SAGe System Guide – Version 1.1

Confirming Participation as a Team Member (from version 12.11.06)

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Introduction

SAGe is an online system that allows investigators to submit research proposals to the State of São Paulo Research Foundation (FAPESP).

For some Research Funding Programs, the project team members have to access the SAGe system to confirm their participation in the proposal being submitted. The roles that typically demand confirmation are **Principal Investigator**, **Associate Researcher** and **Fellowship Recipient**.

This guide describes the procedure to confirm participation in a research proposal as a team member.

Confirming Participation as a Team Member

To login into SAGe, open your web browser (**IE 7 or higher, Firefox 14 or higher, Chrome 20 or higher**) and access http://www.fapesp.br/sage

The following screen will appear:

Enter your Username and your password, and click on .

If you do not yet have a SAGe account, you will need to request it. For instructions on how to do it, please see **SAGe System Guide – User Registration.**

Please keep in mind that it is not enough to request the account, you will have to enter some personal information to activate the account.

After you log into your SAGe account, to confirm your participation in the project you should access the option "Proposals in which I participate" of the main menu:

The system will then display a list of all SAGe processes in which you participate (including those in which you have to confirm your participation).

Proposals in which I participate					
Funding Line	Awardee / Principal Investigator	Role	Title	Creation Date ▼	Status
Funding Line	Awardee´s Full Name / Principal Investigator´s Full Name	Role	Project title	99/99/9999	Under Preparation

✔ Indicates that participation has already been confirmed.

Click on Funding Line

The following screen will appear:

Visualize Proposal
🐝 I confirm my participation

Proposal Identification | **Documents**

Type of Funding	Type of Funding		
Funding Line	Funding Line		
Beneficiary	Full name of Beneficiary		🔵 🟢
Principal Investigator or Supervisor	Full name of Principal Investigator or Supervisor		
Start Date	99/99/9999		
Host Institution	Research Institution / Company:	Name of Institution / Company	
	Department:	Department	
Linked process to this proposal	Number:	9999/99999-9	
	Funding Line:	Funding Line	
	Beneficiary:	Full name of Beneficiary	
	Principal Investigator or Supervisor:	Full name of Principal Investigator or Supervisor	
	Title:	Title	
	Duration:	99/99/9999 to 99/99/9999	
			View Summary

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If you agree to participate on the project, click on 🐝 I confirm my participation .

The following screen will appear

I confirm my participation	
I declare that I agree to my participation in this research project as described, and that I am committed to dedicate to it the number of hours per week informed. I am aware of the procedures adopted by FAPESP for its analysis within the corresponding Funding Line. I authorize this application to be analyzed according to FAPESP's procedures. In particular, I authorize FAPESP to send it to be reviewed by experts chosen by FAPESP, whose anonymity will be ensured by FAPESP, and whose identity will be kept confidential.	
Funding Line	Funding Line
Beneficiary	Name of Beneficiary
Principal Investigator or Supervisor	Name of Principal Investigator or Supervisor
Title	Title
Summary	Summary
Role	Role

Close | Confirm

To confirm your participation, please click on **Confirm** .

Only after clicking on Confirm will your agreement to participate be recorded. In this case, the system will go back to the previous screen and show the following message on top of the screen:

Success
Your agreement to participate in this project has been received and successfully saved.

Please keep in mind that, if the proposal needs to be resubmitted (e.g., in case it is not accepted) you will need to reconfirm your agreement to participate in the resubmitted proposal.