



**FAPERJ-Serrapilheira joint call 1/2023  
to support Black and Indigenous  
ecology postdocs**

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

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

## 1. Registration

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### 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

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2.1 On the upper left side of the screen, click the link **“FAPERJ-Serrapilheira joint call 1/2023”**

2.2 Click the **“Create New Request”** button and complete the required fields.

2.3 Click the **“Save and Close”** button on the lower right side of the screen. After saving, a **“Submit”** button will appear in the same place. Click on 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

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3.1. Log back into the application portal using your email and password.

3.2 Click the link **“REQUESTS/New”** 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
- The most important papers that you have published so far as a main/ corresponding author (up to 5)

3.4 If you want to save and come back later and finish your application, click the **“Save and Close”** button on the bottom right side of the screen.

3.5 If you want to submit your application, click the **“Save and Close”** button on the bottom right side of the screen.

After saving, a **“Submit”** button will appear in the same place, click on 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.**

#### **Contact:**

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