



Brazilian Federal Agency for Support and Evaluation of Graduate Education

# **Control System for Grants and Benefits - SCBA**

## **User's Manual – Beneficiary Profile**



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## 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;

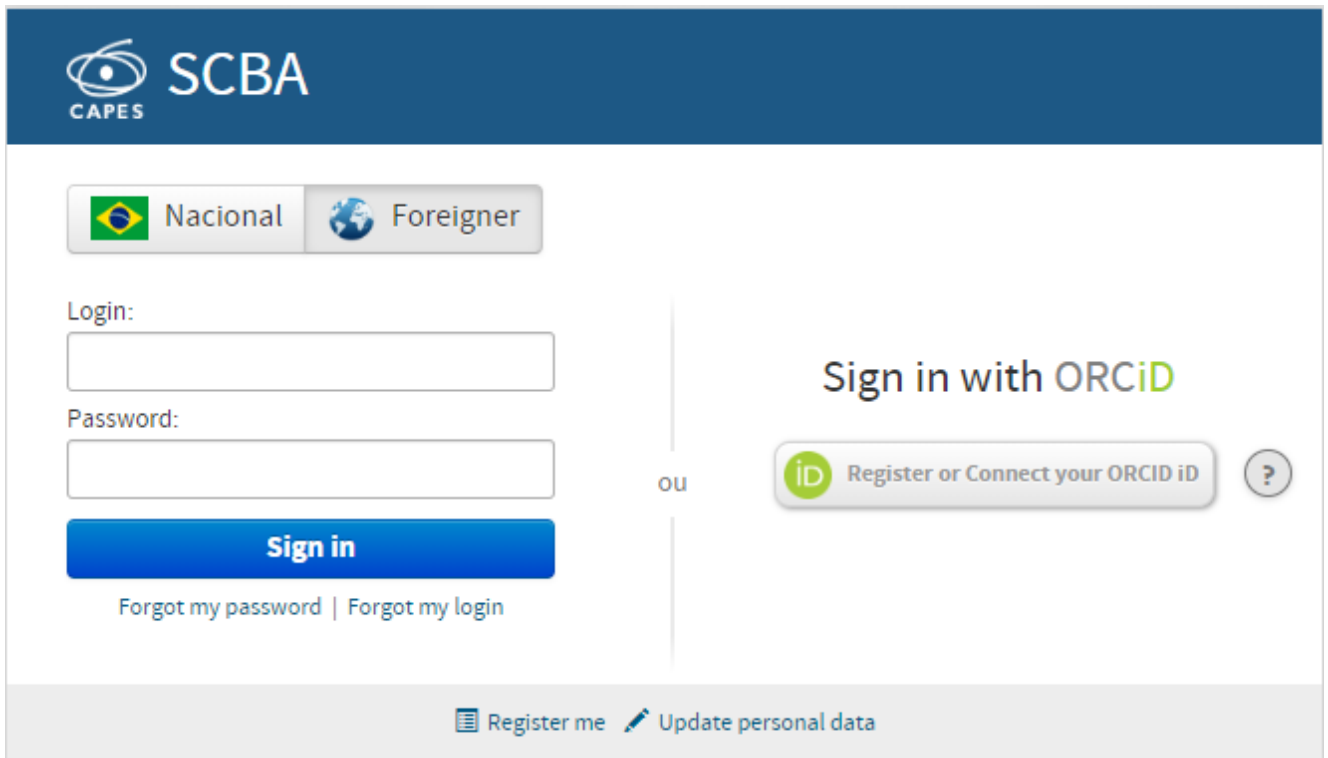
**Save** This button allows the user to save the information included.

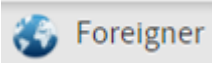

**Communication** This button, if pressed, automatically redirects the user to the Linha Direta system, this system allows the communication between CAPES and the user and the exchange of documents.

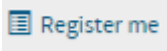

 This button, if pressed, allows the user to log out of the system.

## 6. System Functionalities

### 6.1 Login Screen

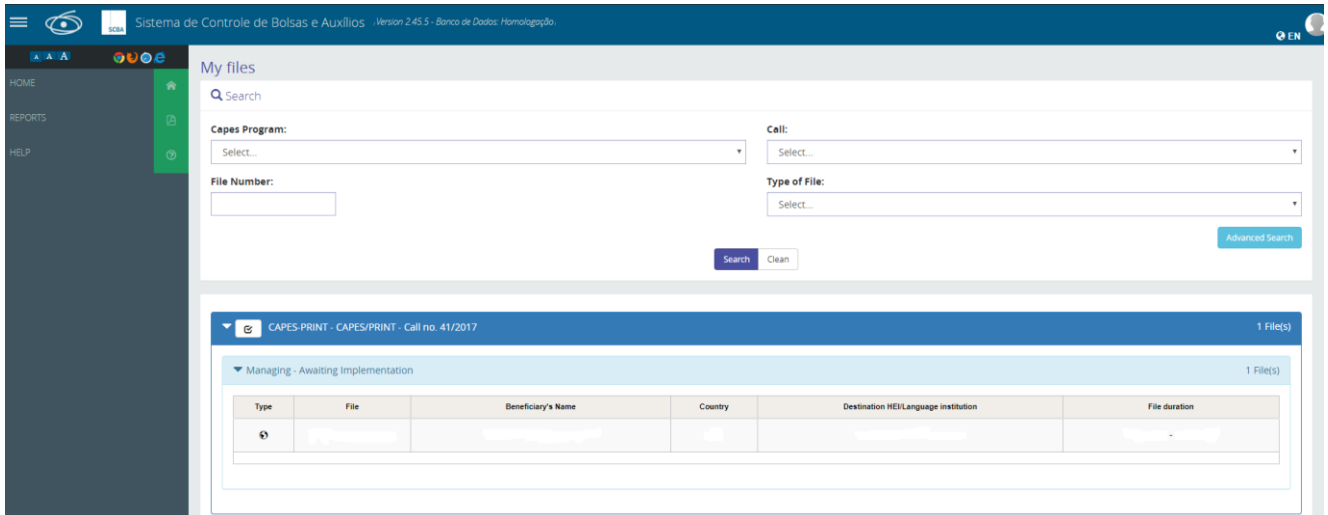



After accessing the SCBA link, the system brings up the Login screen. It is necessary to click on , and then inform the login and password. After that, click on .

- If it is the first time accessing the system, the beneficiary must click on ;
- If the beneficiary forgot their password, it is necessary to click on [Forgot my password](#), 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](#).
- If the beneficiary wants to change the password, it is necessary to click on .

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: \* Select... + ✎

#### Contact Address in Brazil

Address: \* Select... + ✎  
ZIP Code: City: Country: 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... <input data-bbox="790 1400 813 1422" type="button" value="+"/>	Bank Name:	
Bank Number:		Agency Name:	
Agency:		Type:	
Account:			

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



## Brazilian Federal Agency for Support and Evaluation of Graduate Education

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 nº \_\_\_\_\_, 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

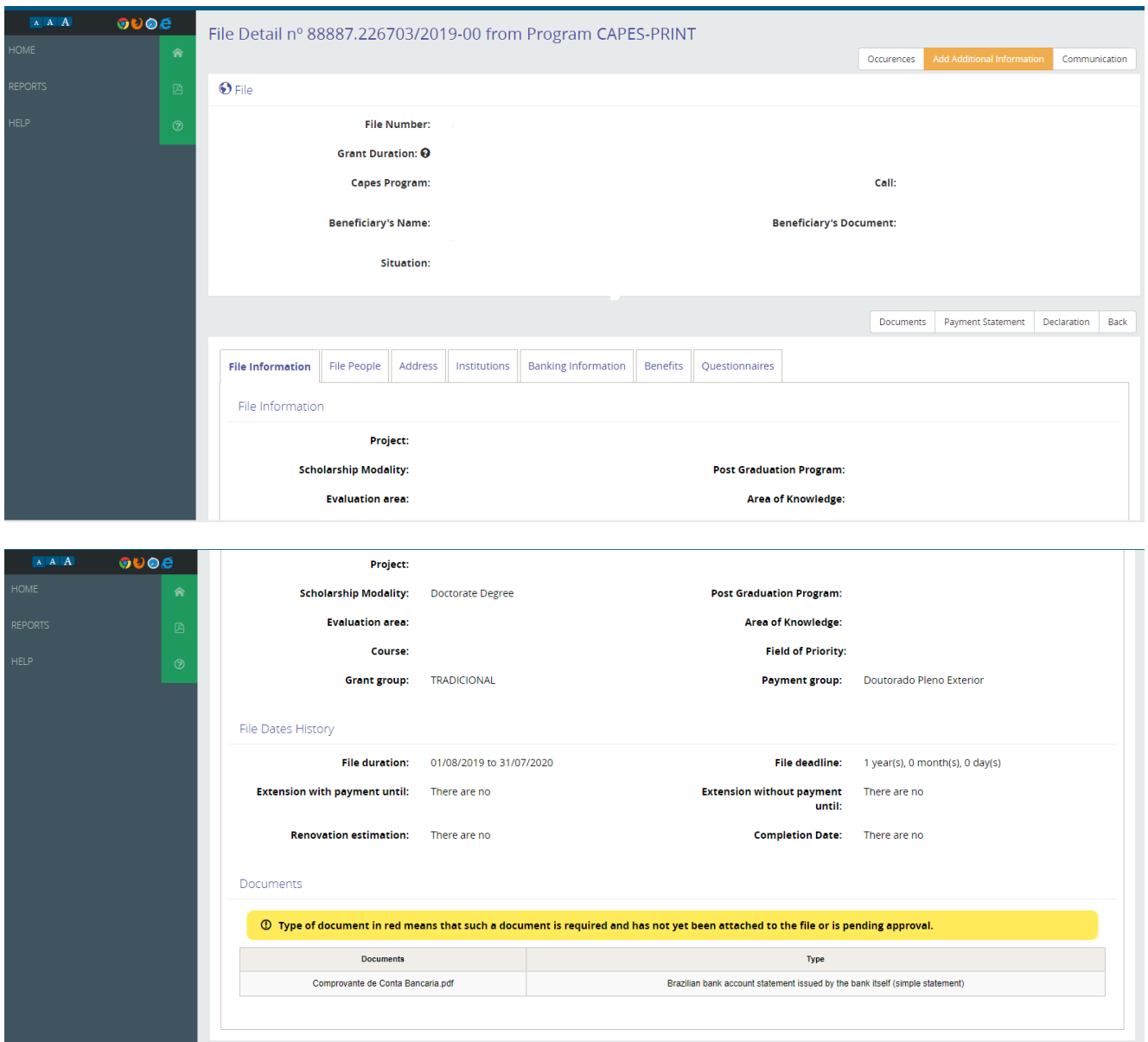
- I declare to be aware of the above term, as well as the terms of my grant
- I declare that the information provided is true, taking full responsibility for it

#### 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



File Detail nº 88887.226703/2019-00 from Program CAPES-PRINT

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:

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

File Dates History

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

Documents

ⓘ 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.

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.



## 6.4.1 Complement information of people and addresses

**File People** | Banking Information

**Add Person**

**Beneficiary**

Beneficiary Information

**Name:**

**Gender:**

**Country of Birth:**

**Nationality:**

**Marital Status:** Single

**State of Birth:** DF

**Date of Birth:**

Documents

<b>Type:</b> Taxpayer Identification Number	<b>Number:</b> <input type="text"/>
<b>Type:</b> ID	<b>Number:</b> <input type="text"/>
<b>Type:</b> Passport	<b>Number:</b> <input type="text"/>

E-mail

**E-mail:**  +

Contact Information in Brazil

**Address:**  +

**ZIP Code:**

**City:**

**Address:**

**Neighborhood:**

**Landline:**  +

**Country:**

**State:**

**Complement:**

**Number:**

**Cellphone:**  +

Contact Information Abroad

**Address:**  +

**ZIP Code:**

**City:**

**Address:**

**Neighborhood:**

**Landline:**  +

**Country:**

**State:**


**Complement:**

**Number:**

**Cellphone:**  +

**Save**



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

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### Add Address ✕

---

<b>Purpose: *</b>	<b>Country: *</b>
<input type="text" value="Select..."/>	Brazil
<b>ZIP Code: *</b>	
<input type="text"/>	
<b>Address: *</b>	<b>Complement:</b>
<input type="text"/>	<input type="text"/>
<b>Neighborhood:</b>	<b>Number:</b>
<input type="text"/>	<input type="text"/>
<b>City: *</b>	
<input type="text"/>	

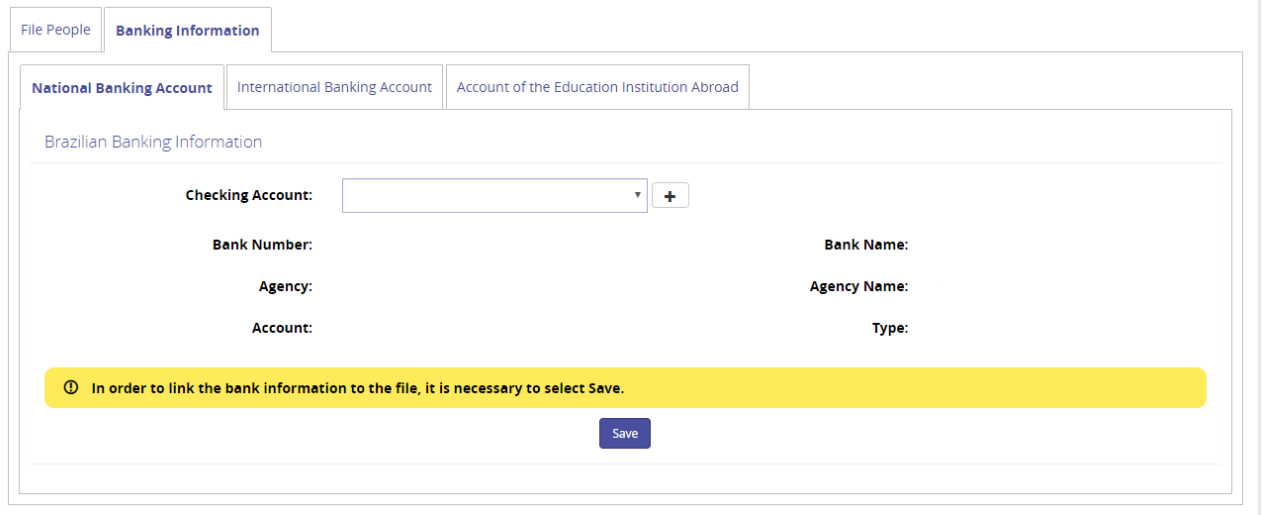
**\* Required Fields**

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

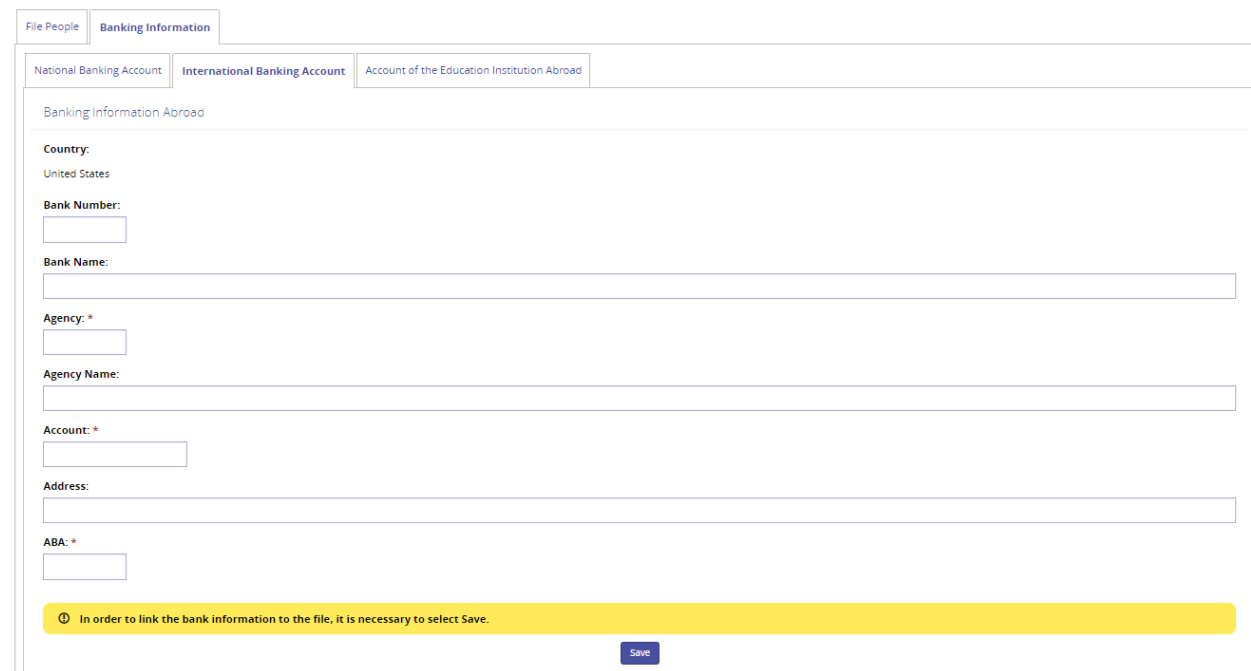
## 6.4.2 Complement Bank Account Information

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

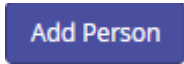


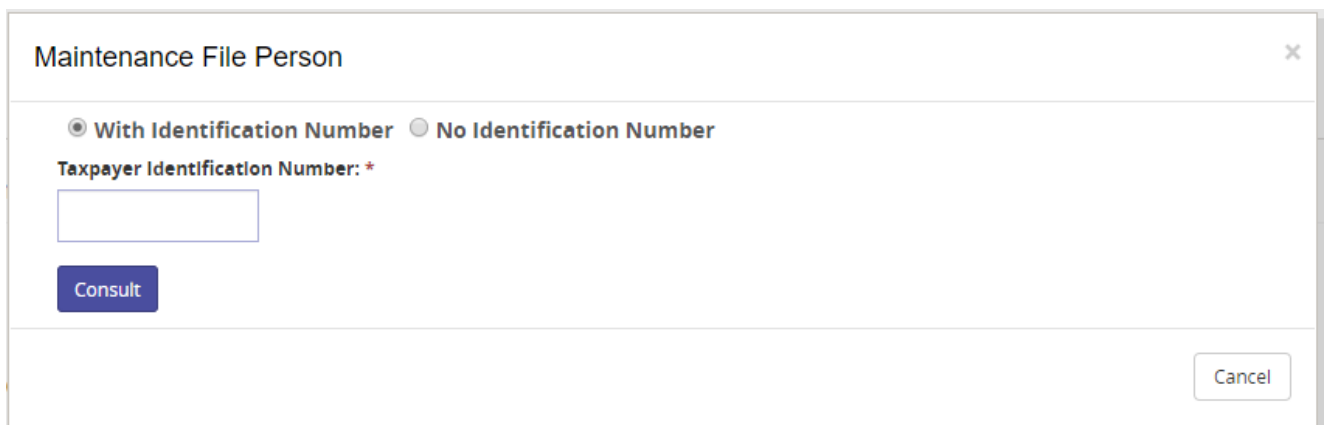
The screenshot shows a web interface for entering banking information. At the top, there are two tabs: "File People" and "Banking Information". Under "Banking Information", there are three sub-tabs: "National Banking Account" (which is selected), "International Banking Account", and "Account of the Education Institution Abroad". The main content area is titled "Brazilian Banking Information" and contains several input fields: "Checking Account:" with a dropdown menu and a "+" icon; "Bank Number:"; "Agency:"; "Account:"; "Bank Name:"; "Agency Name:"; and "Type:". A yellow warning banner at the bottom of the form reads: "ⓘ In order to link the bank information to the file, it is necessary to select Save." Below the banner is a blue "Save" button.

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 in the file. For an example: A dependent, a contact in Brazil, among others, it is possible by clicking on . By clicking on it, the system will show the following 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 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: \*  Name: \*

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

Q 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.

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

File details

File -

<b>Name:</b>	<b>ID Number:</b>
<b>Program:</b> 6685 - PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO	<b>Project:</b> Processo de Bolsa do Exterior para o beneficiário:
<b>Call:</b> CAPES/PRINT - Edital nº 41/2017	<b>Situation:</b> 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.

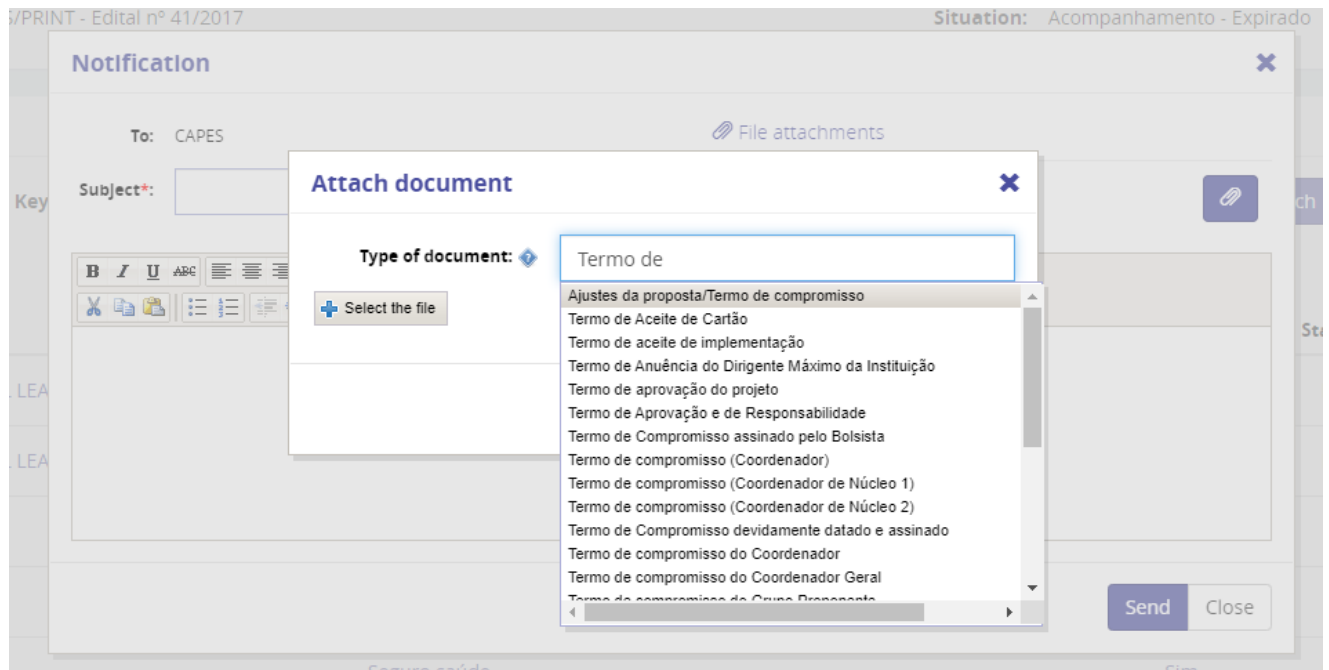
Notification ✕

To: CAPES  File attachments

Subject\*:  \* Permitted document: pdf

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

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 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](#)

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 -

<b>Name:</b>	<b>ID Number:</b>
<b>Program:</b> 6685 - PRINT - PROGRAMA INSTITUCIONAL DE INTERNACIONALIZAÇÃO	<b>Project:</b> Processo de Bolsa do Exterior para o beneficiário:
<b>Call:</b> CAPES/PRINT - Edital nº 41/2017	<b>Situation:</b> Acompanhamento - Aguardando Implementação

### Messages

Keyword:

Unread: 0

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