

► **Goals**

- To assist investigators when they are providing information requested by FAPESP.
- To improve information quality.
- To speed up procedures.
- To ensure greater visibility of FAPESP's actions.

► **User Guidelines**

- [Guidelines for users not yet registered](#)
- [Guidelines for first-time access of already registered users](#)
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► **Guidelines for users not yet registered**

1. On the SAGe screen, click on the **Not Registered?** option, and wait until the screen Request Registration is displayed.
2. Fill in the fields with the requested information. Your full name must be informed without using abbreviations. The system will recognize you by your: (1) Individual Taxpayer Identification Number ("Cadastro de Pessoa Física", CPF); or (2) Name, Country and Date of Birth.
3. Click on the **Confirm** button and wait until the Add User screen is displayed. This screen allows you to register as a FAPESP SAGe User.
4. Please fill in the requested information. Your username must contain a minimum length of five (5) and a maximum length of ten (10) characters, which may include special, lowercase, or uppercase characters, or numbers. And your password must contain a minimum length of five (5) and a maximum length of ten (10) characters, which may include special, lowercase, or uppercase characters, or numbers. When accessing SAGe and entering your username and password, please make sure to use lowercase and uppercase characters accordingly.
5. Please click on **Save** button and wait until the **Operation completed successfully** message is displayed. Refer to the text contained in the message, and proceed as instructed.
6. Click on the **OK** button.

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► **Guidelines for first-time access of already registered users**

1. Check your e-mail, open the message sent by sage@fapesp.br, and follow the instructions therein.
2. Access SAGe on the following webpage <http://www.fapesp.br/sage>.
3. Type in your username and password, click on the **OK** button, and wait until the first-time system login screen is displayed.
4. Type in your activation code, click on the **OK** button, and wait until the SAGe System screen is displayed.
5. Click on the **Personal Information** option. To complement your personal information, proceed to the instructions described under **Update Registration**. Users wishing to apply for any of FAPESP's research funding opportunities must fill out all required information.

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► **Guidelines for accessing SAGe after the first time.**

1. Access the website.
2. Type your Username and Password, and wait until the SAGe System screen is displayed.
3. If needed, your information can be updated by clicking on the option **Personal Information, Update Registration**.
4. For security reasons, regularly change your Password by using the option **Personal Information, Change Password**.
5. Different research funding opportunities offered by FAPESP are available on this screen.

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► **Frequently Asked Questions (FAQ)**

1. **What is SAGe?**
SAGe is FAPESP's online system that provides investigators with access to a unified database through the Internet. Additionally, it is a quality leap in managing the administrative processes associated to the Foundation's scientific and technological research projects.
2. **Who can help me with doubts about how the system works?**
All doubts will be dealt with by the "Contact FAPESP" service (www.fapesp.br/en/contactus) or on the phone (+55-11-3838-4000).

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