serrapilheira

CALL FOR PROPOSALS #1 (2017)

A GUIDE TO NAVIGATE OUR ONLINE APPLICATION SYSTEM:
REGISTRATION, ELIGIBILITY AND SUBMISSION

DEADLINE FOR SUBMISSIONS:
SEPTEMBER 15, 2017
15H – BRASILIA TIME (BRT)

1. create an account and register

step 1.1
visit our application portal https://serrapilheira.fluxx.io.
Observation: If you are using another browser, please switch to Chrome. The system will work better in this browser.

step 1.2
on the right side of the screen click "Create an Account".
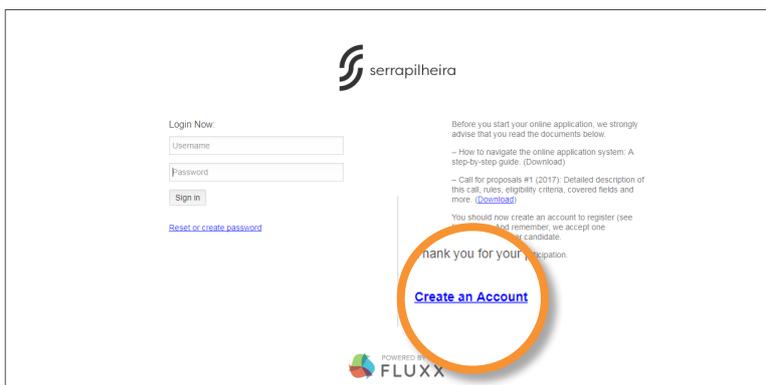
step 1.3
complete the registration fields (all those in bold are required fields).
Observation: pay extra attention to provide the correct email.

step 1.4

after completing the registration fields, click the "Submit Request" button.

step 1.5

you will receive an email requesting that you define a password. Click the email link provided and follow the instructions.
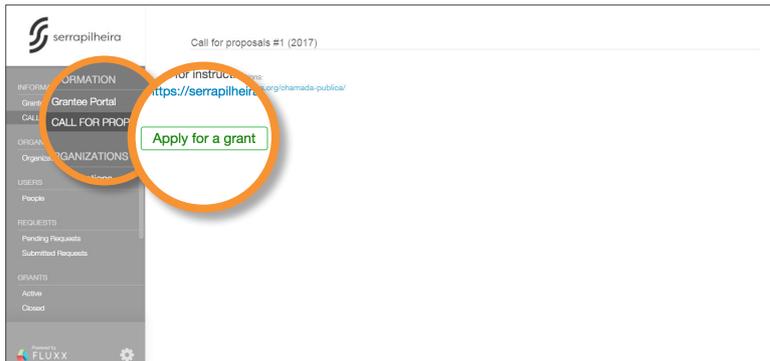
2 . log in and take the eligibility test

step 2.1

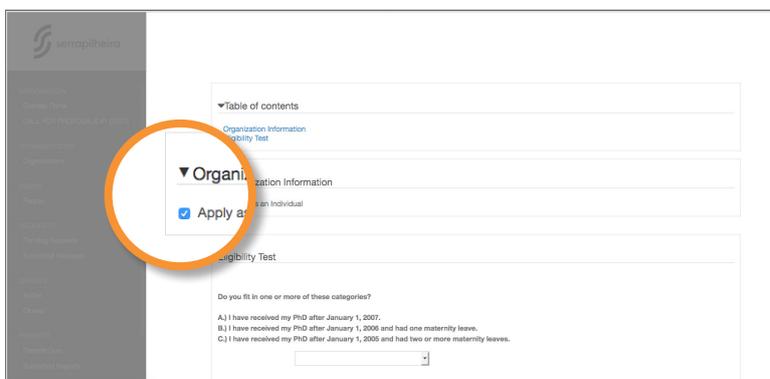**log in using your email and password.**

step 2.2

on the upper left side of the screen, click the link "Call For Proposals #1 (2017)".

step 2.3
click the "Apply for Grant" button.

step 2.4
in the ORGANIZATION INFORMATION section, the box "Apply as an Individual" must be selected.

step 2.5
take the eligibility test. for eligibility criteria, please download the "Call for Proposals 2017" pdf, available at www.serrapilheira.org/chamada-publica.

step 2.6
after completing the eligibility test, first click the "Save" button on the lower right side of the screen. after saving, a "Submit" button will appear in the same place. Click on it.

step 2.7

your eligibility test needs to be validated by the serrapilheira staff. You will be able to continue with your application within 24-48 hours. You will receive an email alert informing if you are eligible or not.

Observation: When you click submit, a window will pop up asking for a "Note to Submission". Ignore it. Just click the OK button.

3. complete the full application

step 3.1

log back into the application portal using your username (email) and password.

step 3.2
click the link "Pending Requests" on the left hand side of the screen to continue the application process.
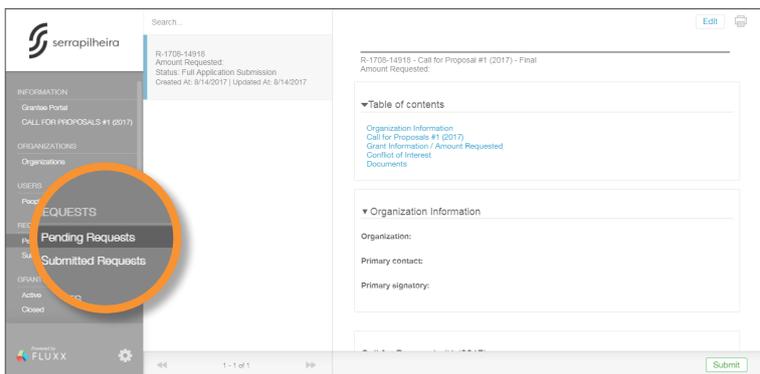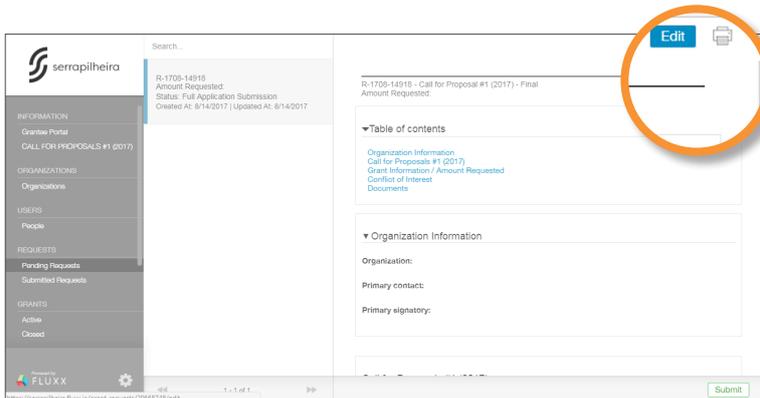

step 3.3
click on the "Edit" button on the upper right corner of the screen to fill out the form. Please, do not forget to upload the required materials (short and long projects) in pdf format.

step 3.4
click the "Save" button on the lower right side of the screen. After saving, a "Submit" button will appear in the same place. If you want to submit your application, click on it. If you want to come back later and finish your application, do not submit.

Observation: Once you submit your application, you will no longer be able to edit it. If you wish to come back and finish later, click "SAVE" and do not click "SUBMIT".

step 3.5
you will receive an email confirming that your application has been sent.

Observation: When you click submit, a window will pop up asking for a "Note to Submission". Please feel free to add comments, if you wish. Afterwards, click the OK button to finalize.