Brazilian Federal Agency for Support and Evaluation of Graduate Education

Control System for Grants and Benefits - SCBA

User's Manual – Beneficiary Profile

Summary

User's Manual

1. Introduction

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

2. Initials and Abbreviations

SCBA – Control System for Grants and Benefits

DRI – Directorate for International Affairs

HEI – Higher Education Institution

Grant – (Stipends, allowances etc.)

3. Users 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).

4. General Description of the System

Through SCBA the user can:

- Monitor their personal file;
- Include addresses 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.

5. Icons, Links or Buttons meaning

Link to SCBA:

http://scba.capes.gov.br/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/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;

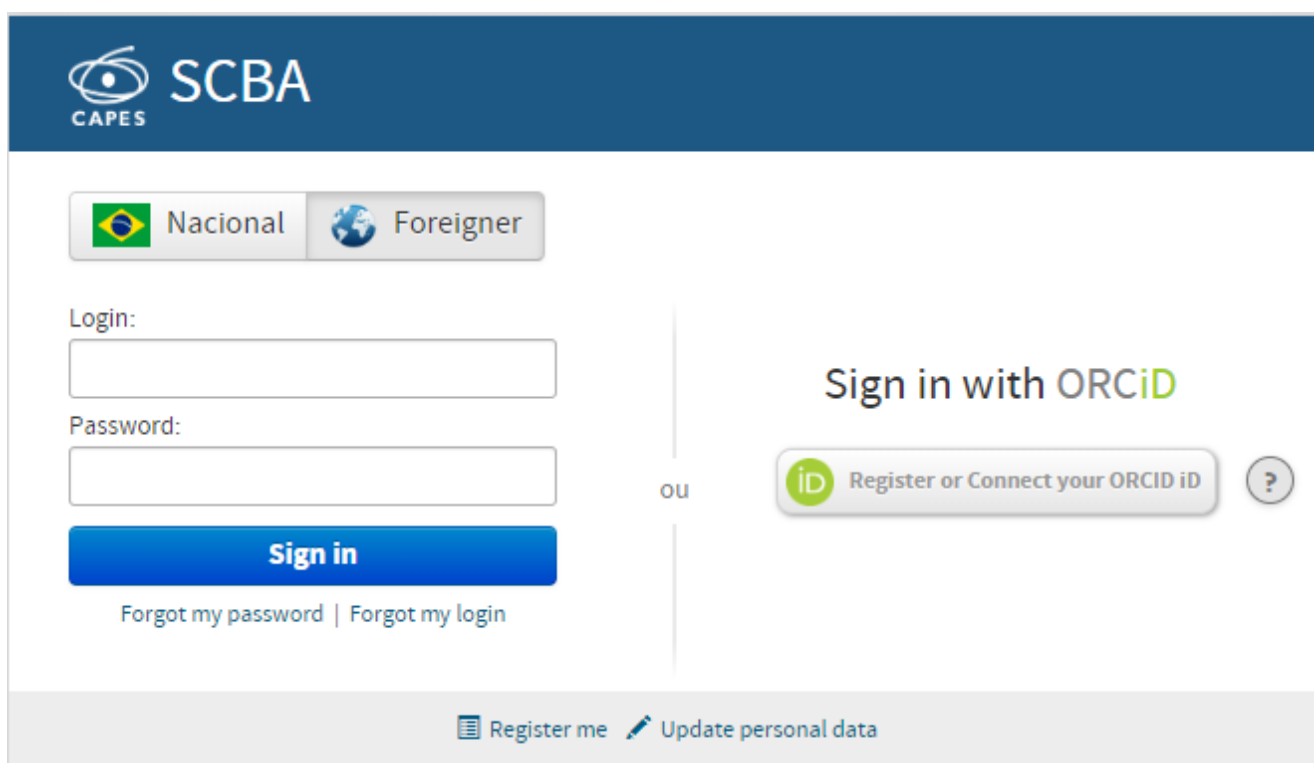**Save** This button allows the user to save the information included.

Communication This button, if pressed, automatically redirects the user to the Linha Direta system, this system allows the communication between CAPES and the user and the exchange of documents.
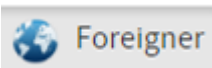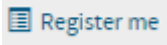
⇥ This button, if pressed, allows the user to log out of the system.

6. System Functionalities

6.1 Login Screen

After accessing the SCBA link, the system brings up the Login screen. It is necessary to click on ![Foreigner button] , and then inform the login and password. After that, click on ![Sign in button] .

- If it is the first time accessing the system, the beneficiary must click on ![Register me button] ;

- If the beneficiary forgot their password, it is necessary to click on ![Forgot my password link] , so a new password will be sent to the e-mail registered.

- If the beneficiary wants to recover their login, it is necessary to click on ![Forgot my login link] .

- If the beneficiary wants to change the password, it is necessary to click on ![Update personal data link] .

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

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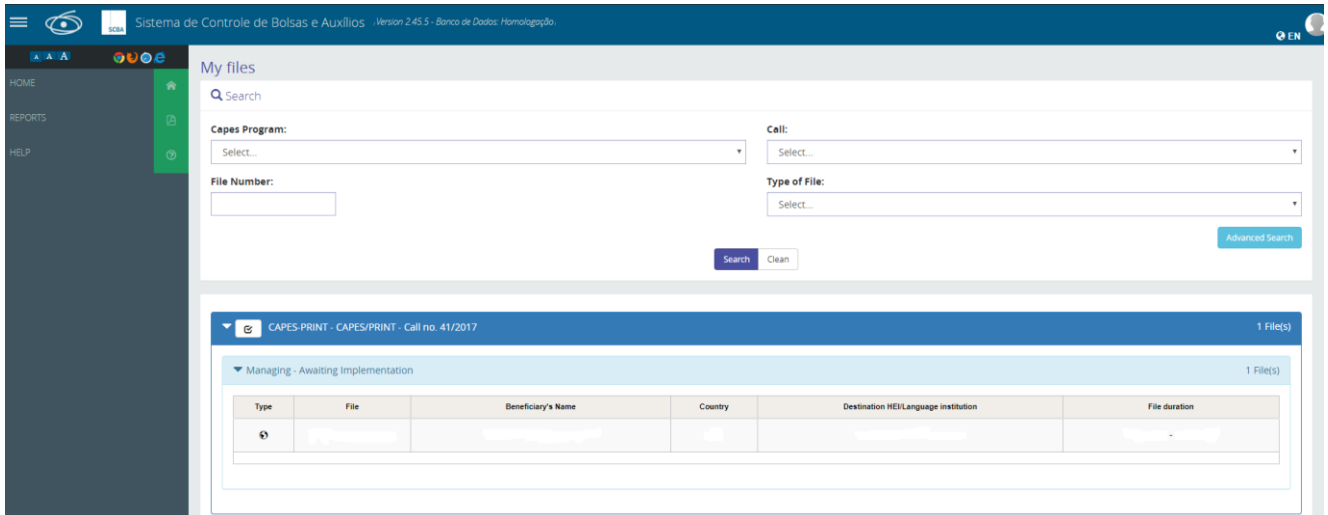
In order to change the language of the system, click on . The system will show the beneficiary file(s), so he or she must click on the wanted file. If the beneficiary did not implemented the file yet, the system will show the screen below. For those who already have the file implemented, after the file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

6.3 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: *	▾	**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: *   ▾ ✚ ✎

Contact Address in Brazil

Address: *	Select... ▾ ✚ ✎
ZIP Code:	**Country:**
City:	**State:**
Address:	**Complement:**
Neighborhood:	**Number:**
Landline: Select... ▾ ✚ ✎	**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 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 Terms 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:		**Bank Name:**		
Agency:		**Agency Name:**		
Account:		**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 icon: * Attach Document

* Required Fields

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

⊗ **Beneficiary Information**

⊗ **Banking Information and Documents**

TERM OF ACCEPTANCE OF GRANT

PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO

By this Term of Acceptance of Grant, I,   , resident at . in city of , ZIP code , bearer CPF n° , I accept the scholarship granted by CAPES under the program PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO, in the modality   , from   to   with the support of CAPES, irrevocably assuming the following commitments and obligations:

1. Provide CAPES with the documents and information necessary to implement the grant.
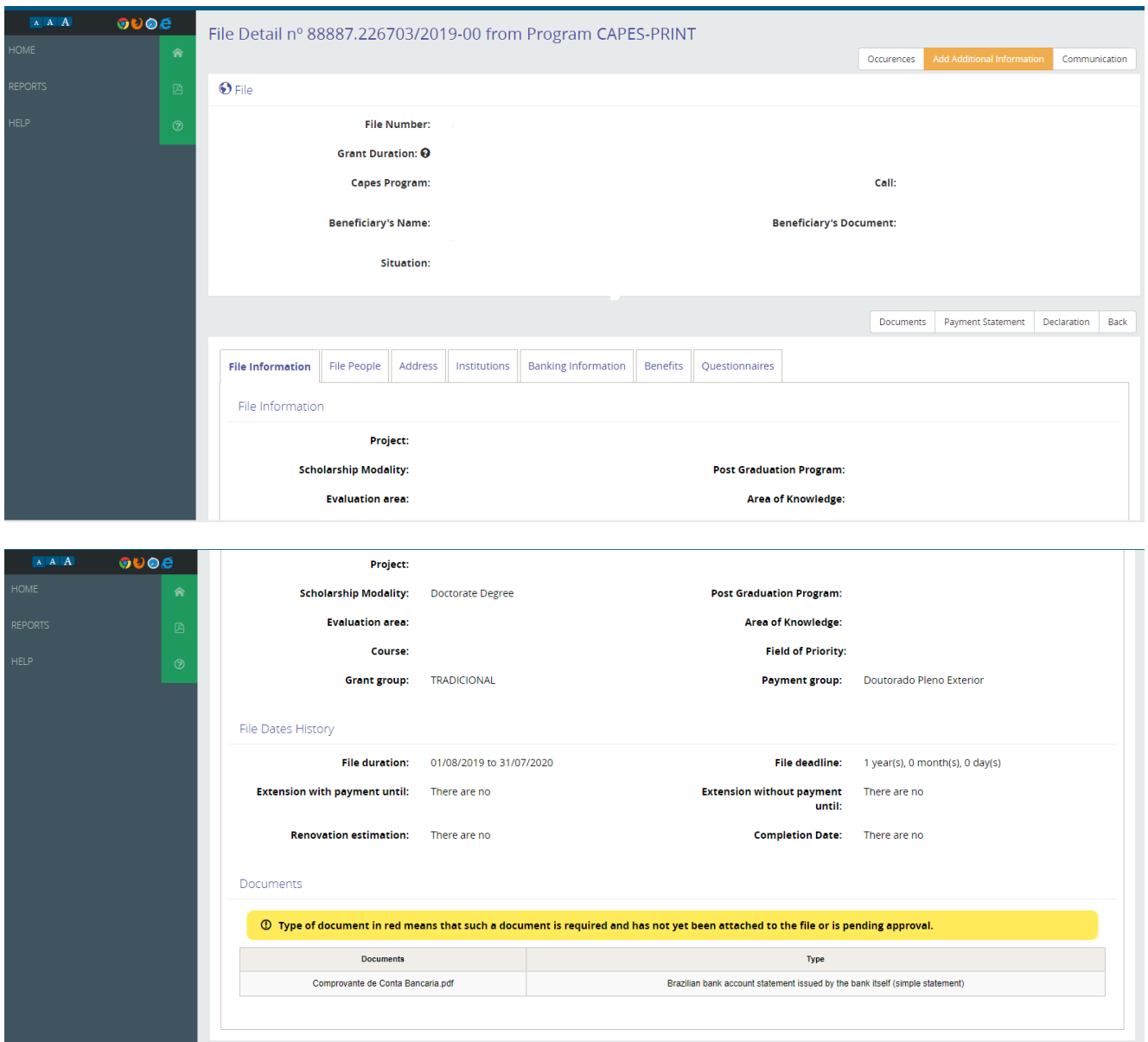
STATEMENT OF RESPONSIBILITY

☐ 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

6.4 File Details

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.

6.4.1 Complement information of people and addresses

File People | Banking Information

Add Person

Beneficiary

Beneficiary Information

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

Documents

Type:	Taxpayer Identification Number	**Number:**	
Type:	ID	**Number:**	
Type:	Passport	**Number:**	

E-mail

E-mail: [ ] ▾ +

Contact Information in Brazil

Address: Select... ▾ +

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

Contact Information Abroad

Address: Select... ▾ +

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

Save

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

Add Address ✕

Purpose: *

Select... ▾
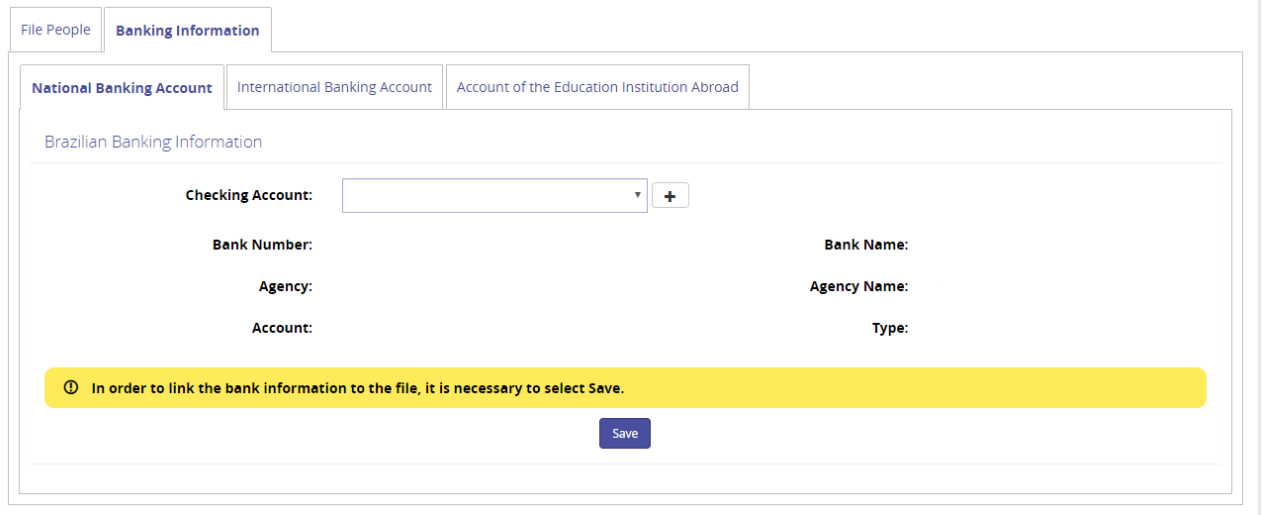
Country: *

Brazil

ZIP Code: *

Address: *

Complement:

Neighborhood:

Number:

City: *

* **Required Fields**

Save   Cancel

The user must fill up the information needed and save it.

6.4.2 Complement Bank Account Information

If the user wants 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.

| File People | Banking Information |

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

Banking Information Abroad

Country:

United States

Bank Number:

Bank Name:

Agency: *

Agency Name:

Account: *

Address:

ABA: *

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

Save

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

If the user needs to include a person in 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 the following page:

Maintenance File Person   ✕

◉ With Identification Number   ◯ No Identification Number
Taxpayer Identification Number: *

Consult

                                                                Cancel

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 register 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: *
[United States ▾]

Name: *
[   ]

[Consult]

[Cancel]

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

7. Messages/Documents exchange

By clicking on Communication , 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:

File

🔍 Search

File number:	[ ]		
Program:	[Select... ▾]	Call:	[Select... ▾]
Brazilian University:	[ ]	Host University:	[ ]
		Host Country:	[Select... ▾]
ID Number:		Beneficiary's name:	
File type:	[Select... ▾]	Modality:	[Select... ▾]

[Search] [Erase]

≡ Search results

Type	File	Beneficiary	Program	Brazilian University	Host University
🌐					

1 item   Results per Page: [10 ▾]

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.

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

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

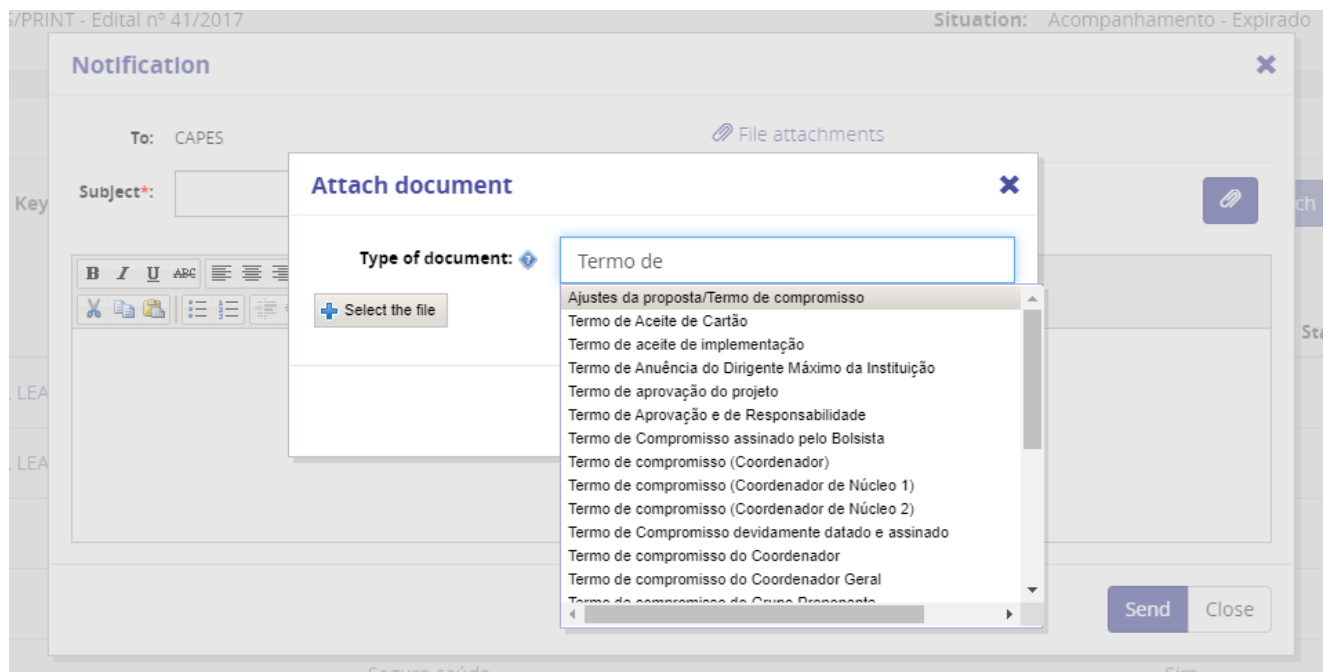In order to attach a new document, the user must click on the paperclip icon, and the screen below will show up. The system has various kinds of documents that can be selected by typing its name (then the options will appear). If the user is unsure on which type of document to choose, just leave it blank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

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

After uploading the document, the system will return to the previous screen, where the user can write the text wanted, as shown onthe 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

📎 ✖

[Text editor toolbar: B I U ABC, alignment icons, 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:		**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: [   ]   Search   Erase

New   Refresh

Unread: 0

Source	Subject	Read?	Status/Situation	Submissions	Action
❶ CAPES	Implementação de Bolsa	Sim	Respondida	05/12/2019 15:21	👁