

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



CAPES

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

User's Manual - Beneficiary Profile

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Introduction

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

Initials and Abbreviations

SCBA - System for Grants and Benefits Control

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 their 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 their 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 information;

Save 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

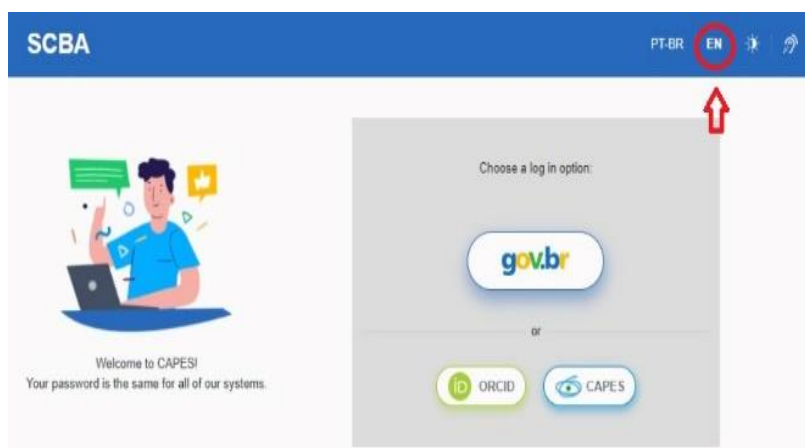
communication between CAPES and the user and the exchange of documents.

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

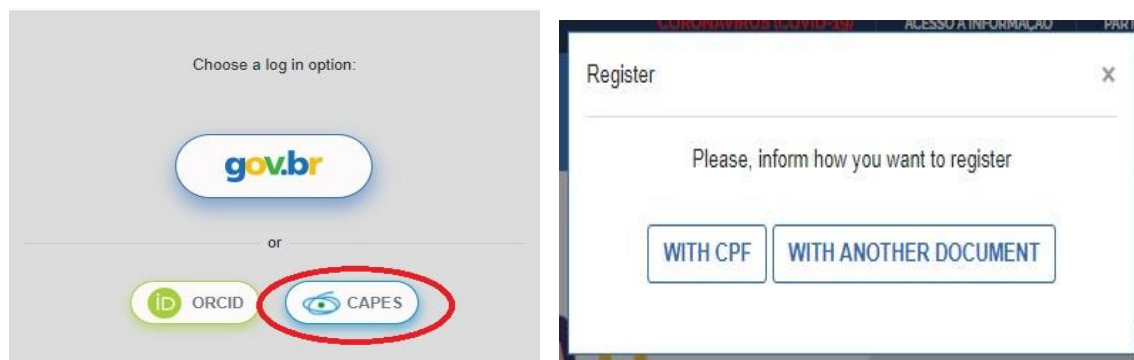
System Functionalities

Login Screen

After accessing the SCBA link (<http://scba.capes.gov.br>), the system brings up the login screen. You can select to view the system entirely in English by pressing the **PT/EN** button.



In order to register, you may access the following link <https://sadmin.capes.gov.br/sadmin/#/cadastroUsuarioEstrangeiro> or select the buttons according to the images below:



By selecting "CAPES" you will be led to register with a Taxpayer Registry Identification (CPF) or with another document. Then, you will be able to insert your information.

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' (dropdown), 'File Number' (text input), 'Call' (dropdown), and 'Type of File' (dropdown). There are 'Search' and 'Clean' buttons, along with an 'Advanced Search' link. Below the filters, a table displays file information for 'CAPES-PRINT - CAPES/PRINT - Call no. 41/2017'. The table has columns for Type, File, Beneficiary's Name, Country, Destination HEI/Language institution, and File duration. A single file is listed with a status of 'Managing - Awaiting Implementation'.

The system will show the beneficiary file(s), so they 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

The screenshot shows the 'Implementation Acceptance' screen. At the top, a green banner reads: 'Congratulations, your scholarship has been granted! Follow the next steps to effectively become a CAPES fellow.' Below this, there are fields for 'File Number', 'Capes Program', 'Modality', and 'Destination HEI'. To the right, there are fields for 'Grant Duration' and 'Call'. The screen is divided into tabs: 'Beneficiary Information', 'Banking Information and Documents', and 'Acceptance of the Commitment Term'. A message says 'In order to confirm the changes, please select save'. Under 'Personal Information', there are fields for Name, Gender, Country of Birth, Nationality, Marital Status, State of Birth, and Date of Birth. At the bottom, there is a table for 'Identification Documents' with columns for Type and Number. A footer note says: 'To change the information associated with the registration, select another one from the list or select the icon + to add a new one. To delete incorrect or duplicated data, select the option -'.

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: +

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 | **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:

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.

Confirm Acceptance | Withdraw | Leave

File Details

HOME | REPORTS | HELP

Occurrences | Add Additional Information | Communication

File

File Number: _____

Grant Duration: _____

Capes Program: _____ Cell: _____

Beneficiary's Name: _____ Beneficiary's Document: _____

Situation: _____

Documents | Payment Statement | Declaration | Back

File Information | File People | Address | Institutions | Banking Information | Benefits | Questionnaires

File Information

Project: _____

Scholarship Modality: _____ Post Graduation Program: _____

Evaluation area: _____ Area of Knowledge: _____

Project: _____

Scholarship Modality: Doctorate Degree Post Graduation Program: _____

Evaluation area: _____ Area of Knowledge: _____

Course: _____ Field of Priority: _____

Grant group: TRADICIONAL 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.

Complement information of people and addresses

The screenshot shows a web interface for adding a person. At the top, there are tabs for "File People" and "Banking Information". Below these is a blue button labeled "Add Person". The main content area is titled "Beneficiary" and contains a section for "Beneficiary Information". This section includes fields for Name, Gender, Marital Status (set to "Single"), Country of Birth, State of Birth (set to "DF"), Nationality, and Date of Birth. Below this is a section for "Documents" with a table listing document types and their numbers.

Type	Number
Taxpayer Identification Number	
ID	
Passport	

The screenshot shows the "Contact Information" section of the form. It is divided into three parts: "E-mail", "Contact Information in Brazil", and "Contact Information Abroad". Each part has a "Select..." dropdown menu and a "+" button. The "Contact Information in Brazil" section includes fields for Address, ZIP Code, City, Neighborhood, Landline, Country, State, Complement, and Cellphone. The "Contact Information Abroad" section includes fields for Address, ZIP Code, City, and Country.

In order to include a new address, the user must click on the plus 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, they 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 Name:**

Bank Number: **Agency Name:**

Agency: **Account:** **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.

File People **Banking Information**

National Banking Account **International Banking Account** Account of the Education Institution Aboard

Banking Information Aboard

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 to the file. As 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:

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 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 [Empty text box]

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**, 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:

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: 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

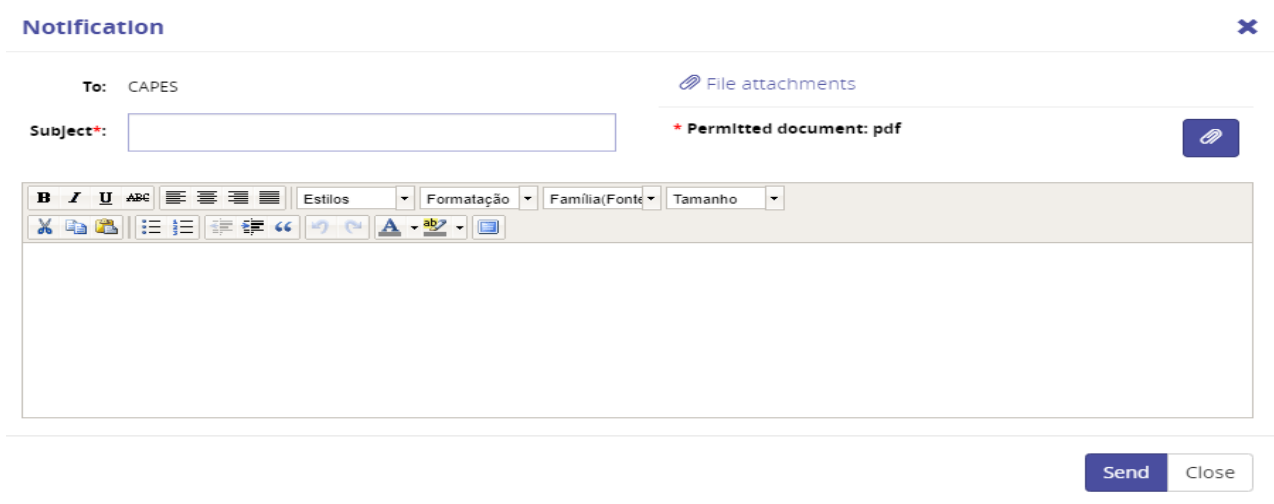
Messages

Keyword:

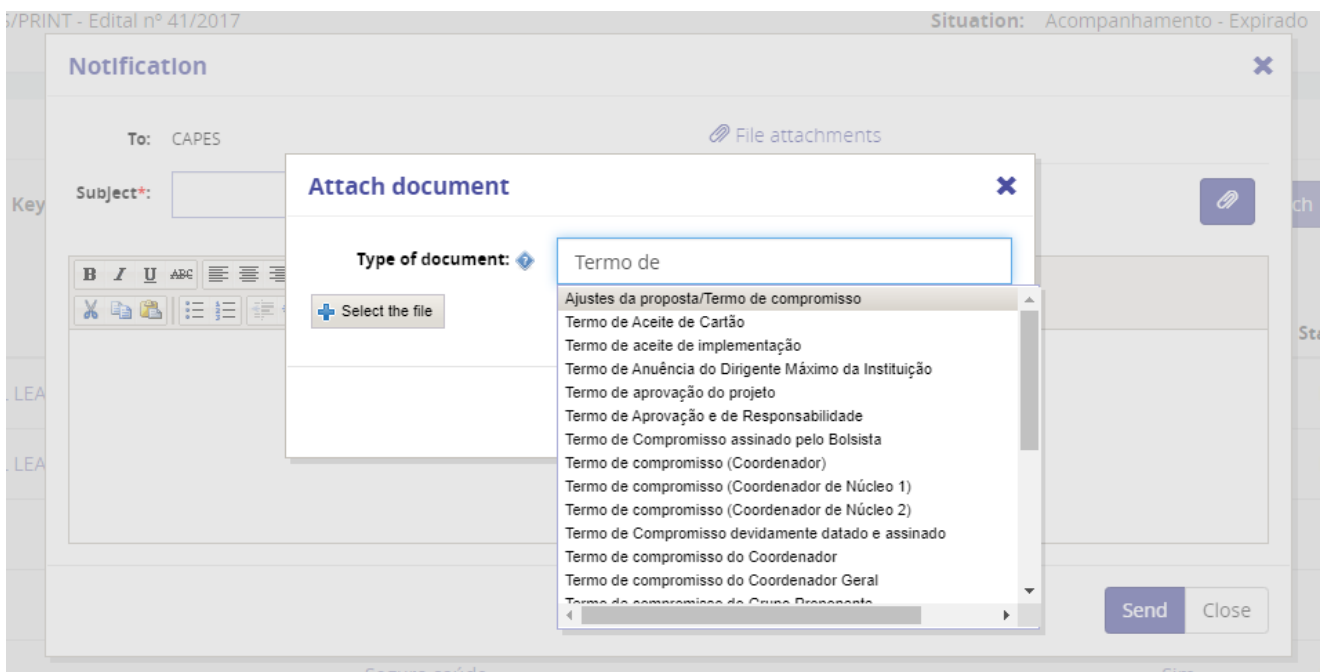
Unread: 0

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**.



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