Control System for Grants and Benefits – SCBA User’s Manual – Beneficiary Profile

General Coordination of Scholarships and Projects - CGBP
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Control System for Grants and Benefits  SCBA

User’s Manual – Beneficiary Profile

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<thead>
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<tbody>
<tr>
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</tr>
</tbody>
</table>
Summary

Introduction // 7
Initials and Abreviations // 7
User’s Profile // 7
General Description of the System // 7
Icons, Links or Buttons meaning // 8
System Functionalities // 9
  Login Screen // 29
  System Main Page // 29
  Implementation Screen // 31
    File Details // 31
Messages/Documents Exchange // 7
Introduction

This Beneficiary Guide describes the Control System for Grants and Benefits functionalities allowing the beneficiary to properly use the system.

Initials and Abbreviations

SCBA – Control System for Grants and Benefits
DRI – Directorate for International Affairs
HEI – Higher Education Institution
Grant – (Stipends, allowances etc.)

User’s Profile

Beneficiary: The user with this profile can access or modify information regarding his or her own file. This profile is used by CAPES grantees. In addition, this profile enables the user to exchange messages and documents with CAPES through Linha Direta system (Direct Line).
General Description of the System

Through SCBA the user can:

- monitor their personal file;
- include address information in Brazil or abroad;
- include bank account information in Brazil or abroad;
- forward documents to compose their personal file, such as signed Scholarship Agreement Grant Term, Bank Statement, among others.

Icons, Links or Buttons meaning

http://scba.capes.gov.br/scba -> Link to SCBA.

HOME This option allows the user to monitor his or her file. By selecting the intended file, the system shows the following tabs:

File Information It displays the file information.

File People It displays information about the people in the file (beneficiary, dependent, pensioner etc).

Address It displays any address information, in Brazil or abroad, in case it is registered.

Institutions It displays information regarding the origin and destination Higher Education Institutions.

Banking Information It displays all information concerning the bank accounts in Brazil or abroad, if registered.

Benefits It displays information regarding the scholarship concession (grant type, sum, quantity and total amount).

HELP Frequently asked questions regarding the system functionalities.

Email This button, if pressed, displays file notifications.
This button, if pressed, will return to the previous page.

**Payment Statement**
This button, if pressed, allows the grantee to check the scholarship payments.

**Confirm Acceptance**
This button, if pressed, allows the grantee to implement his or hers scholarship.

**Add Additional Information**
This button, if pressed, allows the grantee to view or include a person, bank account information and address in the file. The options available in this page are:

**File People**
This tab shows information about the people in the file. Allows the inclusion of addresses in Brazil and abroad;

**Add Person**
This tab allows the user to include another person on the file (dependent, researcher etc.);

This button, if pressed, allows the inclusion of a new address;

**Banking Information**
This tab shows the bank account information and allows including or changing this information;

This button, if pressed, allows changing the bank account information;

This button, if pressed, allows the inclusion of a new bank account information;

This button allows the user to save the information included.

**Communication**
This button, if pressed, automatically redirect the user to the Linha Direta system, this system allows the communication between CAPES and the user and the exchange of documents.

This button, if pressed, allows the user to log out of the system.
System Functionalities

Login Screen

Unfortunately, this part of the system has not been translated yet.
We are working on it.

After accessing the SCBA link, the system brings up the Login screen. It is necessary to click on “Estrangeiro” (Foreigner), and then inform the login and password. After that, click on the “Entrar” (Sign in) button.

<table>
<thead>
<tr>
<th>Translation</th>
<th>In Portuguese</th>
<th>In English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esqueci minha senha</td>
<td>Forgot my password</td>
<td></td>
</tr>
<tr>
<td>Alterar minha senha.</td>
<td>Change my password</td>
<td></td>
</tr>
<tr>
<td>Esqueci o documento</td>
<td>Forgot my document number</td>
<td></td>
</tr>
<tr>
<td>estrangeiro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Não possuo acesso?</td>
<td>First access</td>
<td></td>
</tr>
<tr>
<td>Registre-se</td>
<td></td>
<td></td>
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</tbody>
</table>

- If it is the first time accessing the system, the beneficiary must click on “Não possui acesso? Registre-se”;
If the beneficiary forgot his password, it is necessary to click on “Esqueci minha senha”, so a new password will be sent to the e-mail registered.

If the beneficiary wants to change the password, it is necessary to click on “Alterar minha senha”.

After typing the credentials, the system will open the next page.

**System Main Page**

The system will show the beneficiary file(s), so he or she must click on the wanted file. If the beneficiary did not implemented the file yet, the system will show the screen below. For those who already have the file implemented, after the file selection, the system will show the file details (see item **File Details**).

**Implementation Screen**
In order to implement the scholarship, the user must:

- Insert a bank account information.
- In this option, the system allows to select or include (+) new banking information.
- Attach the bank account statement, by clicking on the button: Attach Document
- Read the Term of Agreement and accept the items of the responsibility Term, by clicking on the check boxes .
- After that, the user must click on the button .

Attention: In case the grantee does not comply with these procedures, the scholarship will not be implemented.
In order to confirm the changes, please select save.

Banking Information

National Banking Account

Brazilian Banking Information Update

Checking Account:  Select...
Bank Number:  
Agency:  
ACCOUNT:
Bank Name:
Agency Name:
Type:

NOTICE:
1. The beneficiary must be the account holder.
2. It cannot be a savings account.
3. Do not forget to attach your bank account statement by clicking on the following link.*  

* Required Field

Beneficiary Information

TERMO DE ACEITAÇÃO DE BOLSA
PRÉ-PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO
Por este Termo de Aceitação de Bolsa, o(a) _______________ de _______________, inscrito(a) na CPM de _______________, em _______________, aos termos e condições estabelecidos na presente, aceito(a) a bolsa de estudos concedida pela CAPES no âmbito do Programa Pré-Programa Institucional de Internacionalização, na modalidade de _______________.

1. Pelo presente, autorizo a CAPES a realizar os procedimentos necessários à implantação do Programa, com os objetivos e metas estabelecidos.

2. Reconheço que, ao aceitar esta bolsa, estou ciente de todos os benefícios a CAPES e que deve observar todas as normas e condições estabelecidas.

STATEMENT OF RESPONSIBILITY

I declare to be aware of the above term, as well as the terms of my grant.

I declare that the information provided is true, taking full responsibility for it.

NOTICE:

By confirming the acceptance, the information entered will be saved in CAPES database. Please validate if they are correct.

---

File Details

Document Information:

- Document Type: [Dropdown]
- Document Name: [Input]
- Document Description: [Input]
- Document URL: [Input]

Other Information:

- Project:
  - Scholarship Modality: [Input]
  - Post Graduation Program: [Input]
- Evaluation Area: [Input]
- Area of Knowledge: [Input]

File Information:

- File Number:
- Green Duration:
- Cape Program:
- Beneficiary's Name:
- Beneficiary's Document:
- Situation:

---

File Details

File Information:

- File Number:
- Green Duration:
- Cape Program:
- Beneficiary's Name:
- Beneficiary's Document:
- Situation:
On this screen, the beneficiary can view and monitor the file, or complement information by clicking on “Add additional information”, this option works to:

- include people on the file;
- include addresses in Brazil or abroad; and
- include or change bank account information in Brazil or abroad.

After clicking on “Add additional information”, the system will open the following page.

**Complement information of people and addresses**
In order to include a new address, the user must click on the addition icon.
The user must fill up the information needed and save it.

**Complement Bank Account Information**

If the user want to include or change bank account information, he or she must click on the Banking Information tab.

Once again, to include the information the user must click on the addition icon, in case of a Brazilian account, click on the “National Banking Account” tab.
For the International Banking Account Information, the system will automatically select the form for the user’s country, requiring specific information for each country.

After filling up the form, the user must save it.

If the user needs to include a person to the file. For an example: A dependent, a contact in Brazil, among others, it is possible by clicking on Add Person. By clicking on it, the system will show this page:

![Identification Number page]

The identification number works on contacts here in Brazil, where a Taxpayer Identification Number (CPF) is needed.

So, the option “No Identification Number” should be chosen.
In order to register a foreign person, another registration at SCBA will be needed.

After registering this person, the user will search by country of birth and name to end the registration.

**Messages/Documents exchange**

By clicking on , the system will redirect the user to the Linha Direta system. Optionally, the user can access the system directly by the link: http://linhadireta.capes.gov.br/linhadireta, informing the same access credentials as of the SCBA system. After logging in, the system will show the page below:
The unread messages will always be written in **bold**. In order to read the answers, the user must click on the arrow icon close to the source of the message, this action will show all the answers of that topic.

In order to send a message, the user must click on the “New” button, fill up the subject and compose the message.
In order to attach a new document, the user must click on the paperclip icon, and the screen below will show up. The system has various kinds of documents that can be selected by typing its name (then the options will appear). If the user is unsure on which type of document to choose, just leave it blank and the responsible person at Capes will label the document later.

After uploading the document, the system will return to the previous screen, where the user can write the text wanted, as shown on the image below. Please notice that the only document format allowed to upload is PDF, with a maximum of 5 MB.
After typing the subject, the content of the message and sending it, the system will return to the screen below:

Have suggestions, criticism, compliments or corrections, please let us know.

print@capes.gov.br