



Introduction to SAGE

NJ's System for Administering Grants Electronically

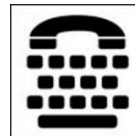
Creating Your Application and Tips

For assistance with accessibility needs related to the Arts Council's grant application process, please contact Access Coordinator Lindsay Dandeo at 609-984-7023 (NJ Relay 711) or

lindsay.dandeo@sos.nj.gov.



Large
Print

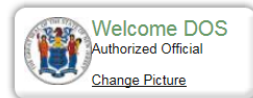
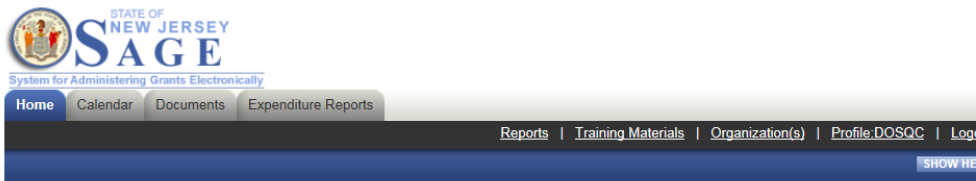


PART 1

Creating and Submitting Your Application



Creating an Application



Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello DOS, please choose an option below.

View Available Opportunities

You have 21 opportunities available.
Select the **View Opportunities** button below to see what is available for your organization.

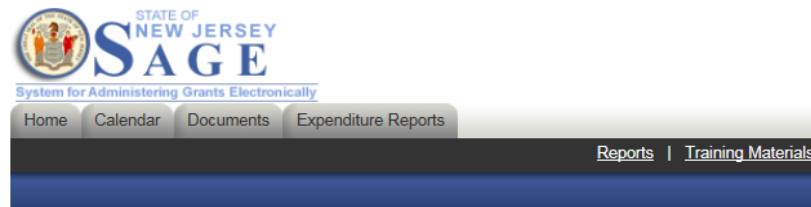
[VIEW OPPORTUNITIES](#)

My Inbox

You have 8 new messages.
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

Select the application that corresponds to the Arts Council grant for which you are applying.



[Back](#)

Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

[RESET OPPORTUNITIES](#)

Provider:

Document Instance:

Due Date (From - To): -

[FILTER](#)

Aero - FAA Matching Grant Application 2017 for DOS Quality Control Inc.
Offered By: NJSAGE_DOT

Application Availability Dates:
10/01/2016-09/30/2017

Application Period:
10/01/2016-09/30/2017

Application Due Date:
09/30/2017

Description:
Aero - FAA Matching Grant Application 2017

[APPLY NOW](#)

Bikeways Application 2017 for DOS Quality Control Inc.
Offered By: NJSAGE_DOT

Application Availability Dates:
11/21/2016-02/03/2017

Application Period:
11/21/2016-02/03/2017

Application Due Date:

Click on the **APPLY NOW** button to create a new application.



Finding Your Application

Once you create an application, there are two ways to access it for completion.



Finding Your Application – Method 1

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports | Reports

Welcome
Authorized
Change Pic

Instructions:
Select the **SHOW HELP** button above for detailed
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Hello DOS, please choose an option below.

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You have 21 opportunities
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VIEW OPPORTUNITIES

My Inbox
You have 8 new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Tasks
Export Results to [Screen] Sort by: [-- Select --] GO

Info	Document Type	Organization	Name
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-08

STATE OF NEW JERSEY
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Home | Calendar | Documents | Expenditure Reports

Reports | Training Materials | Organization(s) | Profile: DOSQC | Logout

Back

All Documents Search

Use the search functionality below to find a specific Document

Back

All Documents Search

Use the search functionality below to find a specific Document

Search Documents

Document Type

Document Name

Status

Organization

Year

SEARCH CLEAR

Export Results to [Screen] Sort by: [-- Select --] GO

Click the dropdowns to select, then click search. A list of your documents should appear, including your application.

Document Type	Organization	Name	Current Status	Year
Destination Marketing Organization 2016				
Destination Marketing Organization 2016	Central New Jersey Convention & Visitors Bureau	TRAV-DMO-2016-00015	Executed	2016
Destination Marketing Organization 2017				
Destination Marketing Organization 2017	Central New Jersey Convention & Visitors Bureau	TRAV-2017-DMO-00005	Executed	2017
NJ SAGE Organization Information				
NJ SAGE Organization Information	DOS Quality Control Inc.	SAGEOI-2013-DOS Quality Control Inc.-00040	Initiate Organization Details	2013
OFBI Direct Service 2015				
OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	2015



Finding Your Application – Method 2

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

Reports | Training Materials | **Organization(s)** | Profile.DOSQC | Logout

SHOW HELP

Welcome DOS Authorized Official
Change Picture

Instructions:
Select the SHOW HELP button above for detailed instructions on the following:
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> Managing your awarded grant

Hello DOS, please choose an option below.

View Available Opportunities
You have 21 opportunities available.
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VIEW OPPORTUNITIES

My Inbox
You have 8 new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Tasks
Export Results to: Screen | Sort by: --Select-- | GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	QFBI15DSP-089	Application in Process	3/9/2015	

Click the Organization(s) link.
Then click Organization Documents. A list of your documents should appear.

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System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

Reports | Training Materials | Organization Documents

Back

Organization - DOS Quality Control Inc.

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name: DOS Quality Control Inc.

Federal Tax I.D. Number: 100009999 *

DUNS Number:

SAM CAGE Code:

Address: 225 West State Street

City: Trenton * State: New Jersey * Zipcode: 08625 *



SAGE Application Format

Please make sure to complete all forms in their entirety!

If you see this 

You have errors in that certain section.

All applications **MUST** consist of and include **ALL** of the items requested in order to be considered complete.



Navigating Forms in SAGE

Hover over “Forms Menu” to easily move between the various forms within a SAGE document

The screenshot displays the SAGE web application interface. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". A navigation bar contains links for "Home", "Calendar", "Documents", and "Expenditure Reports". A secondary navigation bar includes "Reports", "Training Materials", "Organization(s)", "Profile:DOSQC", and "Logout". Below this is a blue bar with an "ADD NOTE" button. A main menu bar features "Menu", "Forms Menu", "Document Tools", and "Related Documents and Messages". A grey arrow points to the "Forms Menu" item, which has opened a dropdown menu. This dropdown menu is titled "Forms Menu" and contains a table with columns "Status", "Page Name", and "Note". The table lists several forms under the "Application Forms" section: "Profile Information", "Selection of Grant Category", "Organization Contact Information", "Executive Summary", "Organizational Capacity", "Statement of Need", and "Statement of Collaboration". In the background, a table is partially visible with columns "Current Status" and "Period Date / Date Due".

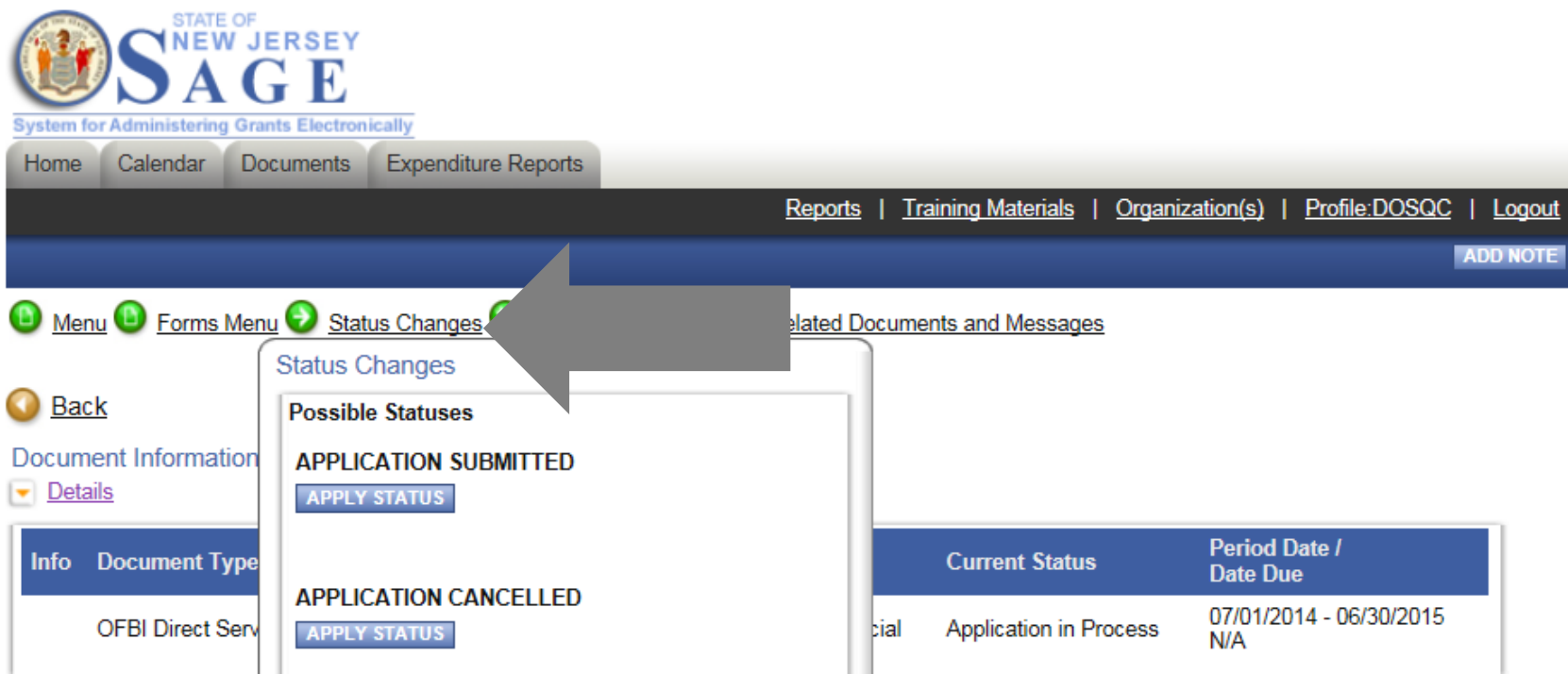
Status	Page Name	Note
	Profile Information	
Application Forms		
	Selection of Grant Category	
	Organization Contact Information	
	Executive Summary	
	Organizational Capacity	
	Statement of Need	
	Statement of Collaboration	

Current Status	Period Date / Date Due
Official	Application in Process
	07/01/2014 - 06/30/2015 N/A



Application Status Changes

Once you have completed your application, hover over “Status Changes.” To submit your application, click “Apply Status” under “Application Submitted.” Clicking on “Application Cancelled” will cancel and delete your application.

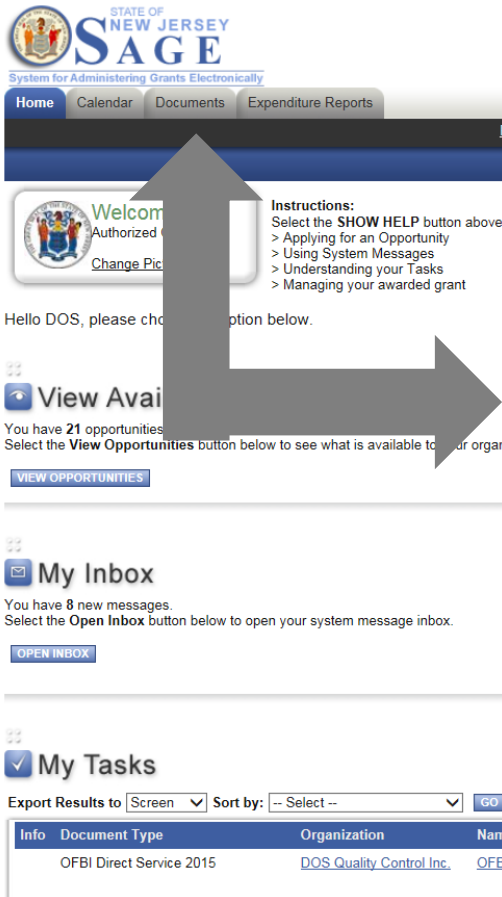


The screenshot displays the SAGE (System for Administering Grants Electronically) interface. At the top, the logo for the State of New Jersey SAGE is visible, along with navigation tabs for Home, Calendar, Documents, and Expenditure Reports. A dark blue header bar contains links for Reports, Training Materials, Organization(s), Profile:DOSQC, and Logout, along with an ADD NOTE button. Below the header, a navigation menu includes Menu, Forms Menu, and Status Changes (highlighted with a grey arrow). A dropdown menu for Status Changes is open, showing two options: APPLICATION SUBMITTED and APPLICATION CANCELLED, each with an APPLY STATUS button. To the right, a table displays application details.

Current Status	Period Date / Date Due
Application in Process	07/01/2014 - 06/30/2015 N/A



Finding Your Executed Application



STATE OF NEW JERSEY
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Home | Calendar | Documents | Expenditure Reports

Welcome
Authorized User
Change Picture

Instructions:
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Hello DOS, please choose an option below.

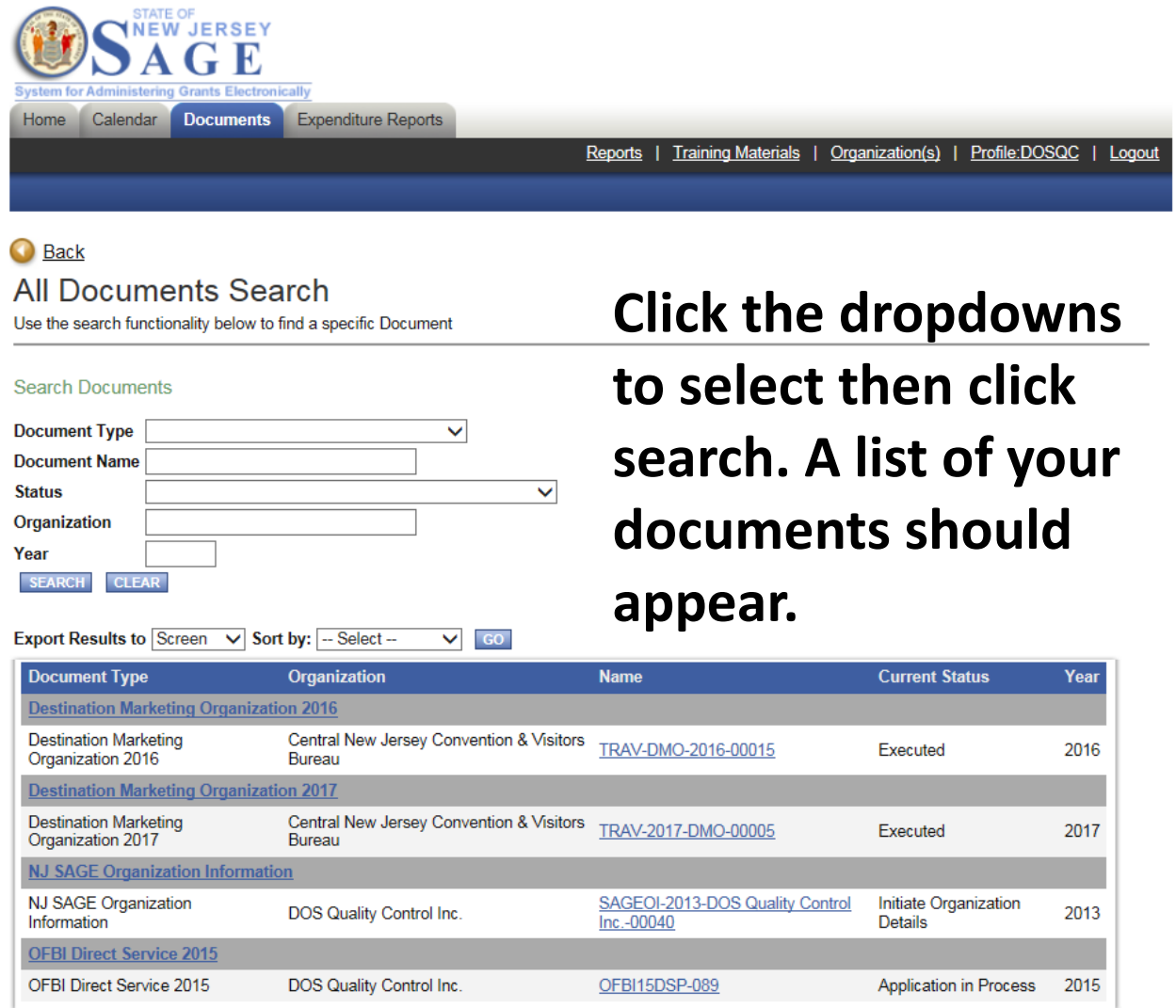
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My Tasks

Export Results to: [Screen] Sort by: [-- Select --] [GO]

Info	Document Type	Organization	Name
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI



STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | **Documents** | Expenditure Reports

Reports | Training Materials | Organization(s) | Profile: DOSQC | Logout

[Back](#)

All Documents Search

Use the search functionality below to find a specific Document

Search Documents

Document Type:

Document Name:

Status:

Organization:

Year:

Export Results to: [Screen] Sort by: [-- Select --] [GO]

Document Type	Organization	Name	Current Status	Year
Destination Marketing Organization 2016				
Destination Marketing Organization 2016	Central New Jersey Convention & Visitors Bureau	TRAV-DMO-2016-00015	Executed	2016
Destination Marketing Organization 2017				
Destination Marketing Organization 2017	Central New Jersey Convention & Visitors Bureau	TRAV-2017-DMO-00005	Executed	2017
NJ SAGE Organization Information				
NJ SAGE Organization Information	DOS Quality Control Inc.	SAGEOI-2013-DOS Quality Control Inc.-00040	Initiate Organization Details	2013
OFBI Direct Service 2015				
OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	2015

Click the dropdowns to select then click search. A list of your documents should appear.



PART 2

Tips, Tricks, and Things to Remember



Important Tips for Using SAGE

- We recommend you prepare your application responses in Word or Notepad first, then copy and paste into SAGE.
- Do not use any type of formatting - tabs, bold, italics, bullet points, etc. These will not translate in SAGE and will mess up the overall format of your application.
- Max. upload size is 13 MB. Try not to use **the “x”** (docx, xlsx, etc.).
- Adding people: When someone leaves your organization, you need to register a new person - **you cannot assume the SAGE identity of the person that left.** It ruins the integrity of the previous application documents.



Important Tips for Using SAGE (2)

- If you see a red * that means the field is required. Fill it out!
- If you lock yourself out, **there is no administrator** – wait 15 minutes to attempt to log in again.
- There is not a 24 hour help desk... so when working late at night, **we cannot help you.**
- **DO NOT WAIT** until last minute to register, or to start your application process. We are not here 24 hours, and it is **not an automated registration process.**



Important Tips for Using SAGE (3)

- View all documents – you **CAN** view full PDF or page PDF depending on the application. However, we do not recommend using the PDF to do a final proofread.
- Add/edit people – If a person cannot see a document, they may have been added to your organization after the document was created – you need to ADD/EDIT people to the individual document for them to view and access it.
- People within SAGE that have the most “power” to SAVE, EDIT, CREATE, AND DELETE are: the Authorized Official and the Agency Administrator. The Agency Staff (your organization’s staff) primarily have the authority to view and edit but not create or submit.
- A person can be attached to multiple organizations with the same username and password.



Important Tips for Using SAGE (4)

- Whether or not you can see an application depends on the department and how they release it – if it's open to all applicants, you will be able to see and create an application, if it is specific to a type of applicant, you may not be able to see or have access to the application.
- If you can't see a previous document, click on the DOCUMENTS tab to initiate a search.
- Due dates will appear in the DETAILS section of the application, report, etc.
- If you do not have full permissions for a page and you are checking for errors, they may not pop up because you do not have permission to edit or save the page that has an error on it.



Important Tips for Using SAGE (5)

- **SAGE's time clock may be different than yours. Please do not wait until the last minute to submit, or you can run the risk of submitting after SAGE's time clock has closed the submission process.**
- **Fridays are behind-the-scenes technical update days for SAGE. You can work in SAGE on Fridays, but we recommend saving your work often.**
- **ALWAYS CLICK ON THE SAVE BUTTON**
- **AGAIN - DO NOT WAIT** until the last minute to register, or to start the application process.
- **We are not here 24 hours, and SAGE is not an automated registration process.**



We're here to help!

www.artscouncil.nj.gov

If you have questions about any Council programs, services, or grant applications, a complete staff list can be found on the Council's website.

If you have any questions about creating a SAGE account or technical questions about an existing SAGE account, please contact Robert Worshinski:
robert.worshinski@sos.nj.gov or 609-633-1049.



The New Jersey State Council on the Arts, created in 1966, is a division of the NJ Department of State and a partner agency of the National Endowment for the Arts.