



Introduction to Using SAGE

NJ's System for Administering Grants Electronically

To access Council grant opportunities, an organization must be registered in the State of New Jersey's grant management system called SAGE: The System for Administering Grants Electronically. This system requires authorization for access.



Accessing Arts Council Grants in SAGE

Section 1: Accessing SAGE

Section 2: Logging In – The Basics

Section 3: Creating and Submitting Your Application

Section 4: Tips, Tricks and Things to Remember

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



SECTION 1

Accessing SAGE

www.sage.nj.gov



There are multiple versions of SAGE. The Arts Council uses “Blue SAGE.” Be sure the login page looks like this to ensure you are in Blue SAGE.

System Login Portal Home

Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

Login

Username

Password

LOGIN

[New User](#)
[Forgot Username/Password?](#)

Helpful Links

- [Reset Your Password](#)
- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Dept of State Applicant User Guide](#)



SAGE System Requirements

Operating System

- NJ Department of State (DOS) SAGE was designed to work with both of the two most common computer operating systems - Windows and Macintosh.

World Wide Web Connection

- NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage.

Web Browser

- This system was designed to be compatible with common up-to-date web browsers. Google Chrome is the recommended browser when using SAGE.

Adobe Acrobat Reader

- Adobe Acrobat Reader is used to view PDF documents. The system will generate grant documents in PDF format using information that has been saved into the various narrative and budget pages.



SECTION 2

Logging In – The Basics



NJDOS SAGE System Home Page

If you are a new user - click on ***New User***.

If you have forgotten your username or password – click on ***Forgot Username/Password***.



System Login Portal Home

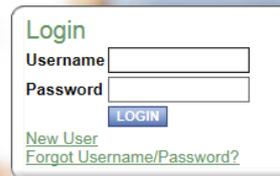
Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

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Helpful Links

- [Reset Your Password](#)
- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Dept of State Applicant User Guide](#)

A screenshot of the login form on the SAGE system home page. It shows a "Login" section with two input fields: "Username" and "Password". Below the fields is a blue "LOGIN" button. Underneath the button are two links: "New User" and "Forgot Username/Password?". A large grey arrow points from the "Welcome" text to the login form.

New User



System Login Portal Home

SAVE

[Back](#)

Registration

NOTE: Municipality and County Authorized Official and staff must not make changes here. You should make any necessary changes in NJDCA SAGE.

If you are a municipality or county staff please [Click Here](#). You must first access the DCA SAGE system to gain access to Statewide SAGE

The 'Username' field must consist of all letters and numbers and must be between 5 and 20 characters long.

The 'Password' fields must consist of all letters and numbers and must be between 7 and 20 characters long.

Contact Information

Federal Employer Tax ID Number (FEIN) *

Granting Department/Agency *

Name	Prefix <input type="text"/>	First <input type="text"/> *	Middle <input type="text"/>	Last <input type="text"/>	Suffix <input type="text"/> *
Organization	<input type="text"/> *				
Title	<input type="text"/>				
Address	<input type="text"/> *				
City	<input type="text"/> *	State	<input type="text"/> New Jersey	Zipcode	<input type="text"/> *
County	<input type="text"/> *				
Phone #1	<input type="text"/> *	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/> *				
Website	<input type="text"/>				
Username	<input type="text"/> *				
Password	<input type="text"/> *	Confirm Password	<input type="text"/> *		



Select:
Department of State –
Council on the Arts

[Top of the Page](#)



Forgot Username/Password



System Login

Portal Home

 [Back](#)

Forgot Your Password?

Please enter the following information to reset your password.

You will be e-mailed a new password if a matching e-mail address is found.

Please enter your username



[Forgot Username?](#)

Please enter your e-mail address



[RESET MY PASSWORD AND E-MAIL ME THE NEW ONE](#)

 [Top of the Page](#)

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Registration

- Enter your organization's (F)ederal (E)mployer (I)dentification (N)umber
- Select the **Department of State – Council on the Arts** as the Granting Department
- Complete the user form in its **entirety**.
- The 'Username' field must consist of all letters and numbers.
- The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
- The fields 'Password' and 'Confirm Password' must be the same.
- **Please keep record of your username and password.**
- The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title.
- **Please create an account for each person in your organization who will need to access documents in SAGE.**
- If Organization and Title are not included your validation will be delayed.
- Click “Save” to save the data.



Registration (*continued*)

- NOTE: Once you create a user account and gain access to the system, you will never have to request access again. Once you have saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.
- **Note: Access and approval of registration is NOT automatic.**
- If you attempt to log in to the system prior to getting approved/validated by a system administrator you will receive the following message: *Your account has not been validated yet.*
- **When access has been granted you will receive an email message confirming that your account has been validated.**



Main Menu - HOME



Home | Calendar | Documents | Expenditure Reports

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

1 ↑

2 ↑

3 ↑

4 ↑

5 ↑

SHO

Welcome DOS
Authorized Of
[Change Picture](#)

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 ← 6

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

[VIEW OPPORTUNITIES](#)

☰

My Inbox ← 7

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

[OPEN INBOX](#)

☰

My Tasks ← 8

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.	OFBI15DSP-089	Application in Process	3/9/2015	

- 1 – Documents Tab
- 2 – Training Materials
- 3 – Organization(s)
- 4 – Profile
- 5 – Log Out
- 6 – View Available Opportunities
- 7 – My Inbox
- 8 – My Tasks



Items to Edit - Profile



System for Administering Grants Electronically

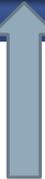
Home | Calendar | Documents | Expenditure Reports

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.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant



Click on Profile

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 to 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](#)

My Tasks

Export Results to Sort by: [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	3/9/2015	



Verify Profile Information



Home | Calendar | Documents | Expenditure Reports

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

SAVE SHOW HELP

[Back](#)

Profile

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

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	The Honorable	DOS		Quality Control	
Organization	DOS Quality Control Inc.				
Title	Quality Control Official				
Address	225 West State Street				
City	Trenton	State	New Jersey	Zipcode	08625
County	Mercer County				
Phone #1	(609) 555-5555	Phone #2			
Fax		Cell Phone			
Email	donotrespond@agatesoftware.com				
Website					
Username	DOSQC				
Password		Confirm Password			
District Assignment					
Region Assignment					

Make sure all information is correct and current. The email address listed here should be the main contact for communicating with the Arts Council.

Organization Information

Organization	Role	Active Dates	Assigned By
DOS Quality Control Inc.	Authorized Official	10/03/2013 - open ended	Schaum, Mr. William
NJSAGE_DOS	TRAV Reviewer	05/26/2015 - open ended	Karr, Colleen



Items to Edit - Organization



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

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant



Hello DOS, please choose an option below.

Click on the Organization(s) link.

View Available Opportunities

You have **21** opportunities available.
Select the **View Opportunities** button below to see what is available to 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](#)

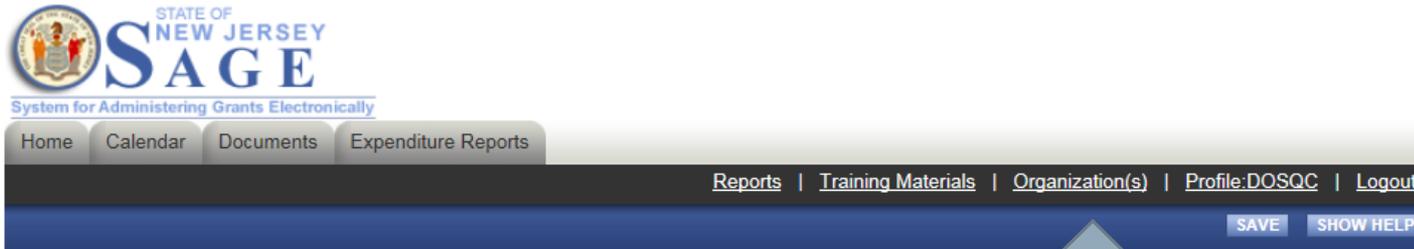
My Tasks

Export Results to Sort by: [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	3/9/2015	



Verify Organization Information and Additional Profile Information



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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	<input type="text" value="DOS Quality Control Inc."/> *
Federal Tax I.D. Number	<input type="text" value="100009999"/> *
DUNS Number	<input type="text"/>
SAM CAGE Code	<input type="text"/>
Address	<input type="text" value="225 West State Street"/> *
City	<input type="text" value="Trenton"/> * State <input type="text" value="New Jersey"/> * Zipcode <input type="text" value="08625"/> *
County	<input type="text" value="Mercer County"/> *
Phone	<input type="text" value="(609) 555-5555"/> * Fax <input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Make sure all information is correct for your organization.

Then click on Organization Details for the Additional Profile Information page.



Additional Profile Information



System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

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

ADD NOTE | SHOW HELP

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

My Organization Information

Please complete all required forms below.

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

Organization Details

Status	Page Name	Note	Created By	Last Modified By
	NJ State Council on the Arts Board Chart			
	Additional Profile Information – Required for applicants to the NJ Department of State			
	Additional Profile Information – Required for applicants to the NJ Department of Education			
	Additional Profile Information – Required for applicants to the NJ Department of Human Services			
	Additional Profile Information – Required for applicants to the NJ Department of Health			
	Additional Profile Information – Required for applicants to the NJ Department of Law and Public Safety			
	Organization Vendor Numbers - Payee Name and Address			

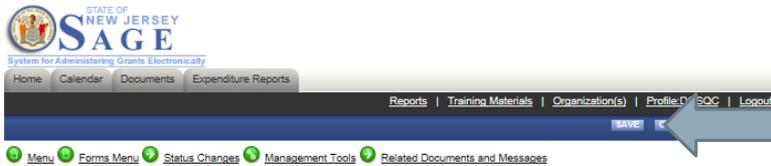


Click on the DOS link for the Additional Profile Information page.

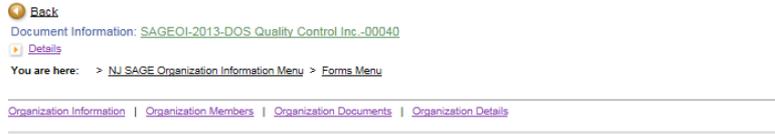
NOTE: NJ Council on the Arts grantees have two separate links of information to input.



Additional Profile Information



Make sure to click the **SAVE** button.



ADDITIONAL NJDOS ORGANIZATIONAL PROFILE INFORMATION

NOTE: This information is only required if you will be/are currently applying for a grant opportunity provided by the NJ Department of State (Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, Travel and Tourism, and Center for Hispanic Policy Research and Development).

Instructions:

- Please enter all requested information.
- When you have finished filling out this page click the **SAVE** button.
- Click the **Main Menu** link in the top left corner of this screen to return to the Main Menu.

Charities Registration # (Click [HERE](#) for more information) CH Example: CH 1234567*

Please upload proof of your Charities Registration number in the box provided.

Organization Exempt EX or EXE

Division of Revenue registration number (Click [HERE](#) for more information) (enter 0 if other Governmental Agency (County, Municipality or School Board)) Certificate Number Example: Certificate Number 1234567*

Please upload proof of your Division of Revenue Registration number in the box provided.

Congressional District of Applicant

(If your organization exists outside of New Jersey check this box and leave the above box blank)

State Legislative District of Applicant

(If your organization exists outside of New Jersey check this box and leave the above box blank)

Date of Incorporation (MM/DD/YYYY)

Fiscal Year Ends (MM/DD)*

DO NOT PUT A ZERO
(Unless you are exempt)

Executive Director of Organization

Prefix First Name Last Name Suffix Title

* * * * *

Project Director

Prefix First Name Last Name Title

Board President or Chairman

Prefix First Name Last Name Title

* *

Address

Address 2

City

State

Zipcode

Phone (###) ###-####

Complete ALL information including information in blue box.



Items to Edit – Board Chart



Home | Calendar | Documents | Expenditure Reports

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

SAVE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back
 Document Information: [SAGEOI-2013-DOS Quality Control Inc.-00040](#)
[Details](#)
 You are here: > [NJ SAGE Organization Information Menu](#) > [Forms Menu](#)

Make sure all information is correct for your organization.

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

BOARD CHART

NOTE: This information is only required if you will be/are currently applying for a grant opportunity provided by the New Jersey State Council on the Arts (NJSCA).

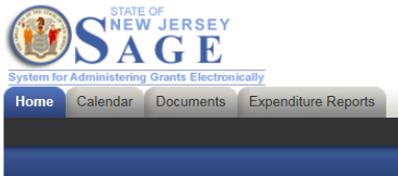
Instructions:

- Please enter all requested information.
- When you have finished filling out this page click the **SAVE** button.
- Click the **Main Menu** link in the top left corner of this screen to return to the Main Menu.
- All applicants must submit the Board Chart listing the governance board for the organization. Colleges and universities should provide the advisory board for the program or project, not the college's board of trustees. Other project applicants that are overseen by an advisory board should also list that board after the institutional governing board.
- Check the Diversity box on each line to indicate those who are African-American, Asian, Hispanic/Latino, American Indian/Alaskan Native, or Native Hawaiian/Pacific Islander.

Diversity	Name	Years of Service	Term of Office e.g. '09-'10	Executive Office Held	County of Residence	Profession or Special Interests
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						



Your SAGE Inbox



Welcome DOS
Authorized Official
[Change Picture](#)

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.

[VIEW OPPORTUNITIES](#)

My Inbox

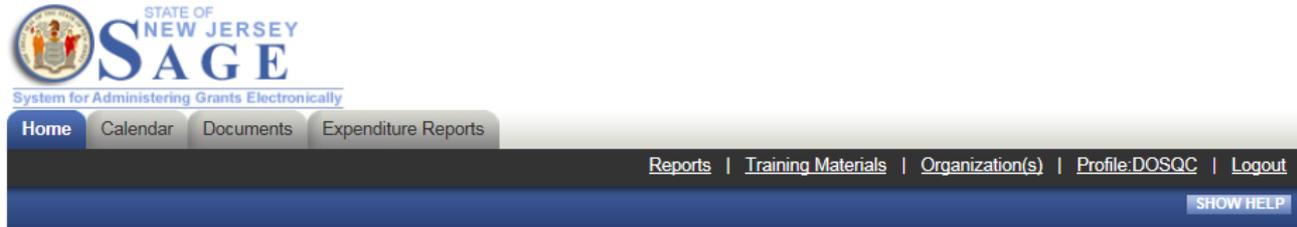
You have 8 new messages.
Select the **Open Inbox** button below to open your system messages.

[OPEN INBOX](#)

My Tasks

Export Results to: Sort by:

Info	Document Type	Organization
OFBI Direct Service 2015		DOS Quality Co



Welcome DOS
Authorized Official
[Change Picture](#)

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> Understanding your Tasks
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Hello DOS, please choose an option below.

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Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

My Inbox

Sort inbox messages by: | [View All System Messages](#)

<input type="checkbox"/>	Priority	Sender	Subject	Date/Time
<input type="checkbox"/>		Betlow, Ms. Chelsea	PLEASE DISREGARD PREVIOUS EMAIL ABOUT ATTACHMENT C	4/11/2016 3:58:51 PM
<input type="checkbox"/>		Betlow, Ms. Chelsea	ATTACHMENT C'S ARE UPLOADED IN YOUR AIDS16RWB GRANTS IN SAGE - PLEASE REVIEW	4/11/2016 2:14:57 PM
<input type="checkbox"/>		Betlow, Ms. Chelsea	Request for Applications (RFA) – Care and Treatment Services- State 2017	2/9/2016 4:20:56 PM
<input type="checkbox"/>		System, Grant	New Jersey SAGE System Downtime	1/25/2016 9:10:13 AM
<input type="checkbox"/>		Betlow, Ms. Chelsea	DOH RFA for RWB Funds - Reminder	11/18/2015 3:41:27 PM

[CLOSE INBOX](#) [MARK CHECKED AS READ](#) [MARK CHECKED AS ARCHIVED](#)

If you click on Open Inbox, your new messages will appear and options to retrieve your old messages as well.



Your SAGE Tasks



Home | Calendar | Documents | Expenditure Reports

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

SHOW HELP

 **Welcome DOS**
Authorized Official
[Change Picture](#)

Instructions:
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- > Using System Messages
- > Understanding your Tasks
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Hello DOS, please choose an option below.

 **View Available 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 Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	3/9/2015	

My Tasks are items that need your attention. There may be an application/report in process or even a payment voucher requiring a signature.

This is a list of your TO DOs!



SECTION 3

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 to you.

[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.



Opportunities

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

[RESET OPPORTUNITIES](#)

Provider:

Document Instance:

Due (From - To): -

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, [User Name]
Authorized [User Name]
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed
> Applying for an Opportunity
> Using System Messages
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Hello DOS, please choose an option below.

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VIEW OPPORTUNITIES

My Inbox
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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-089

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports | Reports | Training Materials | Organization(s) | Profile: DOSQC

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

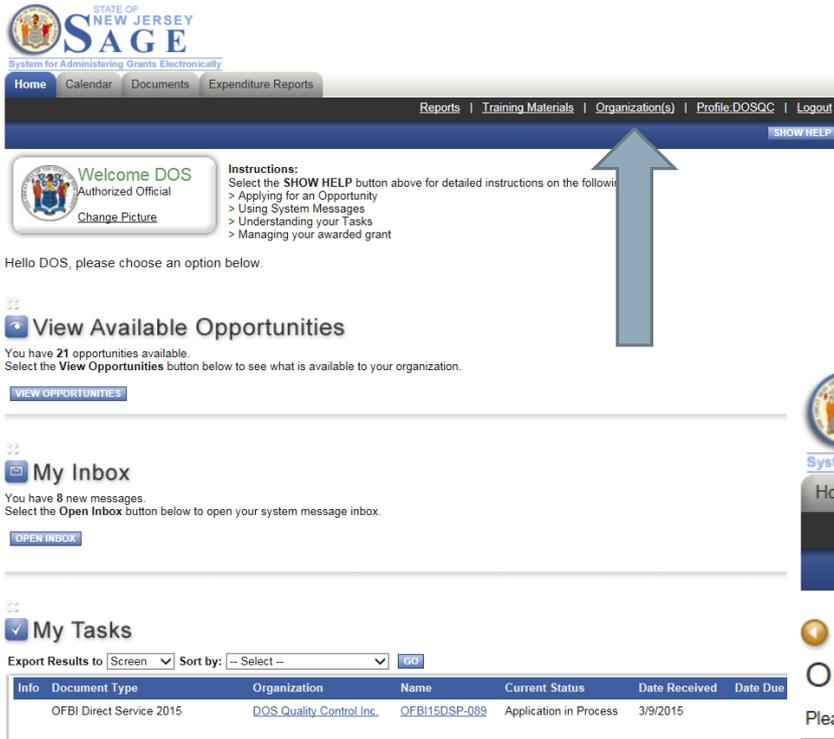
Export Results to: Screen | Sort by: -- Select -- | GO

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

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VIEW OPPORTUNITIES

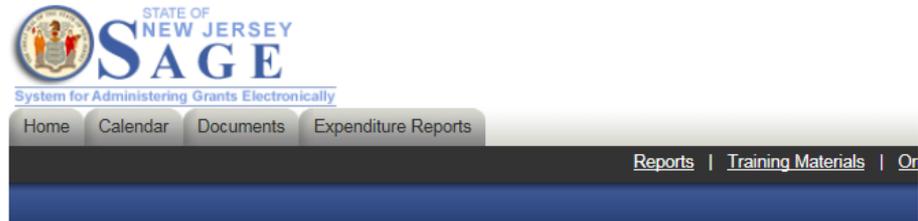
My Inbox
You have 8 new messages.
Select the **Open Inbox** button below to open your system message inbox.

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.	OFBI15DSP-089	Application in Process	3/9/2015	

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



STATE OF NEW JERSEY
SAGE
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: 10009999 *

DUNS Number: [Empty]

SAM CAGE Code: [Empty]

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



Home | Calendar | Documents | Expenditure Reports

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

ADD NOTE

Menu Forms Menu

Forms Menu

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	

Hover over "Forms Menu" to easily move between the various forms within a SAGE document.

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

template. Please use the navigation above to view forms, change



Application Status Changes

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

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ADD NOTE

Status Changes | Management Tools | Related Documents and Messages

Status Changes

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Document Information

Details

Info	Document Type
OFBI Direct Serv	

Possible Statuses

APPLICATION SUBMITTED
APPLY STATUS

APPLICATION CANCELLED
APPLY STATUS

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

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.



Finding Your Executed Application

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

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Welcome DOS
Authorized Official
Change Picture

Instructions:
Click the **SHOW HELP** button above for
Applying for an Opportunity
Viewing System Messages
Understanding your Tasks
Managing your awarded grant

Hello DOS, please choose an option to view.

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

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All Documents Search

Use the search functionality below to find a specific Document.

Search Documents

Document Type

Document Name

Status

Organization

Year

SEARCH CLEAR

Click the "Documents" dropdown to select, and then click search. A list of your documents should appear.

Export Results to Sort by: 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				

My Tasks

Export Results to Sort by: GO

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



SECTION 4

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!

If you have questions about any Council programs, services, or grant applications, a complete staff list can be found at https://www.nj.gov/state/njsca/dos_njsca_about.html.

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.