


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



CAPES

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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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;

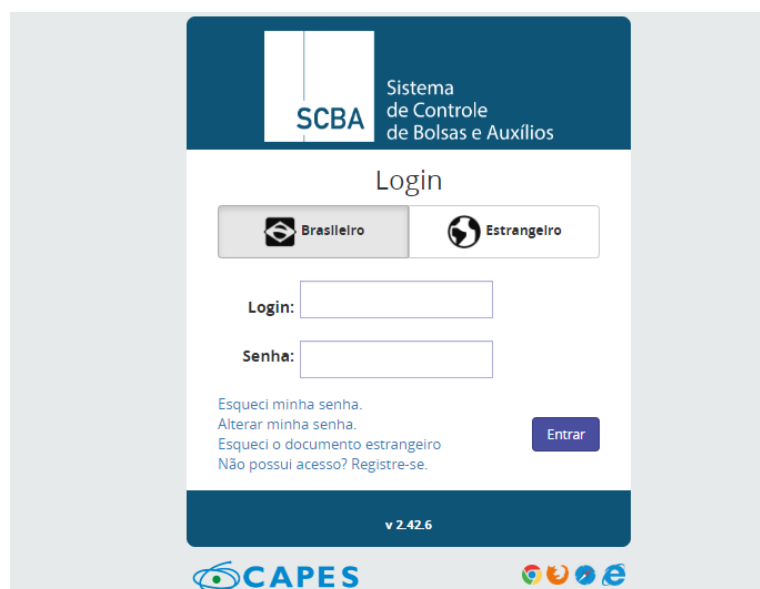
This button allows the user to save the information included.

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



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 displays the 'My files' section of the 'Sistema de Controle de Bolsas e Auxílios' (Version 2.45.5 - Banco de Dados: Homologação). The interface includes a search bar and several filters: 'Capes Program', 'Call', 'File Number', and 'Type of File'. Below the filters, there is a 'Search' button and an 'Advanced Search' link. A table titled 'Managing - Awaiting Implementation' shows one file entry with columns for Type, File, Beneficiary's Name, Country, Destination HEI/Language institution, and File duration.

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: * _____ 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 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.

In order to confirm the changes, please select save

Banking Information

National Banking Account

Brazilian Banking Information Update

Checking Account:

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: *

* Required Fields

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:

1. Fornecer à CAPES os documentos e informações necessários a implementação da bolsa.
2. 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.

File Details

HOME
Occurences
Add Additional Information
Communication

REPORTS
File

HELP
File Number: _____

Grant Duration:
Cell: _____

Capes Program: _____
Beneficiary's Document: _____

Beneficiary's Name: _____
Situation: _____

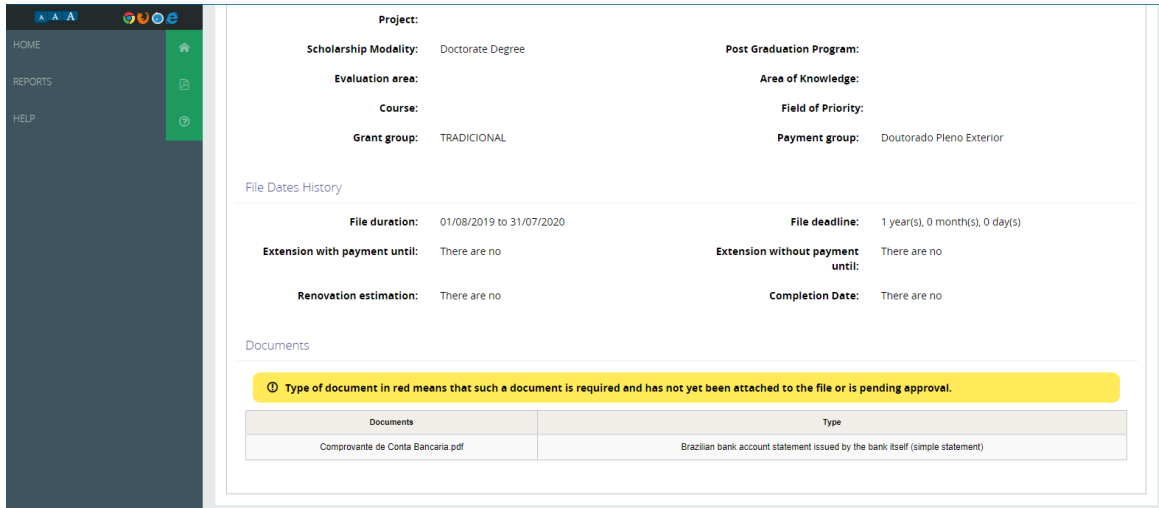
Documents
Payment Statement
Declaration
Back

File Information
File People
Address
Institutions
Banking Information
Benefits
Questionnaires

Project: _____
Post Graduation Program: _____

Scholarship Modality: _____
Area of Knowledge: _____

Evaluation area: _____



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 a web application interface for adding a person. At the top, there are tabs for 'File People' and 'Banking Information'. Below these is a blue 'Add Person' button. The main section is titled 'Beneficiary' and contains a 'Beneficiary Information' form with the following fields:

- Name:** (text input)
- Gender:** (dropdown menu)
- Country of Birth:** (dropdown menu)
- Nationality:** (dropdown menu)
- Marital Status:** Single
- State of Birth:** DF
- Date of Birth:** (text input)

Below the form is a 'Documents' section with a table for adding document information:

Type	Number
Taxpayer Identification Number	
ID	
Passport	

E-mail

E-mail:

Contact Information in Brazil

Address:

ZIP Code: **Country:**

City: **State:**

Address: **Complement:**

Neighborhood: **Number:**

Landline: **Cellphone:**

Contact Information Abroad

Address:


ZIP Code: **Country:**

City: **State:**

Address: **Complement:**

Neighborhood: **Number:**

Landline: **Cellphone:**

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

Add Address
×

Purpose: *

Country: *

Brazil

ZIP Code: *

Address: *

Complement:

Neighborhood:

Number:

City: *

* Required Fields

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:

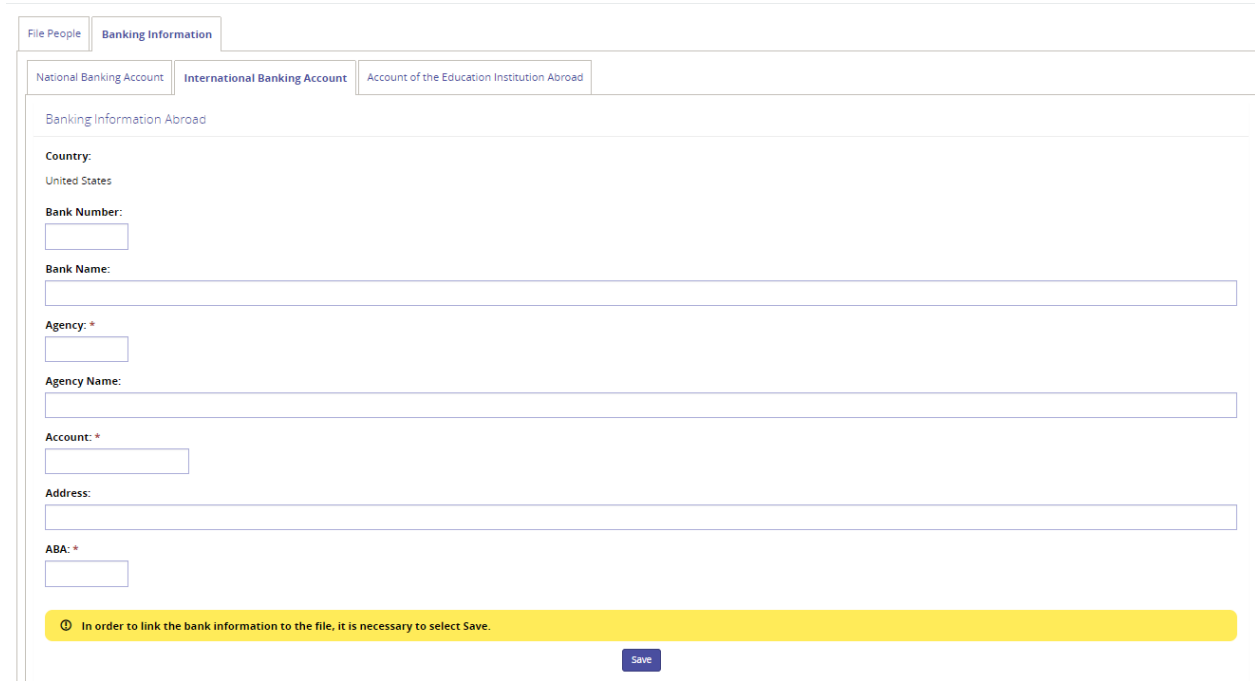
Agency Name:

Type:

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

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.

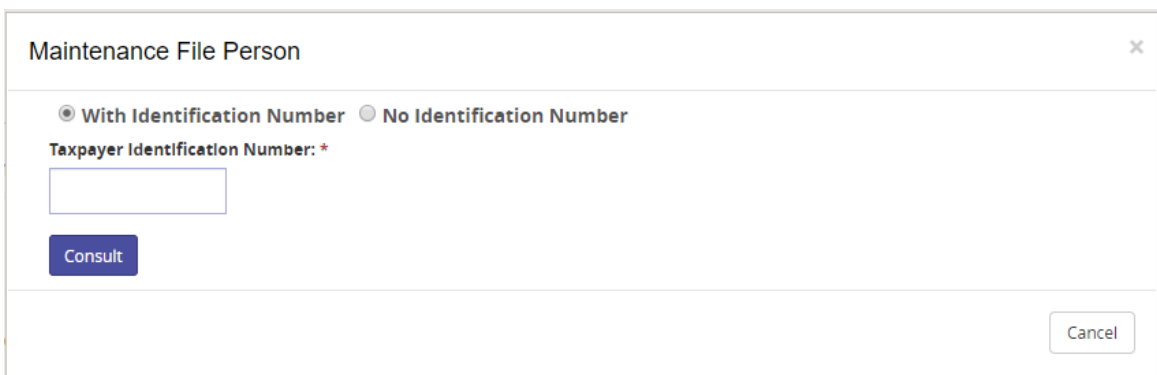
For the International Banking Account Information, the system will automatically select the form for the user's country, requiring specific information for each country.



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**.

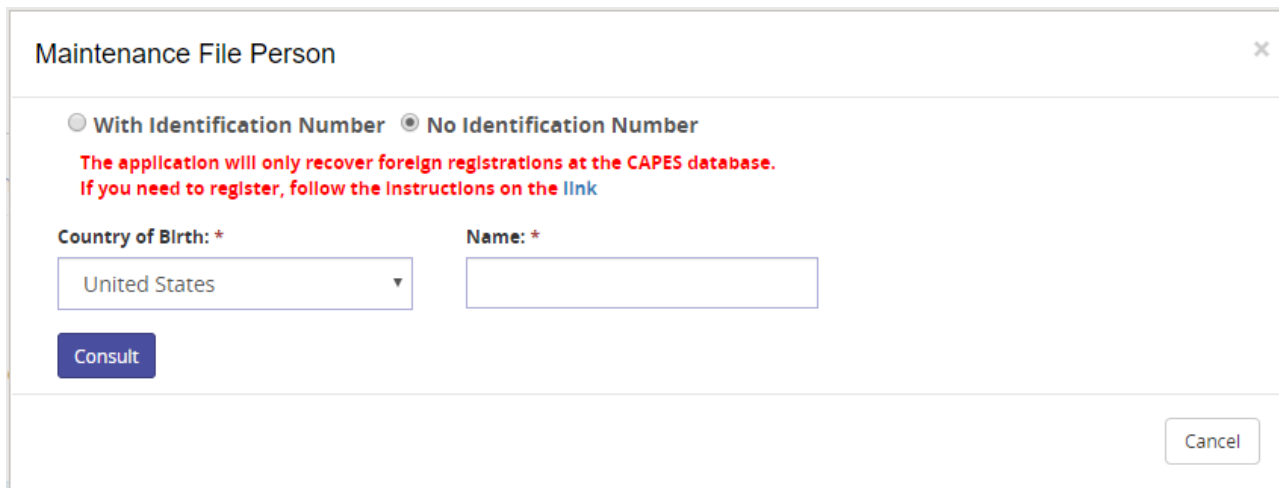
By clicking on it, the system will show this page:



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

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.

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

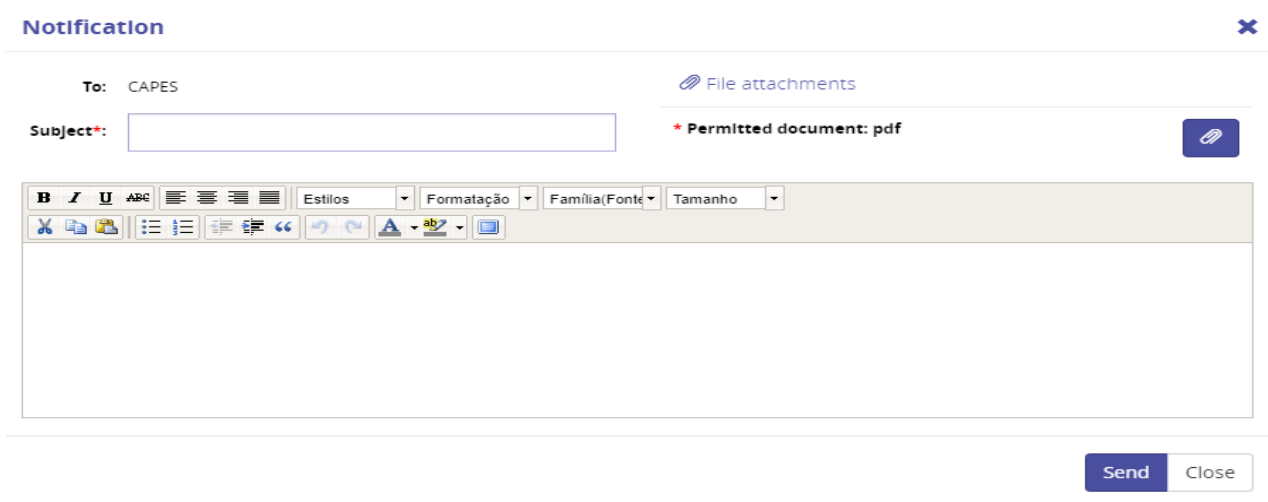
Messages

Keyword:

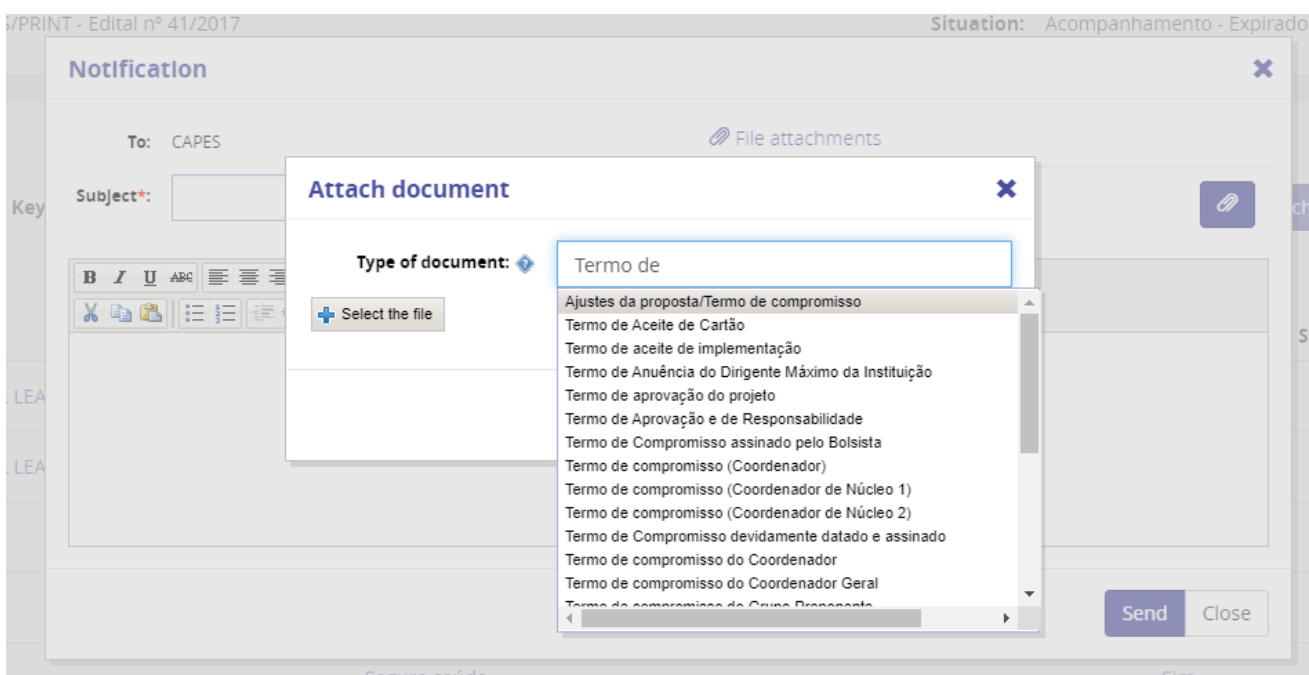
Unread: 0

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



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**.

Notification ✕

To: CAPES

File attachments

Subject*:

* Permitted document: pdf

[01-2019-bs-resultado_PV_\(3\).pdf](#)

Rich text editor toolbar: Bold, Italic, Underline, ABC, Bulleted list, Numbered list, Indent, Outdent, Styles, Paragraph, Font family, Font size, Undo, Redo, Text color, Background color, Insert link, Insert image.

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
CAPES	Implementação de Bolsa	Sim	Respondida	05/12/2019 15:21	



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

print@capes.gov.br





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