


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



CAPES

General Coordination of Scholarships and Projects – CGBP
Directorate for International Affairs – DRI
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Control System for Grants and Benefits SCBA

User's Manual – Beneficiary Profile

Institutional Program of Internationalization
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■ Introduction

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

 This button, if pressed, displays file notifications.

Back 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

Save 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



The screenshot shows the login interface for the 'Sistema de Controle de Bolsas e Auxílios' (SCBA). At the top, there's a header with the SCBA logo and the system name. Below this, the word 'Login' is centered. There are two tabs: 'Brasileiro' (Brazilian) and 'Estrangeiro' (Foreigner). The 'Estrangeiro' tab is selected. Below the tabs are two input fields: 'Login:' and 'Senha:' (Password). To the right of the password field is a purple 'Entrar' (Enter) button. Below the input fields, there are four links: 'Esqueci minha senha.' (I forgot my password), 'Alterar minha senha.' (Change my password), 'Esqueci o documento estrangeiro' (I forgot my foreign document), and 'Não possui acesso? Registre-se.' (Do not have access? Register). At the bottom of the login form, it says 'v 2.42.6'. Below the login form, there are logos for CAPES and a row of social media icons.

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.

Translation	
In Portuguese	In English
Esqueci minha senha	Forgot my password
Alterar minha senha.	Change my password
Esqueci o documento estrangeiro	Forgot my document number
Não possui acesso? Registre-se	First access

- 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 screenshot shows the 'My files' section of the system. It includes a search bar and several filters: 'Capes Program', 'Cell', 'File Number', and 'Type of File'. Below the filters are 'Search' and 'Clean' buttons, and an 'Advanced Search' link. The main content area displays a table of files under the heading 'Managing - Awaiting Implementation'. The table has columns for Type, File, Beneficiary's Name, Country, Destination HEI/Language institution, and File duration. One file is listed in the table.

Type	File	Beneficiary's Name	Country	Destination HEI/Language institution	File duration
📎	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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

Implementation Acceptance

✓ Congratulations, your scholarship has been granted! Follow the next steps to effectively become a CAPES fellow.

File Number: _____ Grant Duration: _____ to _____
 Capes Program: _____ Call: _____
 Modality: _____
 Destination HEI: _____

Beneficiary Information | Banking Information and Documents | Acceptance of the Commitment Term

In order to confirm the changes, please select save

Personal Information

Name: _____
 Gender: _____ Marital Status: Select...
 Country of Birth: * Select... State of Birth: Select...
 Nationality: * Select... Date of Birth: _____

Identification Documents:

Type:	Number:

To change the information associated with the registration, select another one from the list or select the icon + to add a new one.
 In order to correct the displayed data, select the option ✎.

E-mail: * Select... + ✎

Contact Address in Brazil

Address: * Select... + ✎
 ZIP Code: _____ City: _____ Country: _____
 Address: _____ State: _____
 Neighborhood: _____ Complement: _____
 Landline: Select... + ✎ Number: _____
 Cellphone: Select... + ✎

* Required Fields

NOTICE:
 After saving, the entered information will be stored in Capes database. Please validate if the informed data is correct.

Withdraw Save Leave

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 **Confirm Acceptance**.

Attention: In case the grantee does not comply with these procedures, the scholarship will not be implemented.

Beneficiary Information
Banking Information and Documents
Acceptance of the Commitment Term

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:

- The beneficiary must be the account holder.
- It cannot be a savings account.
- Do not forget to attach your bank account statement by clicking on the following icon: *

Attach Document

* Required Fields

Beneficiary Information
Banking Information and Documents
Acceptance of the Commitment Term

Beneficiary Information
Banking Information and Documents

TERMO DE ACEITAÇÃO DE BOLSA
PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO

Por este Termo de Aceitação de Bolsa, eu, _____, residente e domiciliado a _____, na cidade de _____, CEP _____, portador do CPF nº _____, aceito a bolsa de estudos concedida pela CAPES no âmbito do Programa Capes PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO, na modalidade de _____, de _____ a _____ com o apoio da Capes, assumindo, irrevogavelmente, os compromissos e obrigações a seguir:

- Fornecer à CAPES os documentos e informações necessários a implementação da bolsa.
- Reconhecer que, ao aceitar esta bolsa, alguns custos podem ser gerados em meu benefício à CAPES ou ao(s) parceiro(s) internacional(is) no presente Programa, mesmo antes de minha chegada à instituição de destino.

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 stored in Capes database. Please validate if they are correct.

Confirm Acceptance
Withdraw
Leave

File Details

HOME
REPORTS
HELP

Occurrences
Add Additional Information
Communication

File

File Number:
Grant Duration:
Capes Program:
Beneficiary's Name:
Situation:

Cell:
Beneficiary's Document:

Documents
Payment Statement
Declaration
Back

File Information
File People
Address
Institutions
Banking Information
Benefits
Questionnaires

File Information

Project:
Scholarship Modality:
Evaluation area:

Post Graduation Program:
Area of Knowledge:

The screenshot shows a web application interface with a dark sidebar on the left containing links for HOME, REPORTS, and HELP. The main content area displays project information:

- Project:**
 - Scholarship Modality: Doctorate Degree
 - Evaluation area:
 - Course:
 - Grant group: TRADICIONAL
- Post Graduation Program:**
 - Area of Knowledge:
 - Field of Priority:
 - Payment group: Doutorado Pleno Exterior

Below this, there is a section titled "File Dates History" with the following details:

- File duration:** 01/08/2019 to 31/07/2020
- File deadline:** 1 year(s), 0 month(s), 0 day(s)
- Extension with payment until:** There are no
- Extension without payment until:** There are no
- Renovation estimation:** There are no
- Completion Date:** There are no

A "Documents" section follows, featuring a yellow warning box: "Type of document in red means that such a document is required and has not yet been attached to the file or is pending approval." Below this is a table:

Documents	Type
Comprovante de Conta Bancaria.pdf	Brazilian bank account statement issued by the bank itself (simple statement)

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

The screenshot shows the "Beneficiary Information" form. At the top, there are tabs for "File People" and "Banking Information", with "File People" selected. Below the tabs is a button labeled "Add Person". The form itself is titled "Beneficiary" and contains the following fields:

- Name:**
- Gender:**
- Country of Birth:**
- Nationality:**
- Marital Status:** Single
- State of Birth:** DF
- Date of Birth:**

Below these fields is a section titled "Documents" with a table for adding document information:

Type	Number
Taxpayer Identification Number	
ID	
Passport	

E-mail

E-mail:

+

Contact Information in Brazil

Address:

Select...

+

ZIP Code:

City:

Address:

Neighborhood:

Landline:

Select...

+

Country:

State:

Complement:

Number:

Cellphone:

Select...

+

Contact Information Abroad

Address:

Select...

+

ZIP Code:

City:

Address:

Neighborhood:

Landline:

Select...

+

Country:

State:

Complement:

Number:

Cellphone:

Select...

+

Save

In order to include a new address, the user must click on the addition icon



Add Address
×

Purpose: *
Select...

Country: *
Brazil

ZIP Code: *

Address: *

Complement:

Neighborhood:

Number:

City: *

* Required Fields

Save

Cancel

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.

File People
Banking Information

National Banking Account
International Banking Account
Account of the Education Institution Abroad

Brazilian Banking Information

Checking Account:
+

Bank Number:
Agency:
Account:

Bank Name:
Agency Name:
Type:

In order to link the bank information to the file, it is necessary to select Save.

Save

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.

The screenshot shows a web application interface with a top navigation bar containing 'File People' and 'Banking Information'. Below this is a sub-navigation bar with three tabs: 'National Banking Account', 'International Banking Account' (which is selected), and 'Account of the Education Institution Abroad'. The main content area is titled 'Banking Information Abroad' and contains several form fields: 'Country:' with a dropdown menu showing 'United States'; 'Bank Number:' with a text input field; 'Bank Name:' with a long text input field; 'Agency: *' with a text input field; 'Agency Name:' with a long text input field; 'Account: *' with a text input field; 'Address:' with a long text input field; and 'ABA: *' with a text input field. At the bottom of the form area, there is a yellow banner with an information icon and the text 'In order to link the bank information to the file, it is necessary to select Save.' Below the banner is a 'Save' button.

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**.

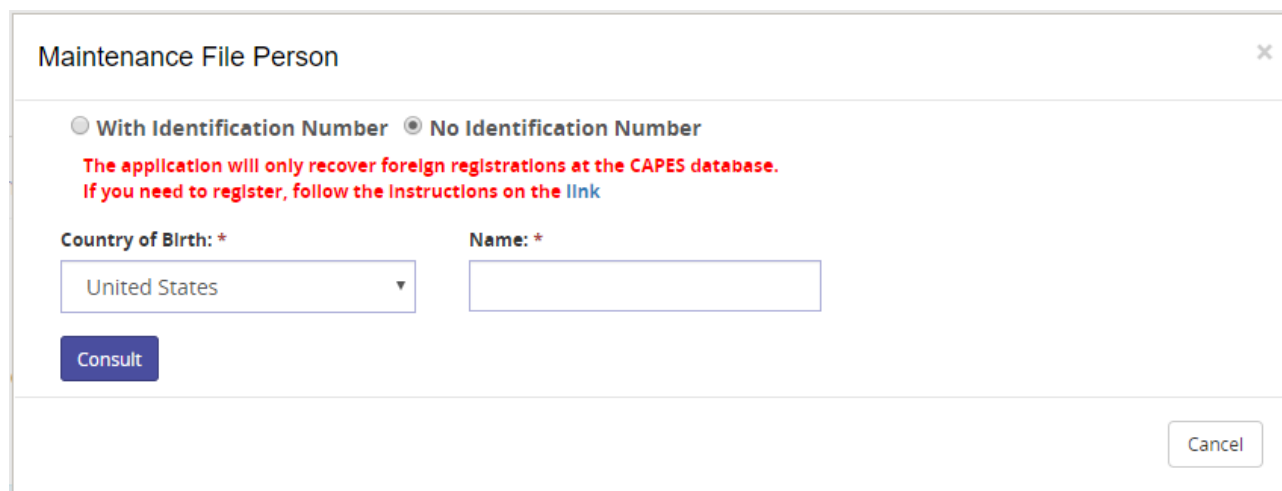
By clicking on it, the system will show this page:

The screenshot shows a dialog box titled 'Maintenance File Person' with a close button (X) in the top right corner. Inside the dialog, there are two radio buttons: 'With Identification Number' (which is selected) and 'No Identification Number'. Below the radio buttons is a label 'Taxpayer Identification Number: *' followed by a text input field. At the bottom left of the dialog is a 'Consult' button, and at the bottom right is a 'Cancel' button.

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.



Maintenance File Person

☐ With Identification Number ☒ No Identification Number

The application will only recover foreign registrations at the CAPES database.
If you need to register, follow the instructions on the [link](#)

Country of Birth: * Name: *

United States

Consult

Cancel

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

■ Messages/Documents exchange

By clicking **Communication** 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:

File

Search

File number:

Program:

Brazilian University:

ID Number:

File type:

Call:

Host University:

Host Country:

Beneficiary's name:

Modality:

Search results

Type	File	Beneficiary	Program	Brazilian University	Host University
	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

1 item Results per Page:

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.

File details

File -

Name: ID Number:

Program: 6685 - PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO Project: Processo de Bolsa do Exterior para o beneficiário:

Call: CAPES/PRINT - Edital nº 41/2017 Situation: Acompanhamento - Aguardando Implementação

Messages

Keyword:

Unread: 0

Source	Subject	Read?	Status/Situation	Submissions	Action
✓ CAPES	Implementação de Bolsa	Sim	Respondida	05/12/2019 15:21	
↩ [Redacted]	Implementação de Bolsa	Não	Enviada	05/12/2019 15:37	

In order to send a message, the user must click on the "New" button, fill up the subject and compose the message.

Notification ✕

To: CAPES

File attachments

Subject*:

* Permitted document: pdf 📎

B I U ABC
☰ ☰ ☰ ☰
Estilos
Formatação
Família(Fonte)
Tamanho

✂ 📄 📁
☰ ☰ ☰ ☰
↶ ↷
🔗 🔗
🛡 🔍

Send
Close

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.

VP/PRINT - Edital nº 41/2017 Situation: Acompanhamento - Expirado

Notification ✕

To: CAPES

File attachments

Subject*:

Key

B I U ABC
☰ ☰ ☰ ☰
Estilos
Formatação
Família(Fonte)
Tamanho

✂ 📄 📁
☰ ☰ ☰ ☰
↶ ↷
🔗 🔗
🛡 🔍

Send
Close

Attach document ✕

Type of document:

+ Select the file

- Ajustes da proposta/Termo de compromisso
- Termo de Aceite de Cartão
- Termo de aceite de implementação
- Termo de Anuência do Dirigente Máximo da Instituição
- Termo de aprovação do projeto
- Termo de Aprovação e de Responsabilidade
- Termo de Compromisso assinado pelo Bolsista
- Termo de compromisso (Coordenador)
- Termo de compromisso (Coordenador de Núcleo 1)
- Termo de compromisso (Coordenador de Núcleo 2)
- Termo de Compromisso devidamente datado e assinado
- Termo de compromisso do Coordenador
- Termo de compromisso do Coordenador Geral
- Termo de compromisso de Grupo Proposta

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**.

Notification

To: CAPES

Subject*: Important

File attachments

* Permitted document: pdf

01-2019-bs-resultado_PV_(3).pdf

B

I

U

ABC

Estilos

Parágrafo

Família(Fonte)

Tamanho

Dear,

Please find attached the document|

Send

Close

After typing the subject, the content of the message and sending it, the system will return to the screen below:

File details

File -

Name:

Program: 6685 - PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO

Call: CAPES/PRINT - Edital nº 41/2017

ID Number:

Project: Processo de Bolsa do Exterior para o beneficiário:

Situation: Acompanhamento - Aguardando Implementação

Messages

Keyword:

Search Erase

New Refresh

Unread: 0

Source	Subject	Read?	Status/Situation	Submissions	Action
<div>1</div> <div>></div> <div>CAPES</div>	Implementação de Bolsa	Sim	Respondida	05/12/2019 15:21	<div></div>

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

print@capes.gov.br

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