Instructions for Online Grant Applications

If you are new to the SAGE system, you will need to take the following steps:

- To access SAGE, enter njsage.intelligrants.com into the address bar of a web browser. Log on to SAGE as a new user by entering and then saving your contact information.

- Contact your organization's Authorized Official (AO) or Agency Administrator (AA) and request the AO or AA authorize you as an approved user and assign you to the grant application. If you do not know your organization's AO or AA or if your organization is not in SAGE, please call the Autism Office at 609-943-5405 or 609-633-8740 for assistance.

- Once you have been authorized as an approved user and assigned to the grant application log back on to SAGE. You will see the NJACE application under "View Available Opportunities" and you can begin your application.

If you are registered in the SAGE system (current or past applicant):

- To access SAGE, enter njsage.intelligrants.com into the address bar of a web browser.

- If your role is listed as Authorized Official (AO) or Agency Administrator (AA) under "Welcome" you will see your grant application under "View Available Opportunities" and you can begin your application.

- If your role is Agency Staff under "Welcome" you will need to contact your organization's AO or AA to access the grant application. If you do not know your organization's AO or AA, please call the Autism Office at 609-943-5405 or 609-633-8740 for assistance.

    o Request the AO or AA authorize you as an approved user and assign you to the grant application.
    o Once you have been authorized as an approved user and assigned to the grant application log back on to the SAGE system. You will see your application under "View Available Opportunities" and you can begin your application

If you have any questions, please contact the Autism Office at 609-943-5405 or contact the SAGE Help Desk at sagehelp@sos.nj.gov. or the Applicant User Guide on the SAGE Login Page under "Helpful Links".