


**New Jersey Department of Health
Grants Unit
New Applicant: SAGE Registration Request**

What is SAGE? The New Jersey Department of Health uses an online grant system, the System for Administering Grants Electronically ([SAGE](#)), to receive and process grant applications, issue grant awards, and receive and process grant reports and payment requests.

Instructions: To apply for a grant, you must first submit a “New Applicant: SAGE Registration Request” form. Upon receipt of a registration request, the Grants Unit will validate your SAGE account. Once your account has been validated,

you will be able to access the system. To complete the registration and validation process, follow the steps outlined below. Questions may be directed to the Grants Unit at njdoh.grants@doh.nj.gov or (609) 376-8508.

Please Note: This form is to be completed by NEW applicants. If your organization has applied for a grant in the past, you may use the [Forgot Password?](#) link on the system login page to recover your account information.

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1. Complete the “[New Applicant: SAGE Registration Request](#)” form.
 2. Return the signed form to the Grants Unit by email (njdoh.grants@doh.nj.gov).
 3. If the Authorized Official named in the “New Applicant: SAGE Registration Request” form does not have a SAGE user account, complete a “New User: Registration” form in SAGE.
 4. To complete a “New User: Registration” form:
 - a. Access SAGE online: www.sage.nj.gov.
 - b. Click the [New User](#) link on the system login page.
 - c. Complete all the required fields (*).
 - d. Click  to submit.
 5. The Grants Unit will notify you once your account has been validated, or contact you for corrective action.