																																						
Citizenship*	<input checked="" type="radio"/> Non-Brazilian Citizen <input type="radio"/> Naturalized Brazilian Citizen																																																						
Date of Birth (dd/mm/yyyy)	<input type="text"/>		Country of Birth or Country of Citizenship* (except for Brazilians)	<input type="text" value="United States"/>																																																			
CPF* (optional for non-Brazilian citizens)	<input type="text"/>																																																						
Identity Document Number* (except for non-Brazilian citizens)	<input type="text"/>	Issued by * (except for non-Brazilian citizens)	<input type="text"/>	State * (except for non-Brazilian citizens)	<input type="text"/>																																																		
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Marital Status	<input type="text"/>	Gender	<input type="text"/>																																																				

Gender Identity is mandatory and can be filled with one of the four options: Man, Woman, Transvestite, and Transsexual. If the selected option is Transvestite or Transsexual, then the Social Name field will show up and it can be filled-out optionally:



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*	Full Name (as it appears on your official records)		
Citizenship*	<input checked="" type="radio"/> Brazilian <input type="radio"/> Naturalized Brazilian Citizen		
Date of Birth (dd/mm/yyyy)	<input type="text"/>	Country of Birth or Country of Citizenship* (except for Brazilians)	<input type="text"/>
CPF* (optional for non-Brazilian citizens)	<input type="text"/>		
Identity Document Number* (except for non-Brazilian citizens)	<input type="text"/>	Issued by * (except for non-Brazilian citizens)	<input type="text"/>
Passport Number	<input type="text"/>	RNE (Federal Police Registration)	<input type="text"/>
Marital Status*	<input type="text"/>	Gender*	<input type="text"/>
Gender Identity	Transsexual ▼		
Social Name	<input type="text"/> (transgender name used by the person in his/her social environment)		
Place of Birth* (State-City) (for Brazilians)	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Address*	<input type="text"/>		
Preferred Language*	English ▼		

A person that identifies him or herself as a transsexual or transvestite can inform, optionally, a full name that corresponds to the way he or she is recognized and denominated by his or her community and on his or her social environment.

Each time the button  is pressed, the system will validate all tabs.

If there are any problems in completing the registration, SAGE will display a warning message at the top of the screen. Each tab will display the message, to facilitate errors location.

Attention: The Registration information will only be updated if there is no problem in filling in the form.



Warning

Attention! No data were saved.



Error

Identification

Gender required.

Identity Document Number required.

Issued by required.

State required.

Invalid E-mail Address.

Marital Status required.

Addresses

At least one address required.

At least one mailing address required.

You are required to fill a work address or to declare not having a work address.

Institutional Affiliation

You must inform whether or not you are employed.

Academic Background

You must inform whether or not you have any Academic Background.

A copy of the official identification of Principal Investigator, Beneficiary and/or Advisor will be required at submission of a proposal.

Filling in "Identification", "Addresses", "Institutional Affiliation" and "Academic Background" tabs are mandatories:

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.

Addresses

Add + Delete -

Address line 1	Address Type	Mailing Address
There is no address.		

☐ I declare I do not have a Work Address

Fill in all fields marked with an *.







Save

To add an address, click on the link





Add +

 and provide the details requested:



11

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 checked="" type="radio"/> Address in Brazil <input type="radio"/> Foreign Address
Address in Brazil	
Postal / ZIP Code*	<input type="text"/>  
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* <input type="text"/>
	Number* <input type="text"/> 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"/>
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.	
<input type="button" value="Cancel"/>	<input type="button" value="Confirm"/>

Click **Confirm** and the new address will appear in the address list:


Addresses			
			Add  Delete 
Address line 1	Address Type	Mailing Address	
Address	Work Address		

☐ I declare I do not have a Work Address

To edit / correct an address, click on the corresponding entry at the "Address line 1" column. If you wish to delete an address, select the corresponding row() and click [Delete](#) 

The work address is required. If you have no work address, please click on the "checkbox"

☐ I declare I do not have Work Address . If the record is saved without such an address or without clicking on the "checkbox", SAGe will display the following error message:



Error
Addresses It is mandatory to fill a work address or declaration that you have no work address.

If a work address is recorded, a work e-mail must be provided.

Other pieces of information required are:

- Institutional Affiliation

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 institution/company, we kindly ask you to state so in the "Institutional Affiliation" field.

Institutional Affiliation

Do you have any institutional affiliation? ☐ Yes ☒ No

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


Other income

Do you have any other income? ☐ Yes ☒ No

☐ Pension
 ☐ Fellowship / Scholarship
 ☐ Other

Last updated on 99/99/9999

Fill in all fields marked with an *.

To add an institutional affiliation, select  **Yes** in replying to the question “**Do you have any institutional affiliation?**”.

The screen will change to:

Institutional Affiliation

Do you have any institutional affiliation? ☒ Yes ☐ No

[Add !\[\]\(1c26eb7df362c8b9605ed9763e0d8f94_img.jpg\)](#)
[Delete !\[\]\(2bdcfc9909d1d3fc356640999d08c1cc_img.jpg\)](#)






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

Other income

Do you have any other income? ☐ Yes ☒ No


☐ Pension
 ☐ Fellowship / Scholarship
 ☐ Other

Click [Add !\[\]\(10f8862fc183b400327470ea85afe9ae_img.jpg\)](#) and provide the details for employment:

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*	Researcher Abroad 
Work dedication	
Recent positions or titles (including administrative and coordination positions)	<input type="text"/>  

Fill in all fields marked with an *.

For researchers working outside Brazil, please select the "Researcher Abroad" option in the field Type of Employment.

Click  to select your Organization / Company:

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"/>
Address	<input type="text"/>
Country	<input type="text"/>
Category	<input type="text"/>
Location	<input type="radio"/> Brazilian <input type="radio"/> Foreign <input checked="" type="radio"/> Both
Level	<input type="radio"/> Research Institution/Company <input type="radio"/> Unit <input checked="" type="radio"/> Both
<input type="button" value="Cancel"/> <input type="button" value="Search"/>	

Enter the data and click

The affiliation institution must be registered in SAGE. If not, it will be necessary to send a request to FAPESP, as explained in the document [SAGE System Guide - Non-Brazilian Research Institution or Company Registration](#).

The affiliation institution must be registered in SAGE. If a proposal is to be submitted to FAPESP and the institution is still not registered, registration can be done with support from FAPESP, by sending an e-mail to <http://www.fapesp.br/en/contactus/>.

If the affiliation institution is not informed, the proposal will be returned.

- Academic Background

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 *.



Save

If you choose to provide your academic background, answer  **Yes** the question “**Do you have any Academic Background?**”.

The screen will change to:

Academic Background

Do you have any Academic Background?  **Yes** ☐ No

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

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

Click  and provide the data requested:


Add Academic Background	
Academic Degree*	<input type="text"/>
Course*	<input type="text"/>
Institution*	<input type="text"/>
Course Progress*	<input type="radio"/> In progress <input type="radio"/> Completed <input type="radio"/> Not finished
Start date* (mm/yyyy)	<input type="text"/> / <input type="text"/>
End date (mm/yyyy)	<input type="text"/> / <input type="text"/>
Duration in semesters	<input type="text"/>
Advisor/Supervisor	<input type="text"/>
Dissertation/Thesis title	<input type="text"/>

Fill in all fields marked with an *.

Click and the new academic entry will appear in the list:

Update Personal Information			
Identification	Addresses	Institutional Affiliation	Academic Background
<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>			
Academic Background			
Do you have any Academic Background? <input checked="" type="radio"/> Yes <input type="radio"/> No			
<div style="text-align: right;"> Add <input type="button" value="+"/> Delete <input type="button" value="-"/> </div>			
Highest Academic Degree	Institution	Degree Year	
<u>Doctorate</u>	Institution	99/9999	<input type="button" value="X"/>
Last updated on 99/99/9999			

Fill in all fields marked with an *.

To edit / correct information about your academic background, please click on the link for the corresponding level of training and make the necessary changes. If you wish to delete any academic degree, select the corresponding line (☑) and click the link [Delete](#) .

- Areas of Expertise:

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.

Subareas of Expertise

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


Subareas
There are no registered subareas of expertise.

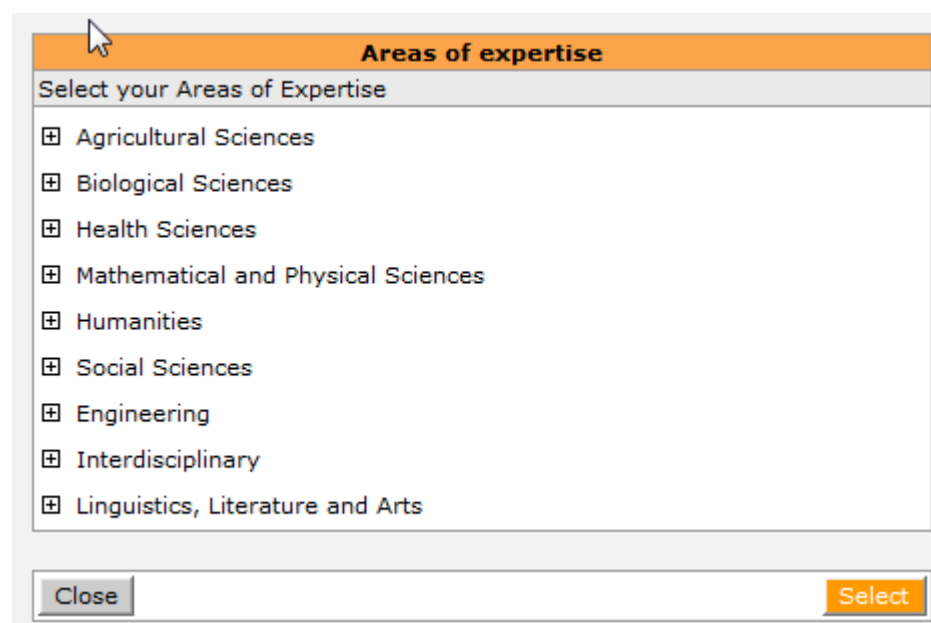
Keywords

(Relevant in your areas of expertise)

Fill in all fields marked with an *.

Save

To add a subarea, click [Add](#) 



The image shows a software dialog box titled "Areas of expertise" with an orange header bar. Below the header, the text "Select your Areas of Expertise" is displayed. A list of nine categories follows, each preceded by a square icon containing a plus sign. At the bottom of the dialog, there are two buttons: a grey "Close" button on the left and an orange "Select" button on the right.

Areas of expertise

Select your Areas of Expertise

- ☐ Agricultural Sciences
- ☐ Biological Sciences
- ☐ Health Sciences
- ☐ Mathematical and Physical Sciences
- ☐ Humanities
- ☐ Social Sciences
- ☐ Engineering
- ☐ Interdisciplinary
- ☐ Linguistics, Literature and Arts

Close Select

In addition, select the subareas.

Areas of expertise

Select your Areas of Expertise

☐ Agricultural Sciences

☐ Agronomy

☒ Agrometeorology

☐ Soil Science

☐ Rural Extension

☐ Plant Health

☐ Crop Sciences

☐ Floriculture, Parks and Gardens

☐ Agronomy (other subarea)

☐ Food Science and Technology

☒ Food Science

☐ Food Engineering

☐ Food Science and Technology (other subarea)

☐ Food Technology

☒ Agricultural Engineering

☒ Veterinary Medicine

☒ Forest Resources and Forest Engineering

☒ Fisheries and Fishing Engineering

☒ Animal Sciences

☒ Biological Sciences

☒ Health Sciences

☒ Mathematical and Physical Sciences

☒ Humanities

☒ Social Sciences

☒ Engineering

☒ Interdisciplinary

☒ Linguistics, Literature and Arts




Close

Select

After selecting one or more subarea, click Select.

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- Additional 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>						
Researcher's links						
Link to Publons		<input type="text"/>				
Link to MyCitations (Google Scholar)		<input type="text"/>				
Link to ORCID		<input type="text"/>				 Connect your Orcid iD (Find out more about ORCID at FAPESP)
In Case of Emergency Contact						
In Case of Emergency Contact Information.						
Name of contact person		<input type="text"/>				
Address		<input type="text"/>				
Telephone Number		<input type="text"/>				
Kinship / Relationship		<input type="text"/>				
Other contacts		<input type="text"/>				
		<input type="text"/>				
		<input type="text"/>				
Last updated on 24/11/2017						

Fill in all fields marked with an *.

The link to your pages "Publons", "My Citations (Google Scholar)" and "ORCID" identifier must be entered in the "Additional Information" tab. One or both will be stored in your registration, and therefore these addresses will not be requested whenever you submit a proposal.

Attention: The links for these pages must be filled in their entirety, starting with "http://".

When the links are completed and saved, their icons will be displayed:

Researcher's links						
Link to Publons		<input type="text" value="http://www.publons.com/xxxxxx"/>				
Link to MyCitations (Google Scholar)		<input type="text" value="http://scholar.google.com/citations?user=xxxxx"/>				
Link to ORCID		<input type="text" value="https://orcid.org/xxxxx"/>				 Connect your Orcid iD (Find out more about ORCID at FAPESP)

- Comments:

Enter any additional comments at the comments form.

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.

Comments

▲

▼


Fill in all fields marked with an *.

Save

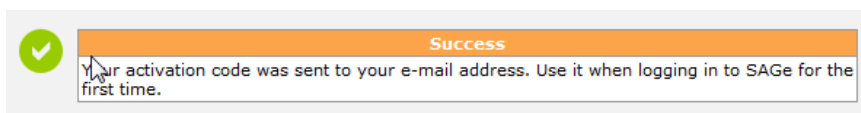
I do not remember my activation code

If you have registered in SAGE, but forgot your activation code, you can receive a new code, using the "Forgot your activation code?" link, as shown in the figure below:

After clicking on the link, SAGE displays the following screen:

Forgot your activation code?	
Information	
Citizenship*	<input checked="" type="radio"/> Brazilian <input type="radio"/> Non-brazilian citizen <input type="radio"/> Naturalized Brazilian Citizen
Username	<input type="text"/>
Full Name (If a non-Brazilian citizen)*	<input type="text"/>
Date of birth	<input type="text"/> 
Country (Except for Brazilians)*	<input type="text"/>
CPF (optional for non-Brazilian citizens)*	<input type="text"/>
E-mail Address (optional for Brazilians)*	<input type="text"/>
Fill in all fields marked with an *.	
<input type="button" value="Close"/> <input type="button" value="Confirm"/>	

Please type the details required for sending a new **activation code** and click . The following screen should appear:



Click and check in your mailbox if a message from "sage@fapesp.br" has been received with the subject "[FAPESP] - Forgot your activation code?". The e-mail message will look like:

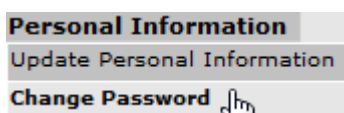
A new activation code for logging in to the SAGE System was sent to your email address as requested by you.

Activation Code 3G4cLr

Use this new activation code for logging in to SAGE.

Changing your personal password

If you wish to change your password, click on "Change Password" available in "My Data" from the main menu:



SAGE will display the following screen:

Change Password	
Current password*	<input type="password"/>
New password*	<input type="password"/>
Confirm new password*	<input type="password"/>
<input type="button" value="Confirm"/>	

Enter the requested information and click [Confirm](#). If the operation was performed correctly, the following message is issued:

Success	
	Operation successfully executed!


Your password was changed.

I do not remember my username or password

If you do not remember your username and / or password, click "Forgot your username or your password?", as shown on the screen below:



After clicking on the link, the following screen will be displayed:

Forgot your password or your username?	
Information	
Citizenship*	<input checked="" type="radio"/> Brazilian <input type="radio"/> Non-brazilian citizen <input type="radio"/> Naturalized Brazilian Citizen
Username	<input type="text"/>
Full Name (If a non-Brazilian citizen)*	<input type="text"/>
Date of birth	<input type="text"/> 
Country (Except for Brazilians)*	<input type="text"/>
CPF (optional for non-Brazilian citizens)*	<input type="text"/>
E-mail Address (optional for Brazilians)*	<input type="text"/>
Fill in all fields marked with an *.	
<input type="button" value="Close"/>	<input type="button" value="Confirm"/>

Please provide the details required for a new username and password to be sent and click . The following message is issued:

	Success Your username and a new password were sent to your e-mail address.
---	--

Click and check in your mailbox if a message from "sage@fapesp.br" has been received with the subject "[FAPESP] - Forgot your Password/Username?". The e-mail message will look like:

Your username and a new password for logging in to the SAGe System were sent to your e-mail address, as requested by you.

Username: user123
Password: 1i0GRw

A new password was sent to your e-mail address. Please follow instructions in [CHANGING YOUR PERSONAL PASSWORD](#) to type a password of your choice.

Frequently asked questions

1. I click "Not registered" and nothing happens in the SAGe page.

Probably the problem is in the Internet browser used or in its version. SAGe performs best with Internet Explorer 6.0.2.900. Update your version or use another browser.

2. I did the registered in SAGe but did not receive my activation code.

The activation code is automatically sent to the e-mail address registered in SAGe. If this message was not received, two possible causes are:

- a. The mailbox provider is blocking messages sent by "sage@fapesp.br". Check whether your mailbox has an active spam filter. It may have filtered the message containing the activation code. In this case, set it not to filter messages from "fapesp.br" or disable it. If you have disabled your filter, be sure to reactivate it afterwards!
- b. The e-mail address was typed incorrectly during registration. Please contact FAPESP by clicking

 **Contact Us**

on <http://www.fapesp.br/en> for additional information or to solve the problem. Only after sending a request to FAPESP, your e-mail address will be correct.

3. I type my username and password, and SAGe indicates incorrect data.

Type again the username and password exactly as registered. If the problem persists, follow the instructions in ["I DO NOT REMEMBER MY USERNAME OR PASSWORD"](#).

4. I type my activation code and SAGe indicate that it is incorrect.

Type again your activation code as provided in the email you received. If the problem persists, use the copy and paste functions for entering the code. If the problem persists, follow the instructions in ["I DO NOT REMEMBER MY ACTIVATION CODE"](#)

5. The activation code is not shown in the message with subject "Welcome to SAGe!"

Check the display settings of your e-mail or found the message to a personal email from another provider.

6. I requested a new password but when I type this password, I receive a message from SAGe that it is incorrect.

Type again your new password. If the problem persists, use the copy and paste functions to enter the new password.

7. I use the "Forgot your password or your username" option, write the requested information and SAGe indicates "no user found". I try to register again and SAGe advises that there is already a user associated with the reported data. What should I do?

Probably the registration was created with some erroneous information (nationality or date of birth). For additional information or clarification of doubts, please contact FAPESP clicking

 **Contact Us**

in <http://www.fapesp.br/en>.

8. How can I change my username?

A user cannot change his/her username. If you wish to change it, please send a request justifying the

reason for changing your username clicking  **Contact Us** at <http://www.fapesp.br/en>.