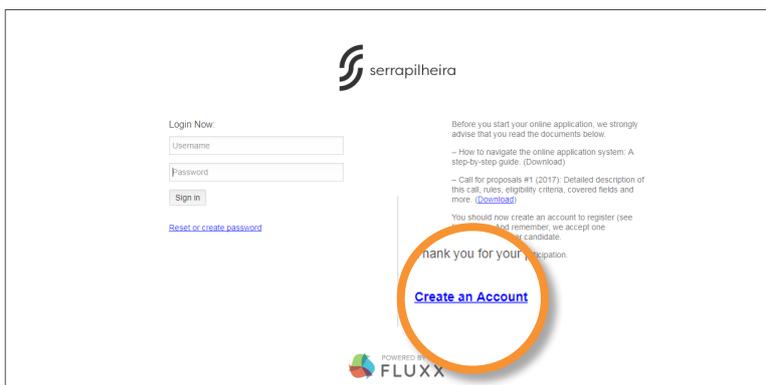


CALL FOR PROPOSALS #1 (2017)**A GUIDE TO NAVIGATE OUR ONLINE APPLICATION SYSTEM:
REGISTRATION, ELIGIBILITY AND SUBMISSION**

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.

A screenshot of a registration form. The form includes fields for: City (Rio de Janeiro), State / Federal District (Rio de Janeiro), Postal Code (CEP) (22011010), Website URL (Personal), What is your gender? (Do not wish to inform), What is your ethnic group? (Indigenous), and Link to curriculum (Lattes). At the bottom, there are 'Cancel' and 'Submit Request' buttons. The 'Submit Request' button is circled in orange. The text 'POWERED BY FLUX X' is visible at the bottom right of the form area.

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

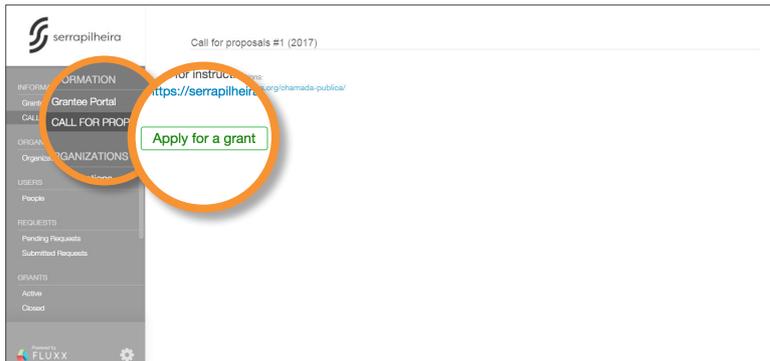
step 2.1
log in using your email and password.

A screenshot of the login page. The 'Login Now' section is circled in orange. It contains fields for 'Username' and 'Password', a 'Sign in' button, and a link for 'Reset or create password'. The Serrapilheira logo is at the top left, and the text 'POWERED BY FLUX X' is at the bottom. To the right of the login form, there is a section with instructions: 'Before you start your online application, we strongly advise that you read the documents below.' followed by links for 'How to navigate the online application system. A step-by-step guide. (Download)', 'Call for proposals #1 (2017). Detailed description of the call rules, eligibility criteria, covered fields and more. (Download)', and 'You should now create an account to register (see link below). And remember, we accept one application only per candidate. Thank you for your participation. Create an Account'.

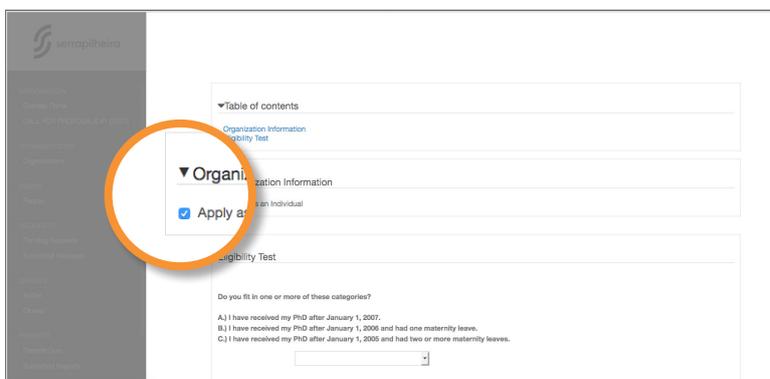
step 2.2
on the upper left side of the screen, click the link “Call For Proposals #1 (2017)”.



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.



The screenshot shows a web browser window with the URL <https://serrapilheira.fluxx.io/dashboard/index>. The page contains several questions with dropdown menus for answers:

- Is this your main professional affiliation? (Yes)
- Will your project be conducted in Brazil? (Yes)
- Is your current position one of the following?
 - A.) Assistant Professor (Professor Auxiliar ou Assistente)
 - B.) Associate Professor (Professor Adjunto ou Associado)
 - C.) Full Professor (Professor Titular)
 - D.) Researcher (Pesquisador associado a uma instituição de ciência e tecnologia ou a uma empresa?)(Yes)
- Are you a post doc? (dropdown menu)

A "Save" button is highlighted with an orange circle at the bottom right of the form.

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.

The screenshot shows the login page of the Serrapilheira application portal. The page features the Serrapilheira logo at the top center. Below the logo, there is a login form with the following fields:

- Username (with a "Login No" label and a "low:" indicator)
- Password
- Sign in button (with a "reset or create password" link)

To the right of the login form, there is a block of text providing instructions and information:

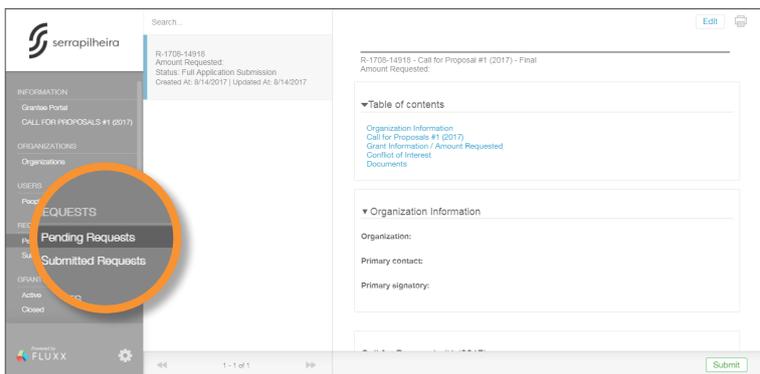
- This portal is optimized to work with the Google Chrome web browser.
- Before you start your online application, we strongly advise that you read the documents available on our website: <https://serrapilheira.org/whatmade-public/>
- How to navigate the online application system: A step-by-step guide.
- Call for proposals #1 (2017): Detailed description of the call, rules, eligibility criteria, covered fields and more.
- You should now create an account to register (see link below). And remember: we accept one application only per candidate.
- Thank you for your participation.
- [Create an Account](#)

At the bottom of the page, it says "POWERED BY FLUXX" with the FLUXX logo.



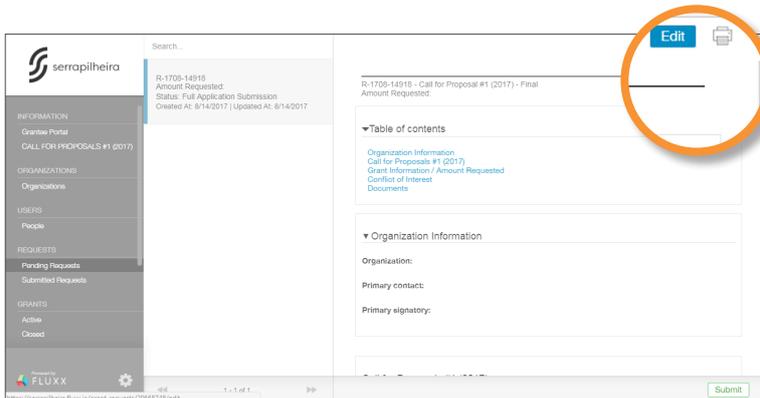
step 3.2

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.