



# Call for Proposals no.2 /2018

A guide to navigate our online application system: registration, eligibility and submission.

Applicants should access the application portal at <https://serrapilheira.fluxx.io>

contact: [chamada@serrapilheira.org](mailto:chamada@serrapilheira.org)



## 1. Registration

### **New users**

On the right side of the screen, click “CREATE AN ACCOUNT” and complete the registration fields. You will receive an email requesting that you define a password. Click the email link provided and follow the instructions.

### **Returning users**

On the left side of the screen, log in using your email and password.

## 2. Eligibility Test

- 2.1 On the upper left side of the screen, click the link “CHAMADA 2/2018 INFORMATION”.
- 2.2 Click the “CREATE NEW REQUEST” button and complete the required fields.
- 2.3 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.**

*Observation: When you click submit, a window will pop up asking for a “Note to Submission”. Ignore it.*

### **Please notice:**

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



## 3. Submission

- 3.1. Log back into the application portal using your email and password.
- 3.2. Click the link “PENDING REQUESTS” on the left hand side of the screen to continue the application process.
- 3.3. Click on the “EDIT” button on the upper right corner of the screen to fill out the form.

**Do not forget to upload the required materials in pdf format:**

- Curriculum Vitae
  - Research Project
  - The most important papers that you have published so far as a main/ corresponding author (min. 3, up to 5)
- 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.**

*Observations:*

*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.*

*Once you submit your application, you will no longer be able to edit it.*

**Please notice:**

- **You will receive an email confirming that your application has been sent.**
- **Your submission will only be complete after you receive an email with your submission ID number.**