



Introduction to SAGE

NJ's System for Administering Grants Electronically

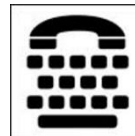
Accessing SAGE and Logging In

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

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.

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

[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](#)

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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.



PART 2

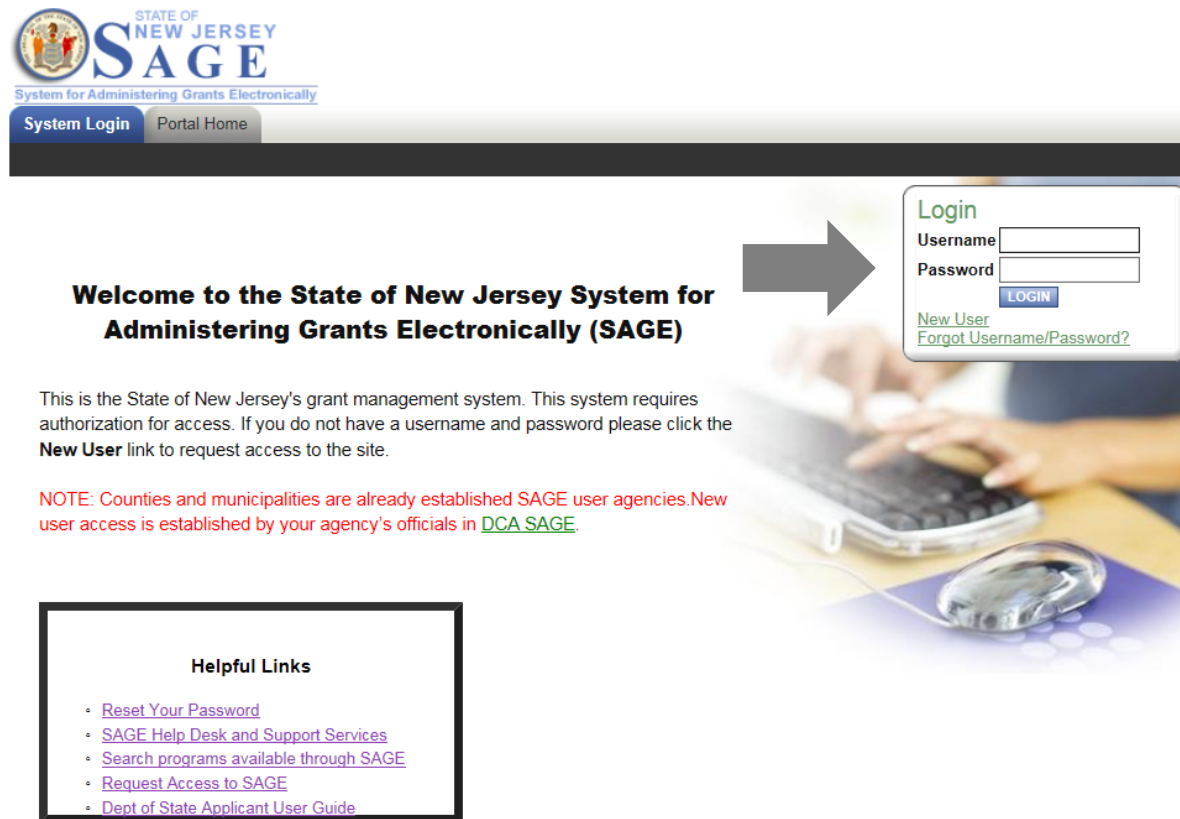
Logging In – The Basics



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***.



The screenshot shows the NJDOS SAGE System Home Page. At the top left is the State of New Jersey SAGE logo with the text "System for Administering Grants Electronically". Below the logo are two buttons: "System Login" and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". To the right of this heading is a large grey arrow pointing to a login box. The login box contains fields for "Username" and "Password", a "LOGIN" button, and links for "New User" and "Forgot Username/Password?". Below the heading, a paragraph states: "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." Below this is a red note: "NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#)." At the bottom left, a box titled "Helpful Links" contains a list of links: "Reset Your Password", "SAGE Help Desk and Support Services", "Search programs available through SAGE", "Request Access to SAGE", and "Dept of State Applicant User Guide".

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](#).

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](#)



New User



[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)	<input type="text"/>					*
Granting Department/Agency	<input type="text"/>					*
Name	Prefix	First	Middle	Last	Suffix	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Organization	<input type="text"/>					*
Title	<input type="text"/>					
Address	<input type="text"/>					*
City	<input type="text"/>	State	<input type="text"/>	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](#)[SHOW HELP](#)[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

The screenshot shows the top navigation bar of the SAGE system. The main menu includes 'Home', 'Calendar', 'Documents', and 'Expenditure Reports'. Below this, a secondary bar contains 'Reports', 'Training Materials', 'Organization(s)', 'Profile: DOSQC', and 'Logout'. A 'SHOW' button is located to the right of these links. On the left side, there is a 'Welcome DOS' message with a 'Change Picture' link. To the right of the welcome message, there is an 'Instructions' section with a list of tasks: 'Select the SHOW HELP button above for detailed instructions on the following', 'Applying for an Opportunity', 'Using System Messages', 'Understanding your Tasks', and 'Managing your awarded grant'. Numbered arrows point to the following elements: 1 points to the 'Documents' tab; 2 points to the 'Training Materials' link; 3 points to the 'Organization(s)' link; 4 points to the 'Profile: DOSQC' link; 5 points to the 'Logout' link; 6 points to the 'View Available Opportunities' button; 7 points to the 'My Inbox' button; and 8 points to the 'My Tasks' button.

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	

- 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

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

Hello DOS, please choose an option below.

Click on Profile

View Available Opportunities

You have **21** opportunities available.
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[VIEW OPPORTUNITIES](#)

My Inbox

You have **8** new messages.
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[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



STATE OF
NEW JERSEY
SAGE
System for Administering Grants Electronically

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

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

- > 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.
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[OPEN INBOX](#)

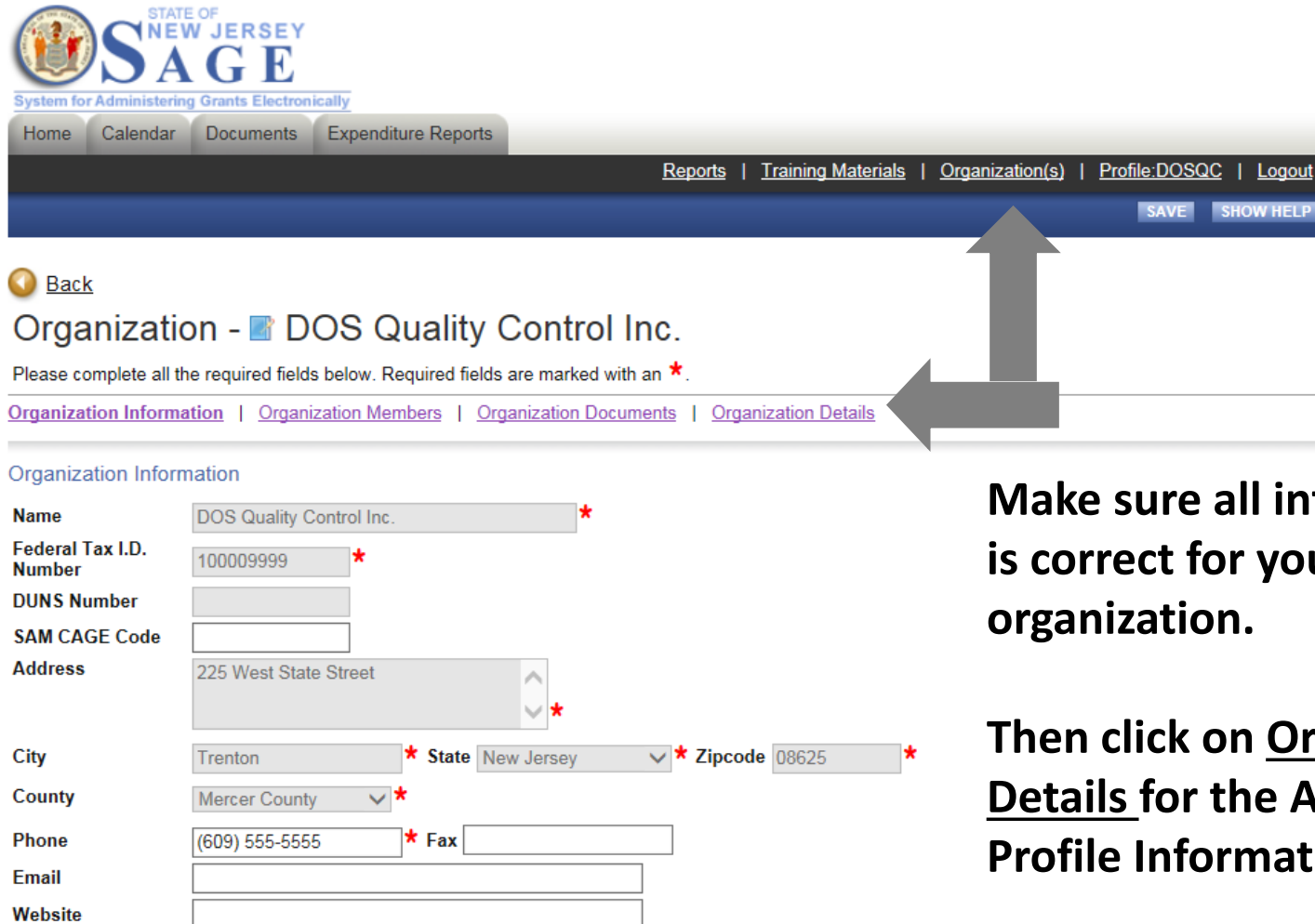
My Tasks

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




STATE OF NEW JERSEY SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

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

SAVE SHOW HELP

[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 *

County: Mercer County *

Phone: (609) 555-5555 * Fax:

Email:

Website:

Make sure all information is correct for your organization.

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



Additional Profile Information



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

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports | Reports | Training Materials | Organization(s) | Profile Details | SGC | Logout

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](#)

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

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)*

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 (mm) mm-aaaa

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

DO NOT PUT A ZERO
(Unless you are exempt)

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).

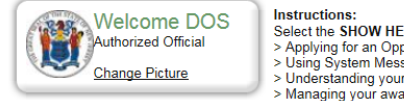
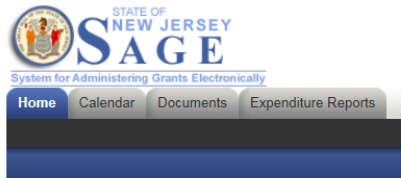
Instructions:

- 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.

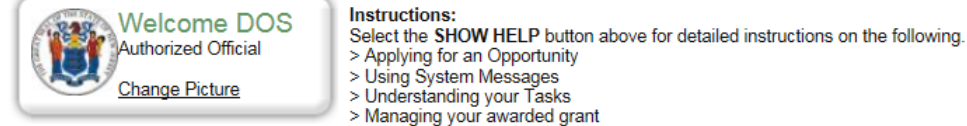
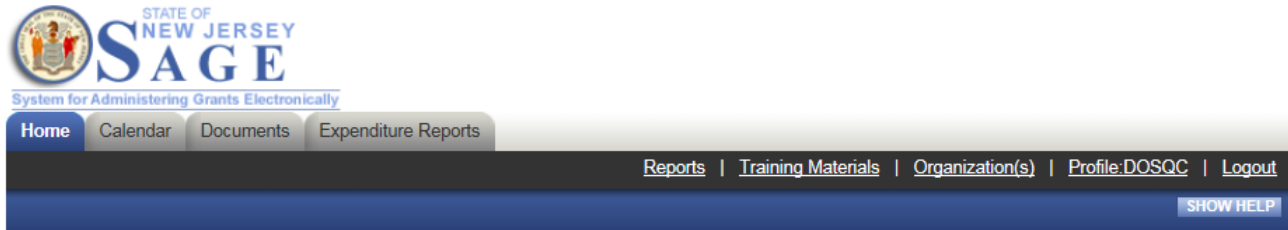
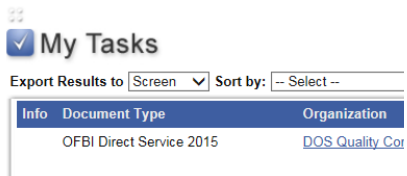
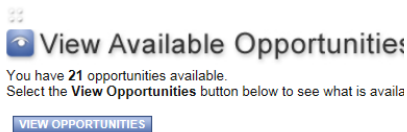
Diversity	Name	Years of Service	Term of Office e.g. '09-'10	Executive Office Held	County of Residence	Profession or Special Interests
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						



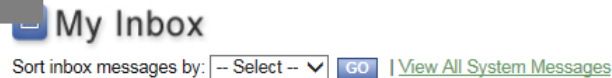
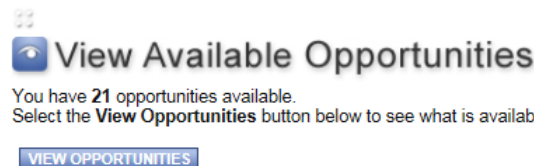
Your SAGE Inbox



Hello DOS, please choose an option below.



Hello DOS, please choose an option below.



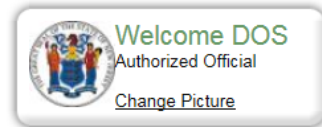
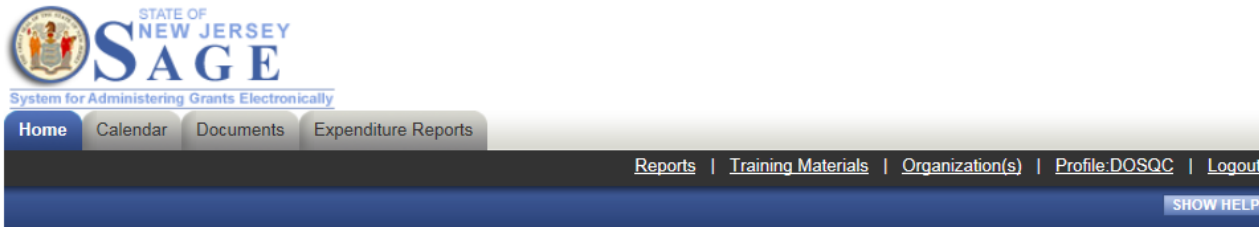
	Priority	Sender	Subject	Date/Time
<input type="checkbox"/>		Betlow, Ms. Chelsea	PLEASE DISREGARD PREVIOUS EMAIL ABOUT ATTACHMENT C	4/11/2016 3:58:51 PM
<input type="checkbox"/>		Betlow, Ms. Chelsea	ATTACHMENT C'S ARE UPLOADED IN YOUR AIDS16RWB GRANTS IN SAGE - PLEASE REVIEW	4/11/2016 2:14:57 PM
<input 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.



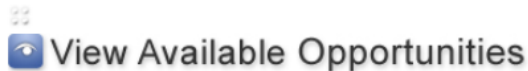
Your SAGE Tasks



Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.

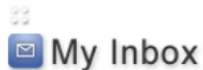
- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello DOS, please choose an option below.



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

[VIEW OPPORTUNITIES](#)



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

[OPEN INBOX](#)

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!



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	



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.