

## Submitting a Research Proposal in SAGe – step-by-step instructions

### Democracy, Governance and Trust (T-AP DGT)

FAPESP configured its [SAGe](#) system to help Lead PIs submit proposals to the Trans-Atlantic Platform DGT Call. Nevertheless, some of the system's functionalities could not be eliminated because of other ongoing international calls. Hence, though some of the fields ask for text in Portuguese, please only enter text in English.

For doubts, please email [t-ap@fapesp.br](mailto:t-ap@fapesp.br) or [chamada-tap@fapesp.br](mailto:chamada-tap@fapesp.br) with subject "DGT call"

Please notice that SAGe fully supports Internet Explorer 7 or higher, Firefox 14 or higher, Chrome 20 or higher. It also may work in other web browsers, but that may depend on how your computer is configured.

To submit a proposal to the T-AP DGT Call, you must first create an account in the SAGe System. If you have not yet done so, please check the document **Creating a User Account in SAGe** [in the Call webpage](#)

While entering data in SAGe, please keep in mind:

- (a) Click the SAVE button periodically to save your data (it is at the bottom of every menu)

Fill in all fields marked with an \*.



- (b) To navigate back within SAGe, use only the little orange arrow on the left of each menu. Please do not use the browser back button (e.g., Chrome) because it will abort your SAGe session.



## PROPOSAL SUBMISSION INSTRUCTIONS

1. Access <https://sage.fapesp.br>
2. Click on the UK flag:



3. Enter your SAGE registered ID and Password, and click OK.



- At the Shortcuts menu, click on “New Proposal”.

The screenshot shows the SAGE system interface. At the top, there is a header with the SAGE logo and the text "Sistema de Apoio à Gestão do Fomento". Below the header, there are navigation tabs: "Proposals", "Processes", "Personal Information", and "Requests". The "Proposals" tab is active, showing a "New Proposal" button and a table with columns "My Proposals" and "Proposals in which I participate". The table contains one row with the value "34" and the date "2021 - 14:03". To the right of the table, there are two warning boxes. The first one says "Attention!! Please enable pop-ups in order to use the system." The second one says "IMPORTANT!! Always keep your Mailing Address updated. To update it, please access Personal Information > Update Personal Information > Addresses > Confirm > Save." Below the table, there is a "Shortcuts" window with a list of tasks: "Investigator's Tasks", "Processes pending my review", "My Proposals", and "New Proposal". A red arrow points to the "New Proposal" link in the shortcuts list.

- Click on “T-AP – Research Proposal – Lead PI/DGT – Call for Proposals (2023)”

The screenshot shows the "Include Proposals" screen. It has a header "Include Proposals" and a sub-header "Select Funding Line". Below this, there is a section titled "Continuous Funding Stream" with a warning message: "Warning! This section presents the most requested Continuous Funding Stream at FAPESP. To submit a proposal for another Funding Line click the link 'Other Funding Line'. By doing so, the SAGE will display all available options." Below the warning, it says "No Funding Line found." and there is a link "Other Funding Line". Below this, there is a section titled "Current Calls" with a list of calls. The first call is "T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)", which is highlighted by a red arrow.




- On the next screen, click on “Add” to start the creation of a proposal application.

The screenshot shows the "Add Proposal" screen. It has a header "Add Proposal" and a sub-header "Description". Below this, there is a text area with the description: "Proposal submission platform for Lead Principal Investigators at the Trans-Atlantic Platform Democracy, Governance and Trust - Call for Proposals 2023." Below the description, there is a section titled "Funding Line Selected" with a table. The table has two columns: "Funding Line" and "Agreements / T-AP - Trans-Atlantic Platform / T-AP - Research Proposal - Lead PI". The first row has the value "DGT - Call for Proposals (2023)". Below the table, there is a text area with the instruction: "Please fill in the appropriate data about your proposal." Below this, there is another text area with the instruction: "When you navigate across forms, SAGE will save the data already inserted. Please save your proposal periodically." Below this, there is a text area with the instruction: "FAPESP will not be able to access your data until you submit your request." At the bottom of the screen, there are two buttons: "Back" and "Add". A red arrow points to the "Add" button.

7. You will only need to provide information for the following three tabs: (a) "Proposal Identification", (b) "Project's General Data", and (c) "Documents". Please note that to illustrate our instructions, we created a proponent whose name is "Name Lead PI".

Please do not provide any information under the R\$ / US\$ tab. This is reserved for other calls, and should be ignored.

Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGE, they need to create a SAGE account. If the institution in which the Project is to be conducted is not registered in SAGE, please access the "Contact FAPESP" service. ([www.fapesp.br/en/contactus/](http://www.fapesp.br/en/contactus/)).







<b>Type of Funding</b>	Grant / Award	
<b>Funding Line *</b>	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)	
<b>Beneficiary *</b>	<input type="text" value="&lt;Enter name of Principal Investigator&gt;"/>	  
<b>Principal Investigator or Supervisor *</b>	<input type="text" value="&lt;Automatically filled with the name of the Principal Inve:"/>	
<b>Start Date *</b>	<input type="text" value=""/>	<b>Duration (months) *</b> <input type="text" value="24"/>
<b>Host Institution *</b>	<b>Research Institution / Company:</b>	<input type="text" value="&lt;Host Institution&gt;"/>

Electronic Forms - Research Project

## 8. How to fill in the PROPOSAL IDENTIFICATION TAB

8.1 Provide your name as registered – click on the magnifier for the “Beneficiary” field

Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGE, they need to create a SAGE account. If the institution in which the Project is to be conducted is not registered in SAGE, please access the "Contact FAPESP" service. ([www.fapesp.br/en/contactus/](http://www.fapesp.br/en/contactus/)).

Type of Funding	Grant / Award
Funding Line *	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)
Beneficiary *	<Enter name of Principal Investigator>   
Principal Investigator or Supervisor *	<Automatically filled with the name of the Principal Inve:
Start Date *	<input type="text"/>  Duration (months) * 24 <input type="text"/>
Host Institution *	Research Institution / Company: <input type="text"/>  

Electronic Forms - Research Project

8.2 Your name will now appear in the “Persons” tab. Please click on “Select”.

Persons		
Name	CPF	Country
<input checked="" type="radio"/> Name Lead PI		Antarctica

8.3 The “Proposal Identification” tab will now contain your name. Please provide the additional required fields – Start Date, Duration in Months, Host Institution (again using the magnifier and searching for the Institution’s name, as you did when creating an account in SAGE). The Host Institution should be the Lead PI’s Institution.

**Proposal Identification** | Project's General Data | RS / US\$ | Documents | Comments / Manifestations

Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGE, they need to create a SAGE account. If the institution in which the Project is to be conducted is not registered in SAGE, please access the "Contact FAPESP" service. ([www.fapesp.br/en/contactus/](http://www.fapesp.br/en/contactus/)).

Type of Funding	Grant / Award	
Funding Line *	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)	
Beneficiary *	<input type="text" value="Name Lead PI"/>	
Principal Investigator or Supervisor *	<input type="text" value="Name Lead PI"/>	
Start Date *	<input type="text" value=""/>	Duration (months) * 24
Host Institution *	Research Institution / Company:	<input type="text" value="&lt;Host Institution&gt;"/>

Electronic Forms - Research Project

Fill in all fields marked with an \*.

8.4 – Please Click on “Save”. The contents of the fields in the “Proposal Identification” tab will be saved. Please notice that if your institution is not already registered in SAGE, you will have to contact [www.fapesp.br/en/contactus](http://www.fapesp.br/en/contactus) and ask for your institution to be registered.

**Proposal Identification** | Project's General Data | RS / US\$ | Documents | Comments / Manifestations

Please enter the data needed to identify the proposal. If the beneficiary and/or the Principal Investigator or Supervisor are not registered in SAGE, they need to create a SAGE account. If the institution in which the Project is to be conducted is not registered in SAGE, please access the "Contact FAPESP" service. ([www.fapesp.br/en/contactus/](http://www.fapesp.br/en/contactus/)).

Type of Funding	Grant / Award	
Funding Line *	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)	
Beneficiary *	<input type="text" value="Name Lead PI"/>	
Principal Investigator or Supervisor *	<input type="text" value="Name Lead PI"/>	
Start Date *	<input type="text" value="18/08/2024"/>	Duration (months) * 24
Host Institution *	Research Institution / Company:	<input type="text" value="Academia de Ciências do Estado de São"/>

Electronic Forms - Research Project

Fill in all fields marked with an \*.



9. How to fill in the **PROJECT'S GENERAL DATA** Tab

Tab "Project's General Data" is composed of 4 subtabs – "Identification", "Institutions", "People Involved" and "Summary/description".

The screenshot shows the 'Project's General Data' tab with the 'Identification' subtab active. The form contains the following fields:

- Title in Portuguese \***: A text input field containing "My project title" with a character count "(at most 255 characters)".
- Title in English \***: A text input field containing "My project title" with a character count "(at most 255 characters)".
- Classification \***: A section with two subfields:
  - Subfields of knowledge**: A dropdown menu showing "Sociology of Development" with two icons below it.
  - Speciality**: A text input field containing "Another discipline".
- Keywords**: A list of three text input fields containing "Keyword 1", "Keyword 2", and "Keyword 3". A character count "(Max 70 characters per field entered)" is shown below.

9.1 Select the "Identification" tab first. Fill in your project's title twice, in the fields "Title in Portuguese" and "Title in English". Please do not use the Portuguese language.

Proposal Identification | Project's General Data | R\$ / US\$ | Documents | Comments / Manifestations

Identification | Institutions | People Involved | Summary / Description

**Title in Portuguese \***  
 <Instead of filling in Portuguese, please enter the project's title in English.>  
 (at most 255 characters)

**Title in English \***  
 <Please enter the project's title in English.>  
 (at most 255 characters)

**Classification \***

Subfields of knowledge

Speciality

**Keywords**

(Max 70 characters per field entered)

Enter the proposal's title in English, twice

9.2. Next, provide “Subfields of knowledge”, “Speciality” and “Keywords”. For “Subfields of knowledge”, and “Speciality”, indicate the main research disciplines under which your proposal falls. You can only fill in one discipline per field.

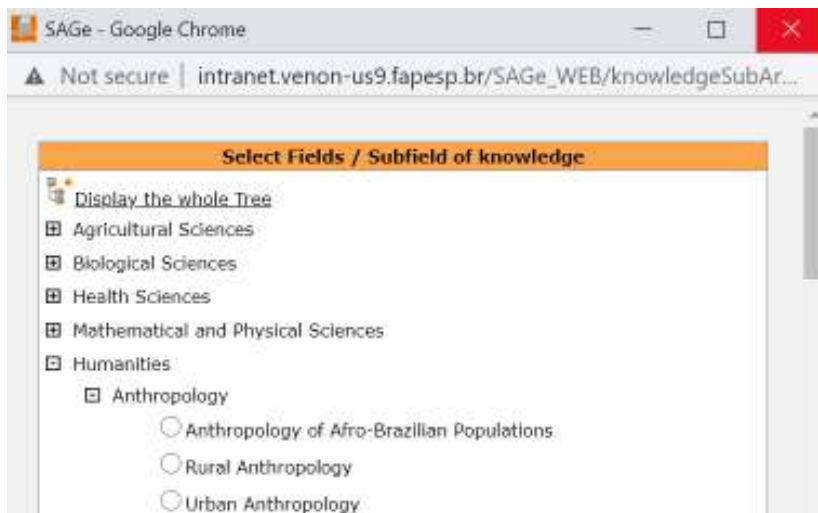
“Subfield of knowledge” uses the official Brazilian classification of research disciplines. To provide this information, you will need to click on the magnifier and select from a menu.



The screenshot shows a web form for project identification. At the top, there are tabs for 'Proposal Identification', 'Project's General Data' (which is active), 'RS / US\$', 'Documents', and 'Comments / Manifestations'. Below these are sub-tabs: 'Identification', 'Institutions', 'People Involved', and 'Summary / Description'. The 'Identification' sub-tab is selected. The form contains several input fields:
 

- 'Title in Portuguese \*': A text box containing 'My project title' with a note '(at most 255 characters)' below it.
- 'Title in English \*': A text box containing 'My project title' with a note '(at most 255 characters)' below it.
- 'Classification \*': A section with two sub-fields:
  - 'Subfields of knowledge': A text box with a magnifying glass icon to its right. A red arrow points to this icon.
  - 'Speciality': A text box.
- 'Keywords': A multi-line text area with a note '(Max 70 characters per field entered)' at the bottom.

9.3 Once you click on the magnifier for “Subfields of knowledge”, you will be presented with a tree of fields. Choose the most appropriate one and click on “select” at the bottom of the tree. (Partial screen copy below)



9.4 Speciality and keywords are free-text fields. Please enter at least 3 keywords.

The screenshot shows the 'Project's General Data' tab with the 'Identification' sub-tab selected. The form contains the following fields:

- Title in Portuguese \***: Text box with 'My Project title' and a note '(at most 255 characters)'. A small 'x' icon is in the bottom right corner.
- Title in English \***: Text box with 'My project title' and a note '(at most 255 characters)'. A small 'x' icon is in the bottom right corner.
- Classification \***: A dropdown menu with 'Anthropology of Afro-Brazilian Populations' selected. Below it is a 'Speciality' text box with 'Another discipline' entered.
- Keywords**: A list of text boxes containing 'Keyword1', 'Keyword2', and 'Keyword3'. A note '(Max 70 characters per field entered)' is at the bottom.

9.5 Go to the "Institutions" tab. Here, the name of the Host institution is already filled in, as provided by you in the "Proposal Identification" tab. Now, you must inform all funders involved in the proposal – for this version of the system, they are called "Partner Research Institutions". Click on "Add", and select as many funders as applicable from the pull-down menu. You cannot add multiple funders at once, you need to add one by one.

The screenshot shows the 'Modify proposal' page with the 'Institutions' tab selected. The 'Host Institution' section has a 'Name' field filled with 'Academia de Ciências do Estado de São Paulo/ACIESP/ACIESP'. The 'Partner Research Institutions' section includes instructions and an 'Add' button, which is highlighted by a red arrow. Below the instructions, it says 'No Partner Institution'.

Fill in all fields marked with an \*.

Buttons: Back, Save

**Research Institution/Company**

Select the institution.

- Agence Nationale de la Recherche/ANR
- Croatian Science Foundation/HRZZ
- Fonds de Recherche du Québec - Société et Culture/FRQSC
- Fundação de Amparo à Pesquisa do Estado de São Paulo/FAPESP/SOE
- National Research Foundation/NRF
- National Science Centre/NCN
- National Science Foundation/NSF
- Social Sciences and Humanities Research Council/SSHRC
- Swiss National Science Foundation /SNS
- UKRI Arts and Humanities Research Council /AHRC

Total: 1 - 10 out of 11 results. <<< 1 | 2 >>>



After selecting the desired funder, it will appear in the “Partner” list. You can add as many funders as applicable. Once a funder is selected, it disappears from the list. If a funder is added by mistake, click on the box at the right in the corresponding row, and choose “Delete”. You must indicate at least 3 different funders. Additional funders appear on the second page of this menu, click “2”

Proposal Identification **Project's General Data** R\$ / US\$ Documents Comments / Manifestations

Identification **Institutions** People Involved Summary / Description

**Host Institution**

Name Academia de Ciências do Estado de São Paulo/ACIESP/ACIESP

**Partner Research Institutions**  
 (Please, include all fund agencies that will finance the proposal.)  
 To include new Partner Institution, click on "Add". To remove an item, select it and click on "Delete". If the institution is not registered in SAGe, please access the "Contact FAPESP" service. (www.fapesp.br/en/contactus/).

Add

Name	Location	
Fundação de Amparo à Pesquisa do Estado de São Paulo/FAPESP/SDE	Brazil - São Paulo - São Paulo	<input type="checkbox"/>



Proposal Identification **Project's General Data** R\$ / US\$ Documents Comments / Manifestations

Identification **Institutions** People Involved Summary / Description

**Host Institution**

Name

**Partner Research Institutions**  
 (Please, include all fund agencies that will finance the proposal.)  
 To include new Partner Institution, click on "Add". To remove an item, select it and click on "Delete". If the institution is not registered in SAGE, please access the "Contact FAPESP" service. (www.fapesp.br/en/contactus/).

Add  Delete

Name	Location	
Fundação de Amparo à Pesquisa do Estado de São Paulo/FAPESP/SDE	Brazil - São Paulo - São Paulo	<input type="checkbox"/>
Social Sciences and Humanities Research Council/SSHRC	Canada - Ottawa	<input type="checkbox"/>
Swiss National Science Foundation/SNS	Switzerland - Bern	<input type="checkbox"/>
UKRI Economic and Social Research Council/ESRC	England - Swindon	<input type="checkbox"/>

9.6 Next, go to the "People Involved" tab. Your name is already there, as the lead PI. **Please note for that for the DGT call, you cannot add other people.** (All of the proposal's PIs are named in the pdf text of the proposal). Click on your name.

Proposal Identification **Project's General Data** R\$ / US\$ Documents Comments / Manifestations

Identification Institutions **People Involved** Summary / Description

**Team**

To include a new team member, click on "Add". To change information about a team member, click on that person's name. To eliminate a person from the team, use the check box associated with the person's name and click on "Delete". If you want to include a team member who is not yet registered in SAGE, this person must first request his/her registration in SAGE.

Add  Delete

Name	Role	Hours per Week Dedicated to the Project	Duration	Primary Occupation
<a href="#">Name Lead PI</a>	Principal Investigator (PI)	0	18/08/2024 to 17/08/2026	

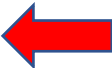
\* With Research Overhead - Fringe Benefits

Fill in all fields marked with an \*.


[Back](#)

[Save](#)

9.7 Fill in an estimate of the number of hours you will dedicate to the project and click on “Confirm”.

Update team member	
Name	Name Lead PI
Role*	Principal Investigator (PI)
Hours per Week Dedicated to the Project*	<input type="text"/> 
Link to Publons	<input type="text"/>
Link to MyCitations (Google Scholar)	<input type="text"/>
Link to ORCID	<input type="text"/>
Is there already a person defined to perform this task/play this role?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Fill in all fields marked with an \*.




9.8 As the next step, please click on the “Summary/Description” tab of “Project’s General Data” and provide a short version of your proposal’s abstract (4,000 characters max). This abstract will be used by SAGE when generating the pdf of the entire proposal (see item 13). Though the screen requests “Abstract in Portuguese”, provide an abstract in English, to be used during project evaluation to assign panelists to assess your proposal.

Modify proposal

Proposal Identification **Project's General Data** R\$ / US\$ Documents Comments / Manifestations

Identification Institutions People Involved **Summary / Description**

Abstract in Portuguese \*



Fill in all fields marked with an \*.

Please do not enter information via the R\$/US\$ tab. This is strictly for other calls, and any information added here will not be taken into consideration.

## 10. How to fill in the **DOCUMENTS** tab

You have now finished filling in all the compulsory information in “Project’s General Data”. Disregard the budget information tab (“R\$/US\$”) and go to the “Documents” tab.

Please note, you will need to upload five documents, according to the DGT call for proposals (see the [Call website](#)):

- The Research Proposal
- The Requested Budget
- The Additional Documents
- The Consent Form
- The Proof of Submission of a NOI (Notice of Intent to Apply)







The contents of the first three documents are described in the Call. The Proof of Submission of a NOI is the pdf file of the message you received when you submitted the NOI as an online form. If you do not find this file, please contact [t-ap@fapesp.br](mailto:t-ap@fapesp.br) or [chamada-tap@fapesp.br](mailto:chamada-tap@fapesp.br). For each such document, click on “Attach”, and upload the corresponding file.

Download the template of the “Consent form”, fill in your name and date, sign it, and upload the “Consent Form” to SAGE.

Please include here all the documentation needed to submit your proposal.



### Documents

Select the appropriate document. The option “Download Template” will provide you with a model for the corresponding document. Choose “Attach” to attach a file, and “Remove” to eliminate a document from the process. The documents you are attaching can only be visualized after they are converted to PDF, by clicking on the icon of the converted file. Select option “Not applicable” to indicate that you will not attach a document. This option is only available for documents that are marked as non-compulsory, and whose status is “Proposal Review”.

Document Type	Required Step	File Attachment	File Attachment Date	Converted File Attachment	Operation
<b>Additional documents *</b> All additional documents required by national Addenda organized in a single PDF file. [PDF up to 5 MB]	Proposal Review				Attach 
<b>Consent Form *</b> Please download the form and sign it. [PDF up to 1 MB]	Proposal Review				Attach  Download Template 
<b>Requested Budget *</b> Budget Summary, followed by funders' budget forms (collated together), when required by their Addenda. [PDF up to 5 MB]	Proposal Review				Attach 
<b>Research Proposal *</b> Please check the Detailed Information section of the Call for the required outline. [PDF up to 5 MB]	Proposal Review				Attach 
<b>Proof of NOI submission *</b> File sent by email upon NOI submission, with NOI contents. [PDF up to 1 MB]	Proposal Review				Attach 

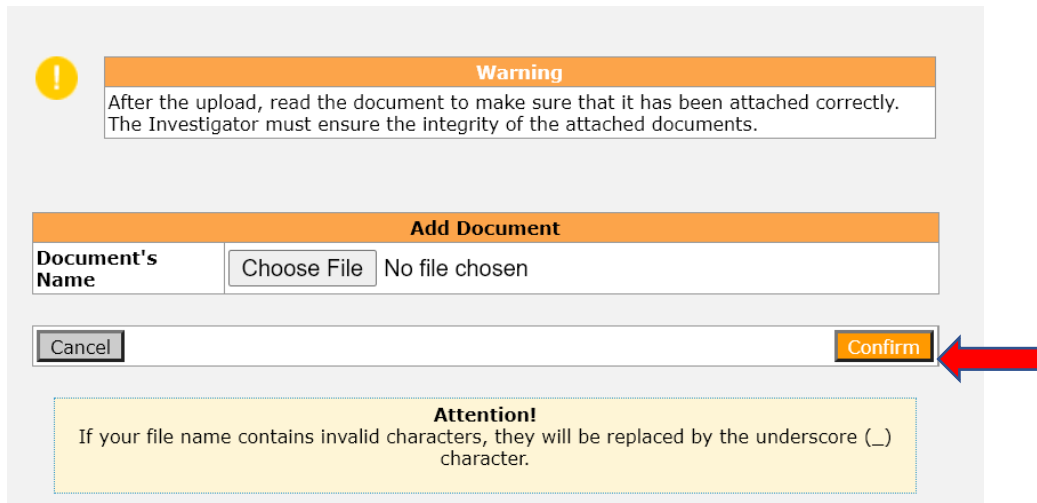
### Other Documents

If you need to attach additional documents to your proposal, click on “Add”. To remove a document, click on “Delete”. Any document attached can only be visualized after it has been converted to PDF. For visualization, click on the corresponding icon.

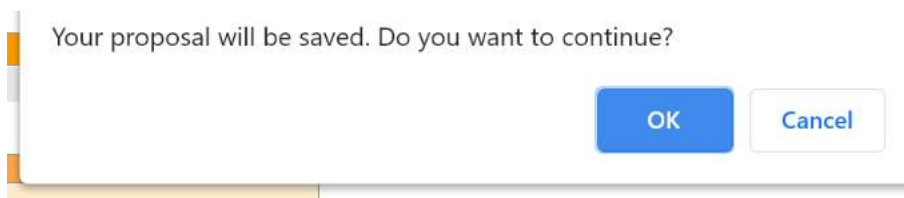
Add  Delete 



10.1 – For each file you upload, please click on “Attach”, choose the file from your computer, and “Confirm”. After it is successfully uploaded, the name of the file will appear in the “Documents” tab



10.2 – For each file, after clicking “Confirm”, you will be asked whether you want to save the proposal. Please Click OK.

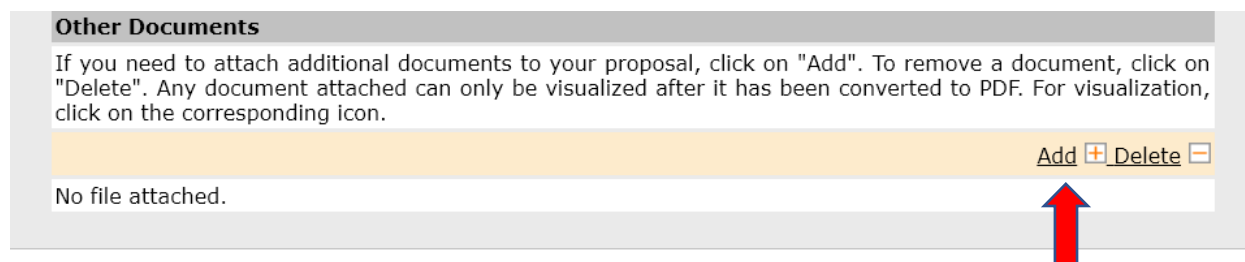


10.2. SAGE checks all uploaded files for correct formatting, all must be in pdf. For each file you upload, please check if it has been correctly processed by downloading it using the green arrow. You may also delete and replace it with another file.

[PDF up to 5 MB] <b>Research Proposal *</b> Please check the Detailed Information section of the Call for the required outline. [PDF up to 5 MB]	Proposal Review	Research-Proposal.pdf	27/06/2023		<a href="#">Delete</a> 
<b>Proof of NOI submission *</b> File sent by email upon NOI submission, with NOI contents. [PDF up to 1 MB]	Proposal Review				

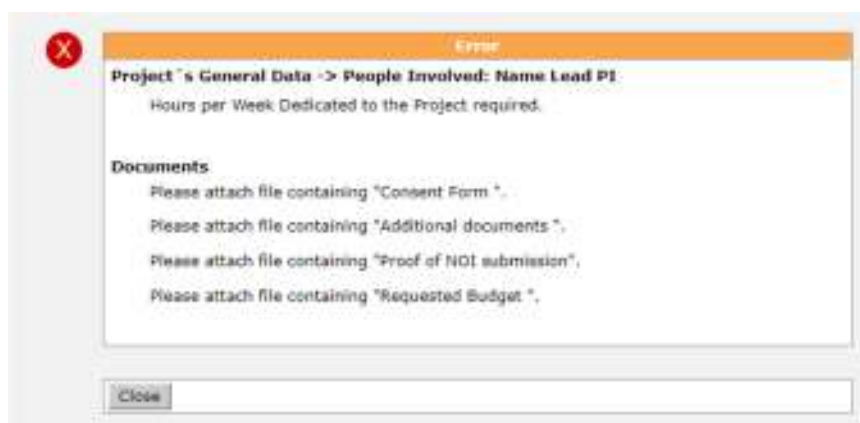
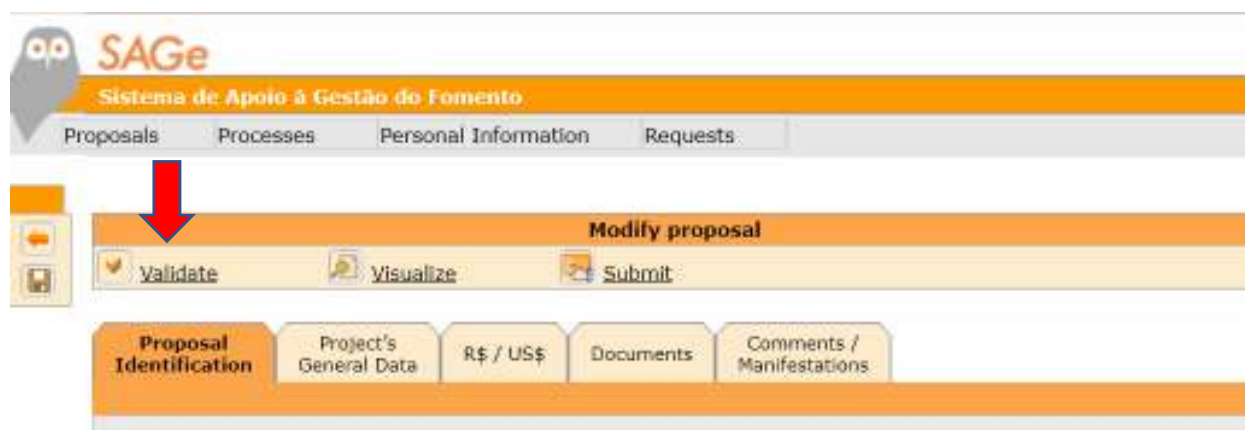
To check if file was correctly processed

10.4 You may also upload other documents, if needed. To do this, click on “Add” under the heading “Other documents” at the bottom of the “Documents” tab.

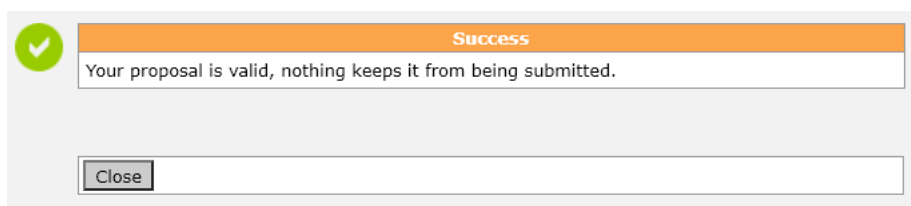


Fill in all fields marked with an \*.

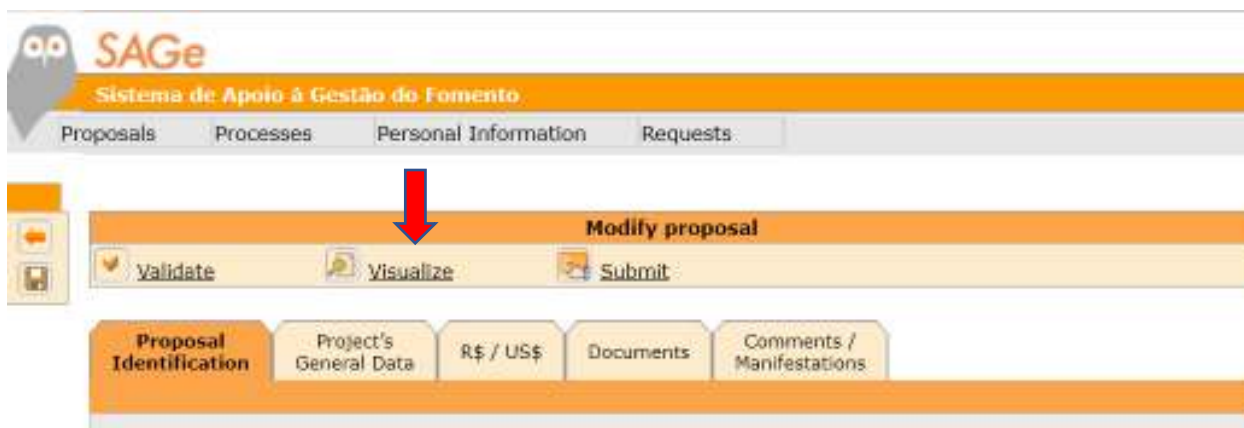
11. Once you have uploaded all the required documents, please click on “Validate” at the top-level menu, and check if any information is missing (this appears in another pop-up window). If so, provide the requested information. In the example below, the error message says that you must provide the number of hours (see step 9.6) and attach four missing documents.



## SUCCESSFUL VALIDATION



12. If the validation is successful, you may click on “Visualize” to see the pdf file that SAGe generates from your proposal.



13. See below excerpts from a full proposal in pdf generated by SAGe’ “Visualize” function.



Notice that all files that you uploaded are also available from this pdf, and “clickable” for download.



**Submit Proposal**

By clicking on the "Confirm" button I declare that: 1 - I am aware of and agree with the analysis procedure to be adopted under the terms of this submission and I authorize FAPESP to send this application to be reviewed by external experts, whose identity will be kept confidential; 2 - I have reviewed the information provided in this application and attached documents, all of which are correct and up-to-date; 3 - I am aware that requesting, obtaining, possessing and providing any documents and authorizations required to implement the proposed project, as determined by the legal authorities with jurisdiction in the places where the project will be carried out, managed or designed, is the sole responsibility of the Principal Investigator and the Co-Principal Investigators and their Institutions, and that such documents must be provided to FAPESP or the funding agency situated in the jurisdiction of the aforementioned legal authority upon request; 4 - I understand that any incorrect information provided may hinder the analysis and approval of this application.

16. Once you confirm, your proposal will be assigned a number and will become visible to the funding agencies participating in the T-AP DGT call.

**Receipt**

Your proposal was successfully received and has been assigned the process number shown below. To follow its processing within FAPESP, select the options "Processes/My processes" in the main menu. As soon as the analysis is finished, FAPESP will send an email communicating the results to the Beneficiary and the Principal Investigator or Supervisor. Note: For any communication, FAPESP will use the email address indicated in your Personal Information data; thus, it is important to keep this information up-to-date.

<b>Process number</b>	2023/08040-3
<b>Receipt Date</b>	27/06/2023
<b>Funding Line</b>	Agreements / T-AP - Trans-Atlantic Platform / T-AP - Research Proposal - Lead PI - DGT - Call for Proposals (2023)
<b>Beneficiary</b>	Name Lead PI [REDACTED]
<b>Principal Investigator or Supervisor</b>	Name Lead PI [REDACTED]
<b>Title</b>	My project title

At any time, you can log in to your SAGe account and see your proposal clicking on "My Proposals" in the menu. Click on the proposal number to verify its contents, if needed. We suggest you keep a copy of this receipt by clicking on "Print". Your proposal has now become a PROCESS, with number.

#	Funding Line	Title	Creation Date	Status	Type	Process number	Created by	
1.	<a href="#">T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)</a>	My project title	27/06/2023	Submitted	New Proposal	2023/08040-3	Name Lead PI	<input type="checkbox"/>

17. Until the deadline, you may also modify your proposal, by creating a copy thereof, and then modifying the copy and submitting it.

First, log in, select “My Proposals”, select the proposal, and click on “Copy”. A copy of that proposal will be generated, but some details may be omitted. Update the information you need, validate, and submit.

**Please be aware that only ONE proposal by Lead PI can be accepted for the call. For that reason, if more than one proposal is submitted, only the most recent one will be considered; the others will be deleted.**

In the screen below, the original proposal is numbered (2) (second row) and the updated proposal is in the first row. The proposal in the second line will be discarded and you will be notified via SAGE that it has been “returned” to you.

To see other proposals, select "Search". To work on a proposal, start by clicking on the link of the corresponding Funding Line. To create a new proposal select "New Initial Proposal". To request reconsideration, select the proposal (with status "Rejected" or "Cancelled") and click on "reconsideration". To exclude one or more proposals, select them using the check box on the right, and click on "Remove". To copy a proposal, select it using the check box and click on "Copy".  
Attention!!! The proceedings to request and use fellowship-quotas on a process are being refined. New processes must be submitted with the new format; in all other cases, the format will be updated according to solicitation and granting of changes in the quota. More information on the solicitation, granting and use of the quota are available on "Bolsa Concedida no Orçamento do Auxílio (BCO)", that can be accessed clicking the "Manuais" link, at the top of the page, using the Portuguese version. IMPORTANT! The rules to use the quotas were not changed, only the way they are handled by the system.

		New Initial Proposal		Reconsideration Request		Remove		Copy	
#	Funding Line	Title	Creation Date	Status	Type	Process number	Created by		
1.	<a href="#">T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)</a>	My project title	27/06/2023	Submitted	New Proposal	2023/08041-0	Name Lead PI	<input type="checkbox"/>	
2.	<a href="#">T-AP - Research Proposal - Lead PI / DGT - Call for Proposals (2023)</a>	My project title	27/06/2023	Submitted	New Proposal	2023/08040-3	Name Lead PI	<input checked="" type="checkbox"/>	

For doubts on any step of the procedures reported in this document, or on the status of your submission, please email

[t-ap@fapesp.br](mailto:t-ap@fapesp.br) or [chamada-tap@fapesp.br](mailto:chamada-tap@fapesp.br) with subject “T-AP DGT Call”