

# NJDEP's System for Administering Grants Electronically (NJDEP SAGE)

Jennifer Noblejas  
RFP Information Sessions  
January 9 and 15, 2020

# Welcome Page



STATE OF  
NEW JERSEY  
**SAGE**  
Department of Environmental Protection

System Login

Information Portal

Public Reports

Welcome to NJ Department of Environmental Protection System for Administering Grants Electronically (NJDEP SAGE).

This is the NJDEP's grant management system. This system requires authorization for access.

**Registration Instructions:** If you have not previously registered as an Authorized Official (AO) within NJDEP SAGE, your first step is to register. To do this, [click here](#). After submitting a registration request, you will receive an e-mail confirmation of your acceptance into the system.

Login

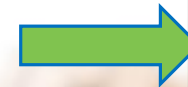
Username

Password

LOGIN

[New User?](#)

[Forgot Username/Password?](#)



# Registration



STATE OF  
NEW JERSEY  
**SAGE**  
Department of Environmental Protection

System Login

Information Portal

SAVE

[Back](#)

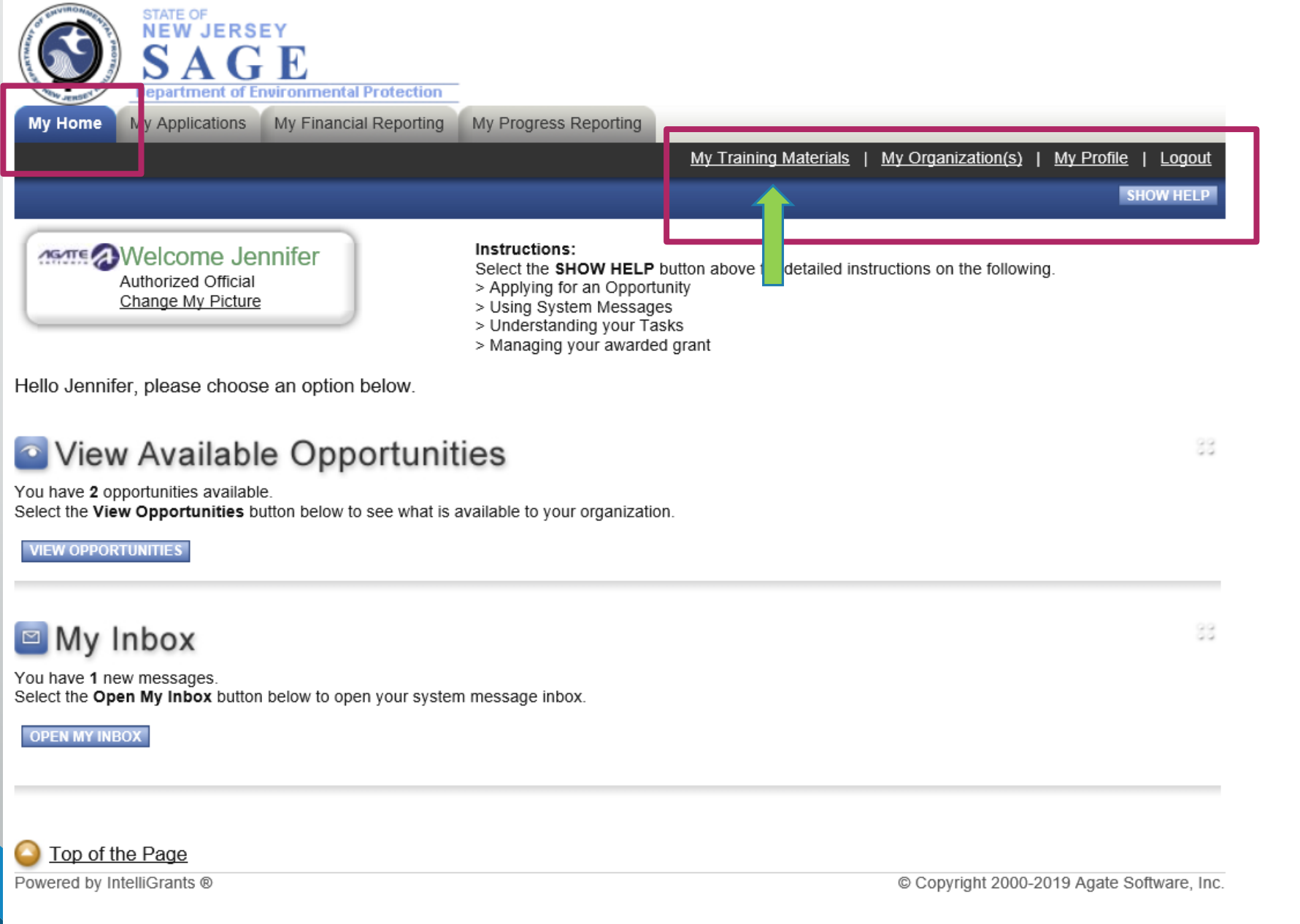
## Registration

- Please complete all the required fields below and hit the **SAVE** button to submit the information.
- Required fields are marked with an \*.

### Contact Information

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	State	New Jersey		Zip code	
County	<input type="text"/>				
Phone #1	Phone #2	<input type="text"/>			
Fax	Cell Phone	<input type="text"/>			
Email	<input type="text"/>				
Website	<input type="text"/>				
Username	<input type="text"/>				
Password	Confirm Password	<input type="text"/>			
Select your Program of Interest	<input type="text"/>				
Notes	<input type="text"/>				

# My Home



**STATE OF NEW JERSEY**  
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Department of Environmental Protection

[My Home](#) | [My Applications](#) | [My Financial Reporting](#) | [My Progress Reporting](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)



[SHOW HELP](#)

**AGATE** **Welcome Jennifer**  
Authorized Official  
[Change My 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 Jennifer, please choose an option below.

 **View Available Opportunities** 


You have **2** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

 **My Inbox** 

You have **1** new messages.  
Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

 [Top of the Page](#)

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# My Training Materials



STATE OF  
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**SAGE**  
Department of Environmental Protection

My Home

My Applications

My Financial Reporting

My Progress Reporting

My Training Materials

| [My Organization\(s\)](#)

| [My Profile](#)

| [Logout](#)

SHOW HELP



Welcome Jennifer

Authorized Official  
[Change My Picture](#)



My Training Materials

Click on the link(s) to open, view or print the training materials

#### Documentation

[Intelligrants Manual - Grantee](#)  
[Intelligrants Webinar](#)

CLOSE

Hello Jennifer, please choose an option below.

## View Available Opportunities

You have **2** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.


VIEW OPPORTUNITIES

## My Inbox

You have **1** new messages.  
Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX

# My Organization(s) – Organization Information

 STATE OF NEW JERSEY  
**SAGE**  
Department of Environmental Protection

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | ADD AN ADDRESS | SHOW HELP

[Back](#)

## Organization - ABC Company

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

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

### Organization Information

**Name**  \*

**Short Name**  \*

**Vendor ID Number**  \*

**DUNS Number**

**Type of Governing Body**  \*

**Address**  \*

**City**  \* **State**  \* **Zip code**  \*

**County**  \*

**Phone**  \* **Fax**

**Email**

**Website**

### Additional Organization Address

Select the **Add an Address** button above to add another address.

# My Organization(s) – Organization Members



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## Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

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

### Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)



Sort By:   Results Per Page

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	<a href="#">Noblejas, Ms. Jennifer</a>	Authorized Official	<input type="text" value="11/19/2019"/> - <input type="text"/>		Springer, Mr. Jay 11/19/2019	

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# My Organization(s) – Organization Members



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NEW JERSEY  
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[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SAVE](#) [SHOW HELP](#)

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## Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

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

### Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

[SEARCH](#)

[NEW MEMBER](#)



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# My Organization(s) – Add/Edit Members



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My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE & ADD TO ORGANIZATION

SHOW HELP

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## Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

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

### Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:  
Please complete the information below. All required fields are marked with an \*.

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>			Confirm Password	<input type="text"/>
Date Active	<input type="text" value="1/7/2020"/>			Date Inactive	<input type="text"/>
Role	<input type="text"/>				

# My Organization(s) – Organization Documents



STATE OF  
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Department of Environmental Protection

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[SHOW HELP](#)

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## Organization - ABC Company

Click on the name to view a specific document.

[Organization Information](#)

[Organization Members](#)

[Organization Documents](#)

[Organization Details](#)

Organization Documents

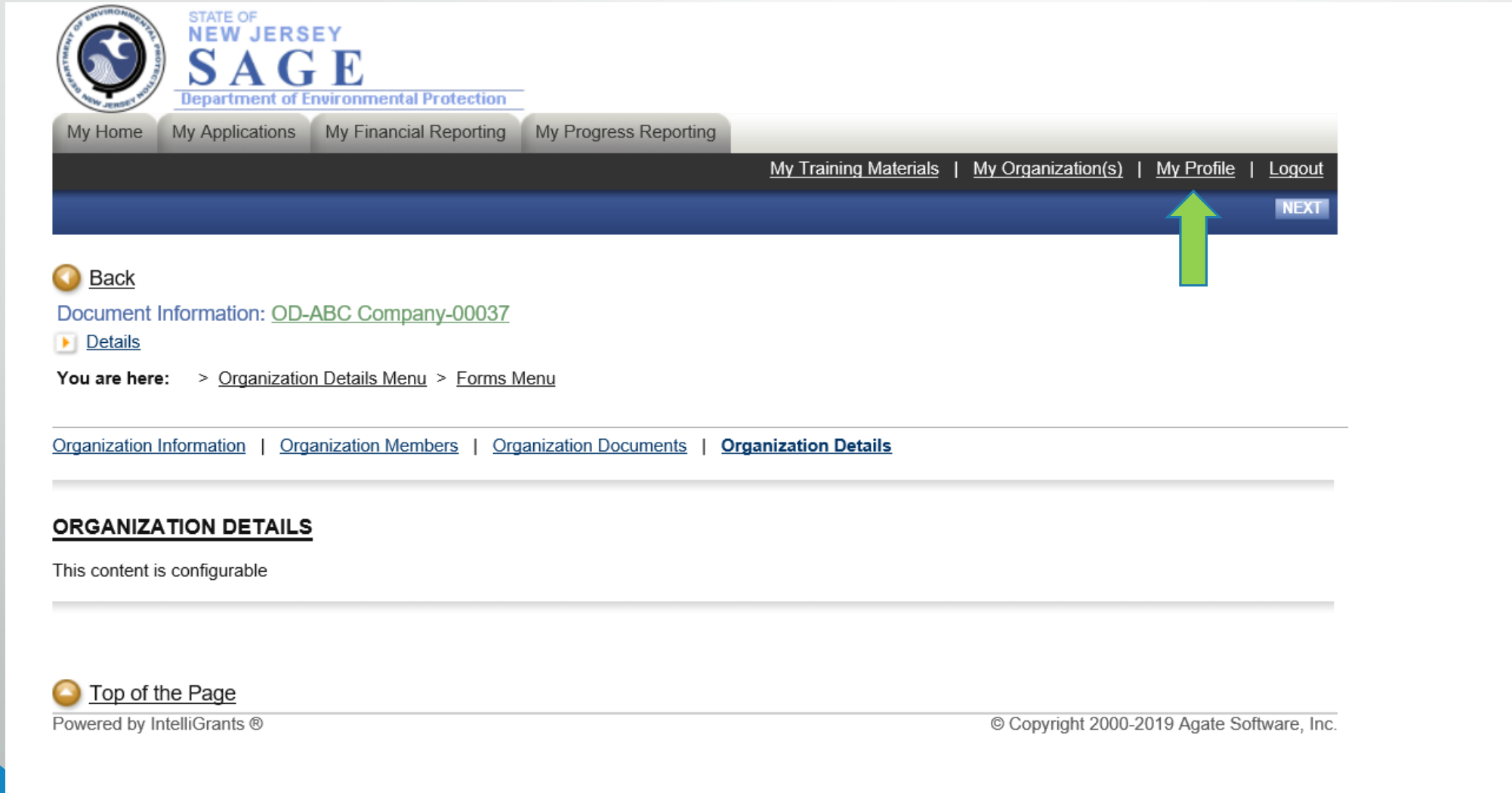


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# My Organization(s) – Organization Details



The screenshot displays the SAGE web application interface. At the top left is the logo for the State of New Jersey Department of Environmental Protection, featuring a circular emblem with a bird and the text 'STATE OF NEW JERSEY SAGE Department of Environmental Protection'. Below the logo is a navigation bar with tabs for 'My Home', 'My Applications', 'My Financial Reporting', and 'My Progress Reporting'. A secondary navigation bar contains links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A green arrow points to the 'My Organization(s)' link. To the right of the navigation bar is a 'NEXT' button. Below the navigation bar, there is a 'Back' button and a link for 'Document Information: OD-ABC Company-00037'. A 'Details' button is also present. A breadcrumb trail reads 'You are here: > Organization Details Menu > Forms Menu'. A horizontal menu below the breadcrumb trail includes 'Organization Information', 'Organization Members', 'Organization Documents', and 'Organization Details'. The main content area is titled 'ORGANIZATION DETAILS' and contains the text 'This content is configurable'. At the bottom left is a 'Top of the Page' button. The footer contains the text 'Powered by IntelliGrants®' and '© Copyright 2000-2019 Agate Software, Inc.'

# My Profile



[Back](#)

## My Profile

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

### Contact Information

<b>Name</b>	<b>Prefix</b>	<b>First</b>	<b>Middle</b>	<b>Last</b>	<b>Suffix</b>
	Ms. <input type="text"/>	Jennifer *	<input type="text"/>	Noblejas	<input type="text"/>
<b>Display Name</b>	<input type="text"/>				
<b>Organization</b>	ABC Company *				
<b>Title</b>	Executive Director *				
<b>Address</b>	111 Winding Way *				
<b>City</b>	Trenton *	<b>State</b>	New Jersey <input type="text"/>	<b>Zip code</b>	08625 *
<b>County</b>	Mercer County <input type="text"/>				
<b>Phone #1</b>	(111) 123-4567 *	<b>Phone #2</b>	<input type="text"/>		
<b>Fax</b>	<input type="text"/>		<b>Cell Phone</b>	<input type="text"/>	
<b>Email</b>	jennifer.noblejas@dep.nj.gov *				
<b>Website</b>	<input type="text"/>				
<b>Username</b>	JN_AO *				
<b>Password</b>	<input type="text"/>		<b>Confirm Password</b>	<input type="text"/>	

### Organization Information

Organization	Role	Active Dates	Assigned By
<a href="#">ABC Company</a>	Authorized Official	11/19/2019 - open ended	Springer, Mr. Jay

# My Home



STATE OF  
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**SAGE**  
Department of Environmental Protection

My Home

My Applications

My Financial Reporting

My Progress Reporting

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SHOW HELP](#)



Welcome Jennifer

Authorized Official  
[Change My 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 Jennifer, please choose an option below.



## View Available Opportunities



You have **2** opportunities available.

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

[VIEW OPPORTUNITIES](#)



## My Inbox



You have **1** new messages.

Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)



[Top of the Page](#)

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# My Home- My Inbox

 **Welcome Jennifer**  
Authorized Official  
[Change My 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 Jennifer, please choose an option below.


## View Available Opportunities

You have **2** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

## My Inbox

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

<input type="checkbox"/>	Priority	Subject	Date/Time
<input type="checkbox"/>	 System, Grant	<a href="#">NJDEP SAGE User Account Created</a>	11/19/2019 9:58:44 AM

[CLOSE MY INBOX](#)

[MARK CHECKED AS READ](#)

[MARK CHECKED AS ARCHIVED](#)

# My Home- My Opportunities



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## My Opportunities

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

[RESET MY OPPORTUNITIES](#)

Provider:

Document Instance:

Due Date (From - To):  -

[FILTER](#)

### Water Quality Restoration 2019 for ABC Company

Offered By:  
Save The Trees

Applications Availability Dates:  
03/01/2019-open ended

Applications Period:  
03/01/2019-open ended

Applications Due Date:  
not set

Description:

[APPLY NOW](#)

[NOT INTERESTED](#)



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# Menu



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Back

Document Information: [WQR-2019-ABC Company-00165](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Water Quality Restoration 2019	<a href="#">ABC Company</a>	Authorized Official	Application In Process	03/01/2019 - N/A N/A

## DOCUMENT SNAPSHOT

- To begin or continue work on your application, please hover over your **Forms Menu** and click on the form you wish to fill out.
- To submit or cancel your application, please hover over the **Status Change** link and select the appropriate option.
- Please ensure appropriate staff have been assigned to this application. To do this [Click Here](#).

**Applicant Name:**

**Project Category:**

**Project Title:**

**Grant Amount Requested:**

**Match Amount:**

**Name of Watershed-Based Plan:**

**Watershed Management Area (WMA):**

**Primary Waterbody:**

**Primary Pollutant(s) Targeted:**

# Forms Menu – Initial Application Forms



## Forms Menu

Status	Page Name	Note
	Initial Application Forms	
	<a href="#">Profile Information</a>	
	<a href="#">Project Details</a>	
	<a href="#">Project Location</a>	
	<a href="#">Legislative/Congressional Districts</a>	
	<a href="#">Waterbody Information</a>	
	<a href="#">Best Management Practices Information</a>	
	<a href="#">Project Proposal</a>	

	Current Status	Period Date / Date Due
and Official	Application In Process	03/01/2019 - N/A N/A

## DOCU

To get s  
for this

will guide you through inputting all the necessary information required  
on the "Status Changes" menu to submit the application.

Applicant  
Name:

Project  
Category:

Project Title:

Grant  
Amount  
Requested:

Match  
Amount:

# Forms Menu – Page Edited without Errors

STATE OF NEW JERSEY  
**SAGE**  
Department of Environmental Protection

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | PRINT VERSION | ADD NOTE

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Forms Menu

Initial Application Forms

- Profile Information
- Project Details
- Project Location**
- Legislative/Congressional Districts
- Waterbody Information
- Best Management Practices Information
- Project Proposal
- Goals and Objectives

Application Forms

PROJ

Instruc

- If your project is Statewide, check the appropriate box indicating this and click the **SAVE** button.
- If not statewide, please select a County and then a Municipality where the Project will be located and click the **SAVE** button.
- After clicking the **SAVE** button, the data will save your selection on the right.
- Block/Lot and WMA will appear once you click the save button.
- If a project location needs to be changed, reselect the appropriate location and click the **SAVE** button.
- To proceed to the next page you may click the **NEXT** button.

# Forms Menu – Page Error

STATE OF NEW JERSEY  
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My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | PRINT VERSION | ADD NOTE

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

**Forms Menu**

- Initial Application Forms
- Profile Information
- Project Details
- Project Location
- Legislative/Congressional Districts
- Waterbody Information
- Best Management Practices Information
- Project Proposal
- Goals and Objectives

have been found.

application Forms

**PROJ**

Instruc

- Fields with an \* next to them must be completed.
- If your project is Statewide, check the appropriate box indicating this and click the **SAVE** button.
- If not statewide, please select a County and then a Municipality where the Project will be located and click the **SAVE** button.
- After clicking the **SAVE** button, the data will save your selection on the right.
- Block/Lot and WMA will appear once you click the save button.
- If a project location needs to be changed, reselect the appropriate location and click the **SAVE** button.
- To proceed to the next page you may click the **NEXT** button.

# Forms Menu – Plus Symbol

The screenshot displays the SAGE web application interface. At the top left is the logo for the State of New Jersey Department of Environmental Protection, featuring a globe and the text "STATE OF NEW JERSEY SAGE Department of Environmental Protection". Below the logo is a navigation bar with tabs for "My Home", "My Applications", "My Financial Reporting", and "My Progress Reporting". To the right of these tabs are links for "My Training Materials", "My Organization(s)", "My Profile", and "Logout". Below the navigation bar are three buttons: "SAVE", "SAVE/NEXT", and "NEXT".

The main content area shows a menu with several items: "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". Each item has a small green icon to its left. The "Forms Menu" item is highlighted with a plus sign icon. Below the menu is a "Back" button with a left arrow icon. Underneath is the text "Document Information: [WQR-2019-ABC Company-00165](#)" and a "Details" button with a right arrow icon. Below that is the breadcrumb "You are here: > [Water Quality Restoration 2019 Menu](#) > [Forms Menu](#)".

The "PROJECT DETAILS" section is titled in bold and underlined. It contains an "Instructions:" section with a list of four bullet points: "Fields with an \* next to them must be completed.", "After entering all information click the **SAVE** button.", "After clicking the **SAVE** button, the data will be calculated.", and "To proceed to the next page you may click the **NEXT** button." The fourth bullet point states "For detailed instructions, please refer to the Request For Proposal (RFP) document." Below the instructions are two form fields. The first is labeled "Project (RFP) Category \*" and has a plus sign icon in a red box to its left. The second is labeled "Project Title \*" and has a plus sign icon in a red box to its left. Both fields are empty and have a dropdown arrow on the right side. At the bottom of the page, there is a "0 of 200" indicator.

# Forms Menu



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My Training Materials | My Organization(s) | My Profile | Logout

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

## Forms Menu

Status	Page Name	Note
	Initial Application Forms	
	<a href="#">Profile Information</a>	
	<a href="#">Project Details</a>	
	<a href="#">Project Location</a>	
	<a href="#">Legislative/Congressional Districts</a>	
	<a href="#">Waterbody Information</a>	
	<a href="#">Best Management Practices Information</a>	
	<a href="#">Project Proposal</a>	

	Current Status	Period Date / Date Due
Application Official	Application In Process	03/01/2019 - N/A N/A

To get started for this application...

**Applicant Name:**

**Project Category:**

**Project Title:**

**Grant Amount Requested:**

**Match Amount:**

...will guide you through inputting all the necessary information required on the "Status Changes" menu to submit the application.

# Forms Menu- Profile Information

## PROFILE INFORMATION

### Instructions:

- Required Fields are marked with an \*
- Please complete this page, then click the **SAVE** button.
- To proceed to the next page you may click the **NEXT** button.

## APPLICANT INFORMATION

**Organization Name** \* ABC Company

**Street Address** \* 111 Winding Way

**City** \* Trenton

**State** \* New Jersey

**Zip** \* 08625

**Organization Type** \* Non-Profit Corporation

**Vendor ID Number** \*

**DUNS Number**

*If you need to find or register for a DUNS number [Click Here](#) and then revisit the My Organization(s) Profile to enter the information.*

**Type of Governing Body** \*

**Contact Person Name** \*

Jennifer Noblejas

*Must be an Authorized Official or someone who is familiar with the grant.*

**Title**

**Phone**

**Email**

**Fiscal Officer Name** \*

**Title**

**Phone**

**Email**

**Project Manager** \*

**Title**

**Phone**

**Email**

## PARTNER INFORMATION



# Menu – Status Changes

The screenshot displays the SAGE web application interface. At the top left is the logo for the State of New Jersey Department of Environmental Protection. The main navigation bar includes tabs for 'My Home', 'My Applications', 'My Financial Reporting', and 'My Progress Reporting'. A secondary navigation bar contains links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Below these are buttons for 'SAVE', 'SAVE/NEXT', and 'NEXT'. The main menu includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A modal dialog titled 'Status Changes' is open, showing two options: 'APPLICATION SUBMITTED' and 'CANCEL APPLICATION', each with a 'SUBMIT' button and a green arrow pointing left. The background page shows a breadcrumb trail 'You are here: > Water', a 'PROJECT DETAILS' section with instructions, and a form with fields for 'Project (RFP) Category', 'Project Title', 'Estimated Project Duration in Months', 'Grant Amount Requested', 'Match' (with checkboxes for 'In-Kind' and 'Cash'), and 'Other Funding'. The 'Total Project Amount' is displayed as '\$0'.

STATE OF NEW JERSEY  
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SAVE SAVE/NEXT NEXT

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back  
Document Information  
Details

You are here: > Water

**PROJECT DETAILS**

Instructions:

- Fields with an \* need to be completed.
- After entering all information, click the Save button.
- To proceed to the next step, click the Next button.
- For detailed instructions, click the Help button.

Project (RFP) Category

Project Title \*

0 of 200

Estimated Project Duration in Months \*

Grant Amount Requested \*

Match

In-Kind

Cash

Other Funding

Total Project Amount \$0

# My Home- My Tasks



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[SHOW HELP](#)



Welcome Jennifer

Authorized Official  
[Change My 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 Jennifer, please choose an option below.



## View Available Opportunities



You have **2** opportunities available.

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

[VIEW OPPORTUNITIES](#)



## My Inbox



You have **1** new messages.

Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)



## My Tasks



You have **1** new tasks.

You have **0** tasks that are critical.

Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)



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# My Tasks – Grant Document

## ✓ My Tasks

Export Results to  Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Water Quality Restoration 2019	<a href="#">ABC Company</a>	<a href="#">WQR-2019-ABC Company-00165</a>	Application In Process	11/19/2019	

# My Home



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SHOW HELP



Welcome Jennifer

Authorized Official  
[Change My Picture](#)

#### Instructions:

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

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Hello Jennifer, please choose an option below.



## View Available Opportunities



You have 2 opportunities available.

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

VIEW OPPORTUNITIES



## My Inbox



You have 1 new messages.

Select the **Open My Inbox** button below to open your system message inbox.

OPEN MY INBOX



## My Tasks



Export Results to  Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Water Quality Restoration 2019	<a href="#">ABC Company</a>	<a href="#">WQR-2019-ABC Company-00165</a>	Application In Process	11/19/2019	

# My Applications



STATE OF  
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[My Training Materials](#)

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[My Profile](#)

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## My Applications

Use the search functionality below to find a specific Application.

### Search Applications

Application Types

Application Name

Status

Year

[SEARCH](#)

[CLEAR](#)

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

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Water Quality Restoration 2019	<a href="#">ABC Company</a>	<a href="#">WQR-2019-ABC Company-00165</a>	Application In Process	2019



[Top of the Page](#)

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# Menu- Management Tools



Back

Document Information: [WQR-2019-ABC](#)

Details

Info	Document Type
	Water Quality Restoration 2019

### DOCUMENT SNAPSHOT

- To begin or continue work on your application
- To submit or cancel your application, please
- Please ensure appropriate staff have been

Applicant Name:

Project Category:

Project Title:

Grant Amount Requested:

Match Amount:

#### Management Tools

- CREATE FULL PRINT VERSION**  
Select the link above to create a printable version of the document.
- CREATE FULL BLANK PRINT VERSION**  
Select the link above to create a blank printable version of the document.
- ADD/EDIT ORGANIZATIONS**  
Select the link above to manage the organizations associated with this document.

Document Status	Period Date / Date Due
Application In Process	03/01/2019 - N/A N/A

the form you wish to fill out. appropriate option.

# Management Tools- Add/Edit People

The screenshot shows a web application interface with a navigation bar at the top containing links for 'My Home', 'My Applications', 'My Financial Reporting', and 'My Progress Reporting'. A secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Below this, a menu bar features 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button is visible on the left. The main content area displays 'Document Information: WQR-2019-ABC' with a 'Details' link. A table below shows document information:

Info	Document Type	Document Status	Period Date / Date Due
	Water Quality Restoration 2019	Application In Process	03/01/2019 - N/A N/A

Below the table is a 'DOCUMENT SNAPSHOT' section with a list of instructions:

- To begin or continue work on your application, please select the appropriate option.
- To submit or cancel your application, please select the appropriate option.
- Please ensure appropriate staff have been assigned to the application.

At the bottom, there are labels for 'Applicant Name:' and 'Project Category:'. A 'Management Tools' pop-up window is overlaid on the right side, containing three options: 'ADD/EDIT ORGANIZATIONS', 'ADD/EDIT PEOPLE' (highlighted with a green arrow), and 'MY ACTIVITIES SEARCH/REPORTS'. Each option includes a brief description of its function.



# Add/Edit People- Person Search

## Water Quality Restoration 2019 Menu - People

The functionality on this page will allow you add, delete or edit people on this document.  
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.  
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.  
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [WQR-2019-ABC Company-00165](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Water Quality Restoration 2019	 <a href="#">ABC Company</a>	Authorized Official	Application In Process	03/01/2019 - N/A N/A

### Person Search

Enter a name or partial name:



### Current People Assigned

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/>	<a href="#">Ms. Jennifer Noblejas</a> <a href="#">Email</a>	ABC Company (Authorized Official)	Authorized Official	11/19/2019 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	<a href="#">Kyle2 TestRegistration2</a> <a href="#">Email</a>	Save The Trees (Authorized Official)	Authorized Official <input type="button" value="v"/>	11/19/2019 - <input type="text"/>	Grant System
<input checked="" type="checkbox"/>	<a href="#">Stephen Matis_AO</a> <a href="#">Email</a>	Save The Trees (Authorized Official)	Authorized Official <input type="button" value="v"/>	11/19/2019 - <input type="text"/>	Grant System

# Add/Edit People- Assign to Document

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[SAVE](#) [SHOW HELP](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)


[Back](#)

## Water Quality Restoration 2019 Menu - People

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Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.  
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [WQR-2019-ABC Company-00165](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Water Quality Restoration 2019	 <a href="#">ABC Company</a>	Authorized Official	Application In Process	03/01/2019 - N/A N/A

### Person Search

Enter a name or partial name:  [SEARCH](#)

### People Found

<input type="checkbox"/>	Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/>	<a href="#">Jennifer Noblejas</a> <a href="#">Email</a>	New Jersey Department of Environmental Protection (Grant Manager)	-- Select --	12/11/2019	
<input type="checkbox"/>	<a href="#">Jen Noblejas</a> <a href="#">Email</a>	Stony Brook-Millstone Watershed Association (Viewer)	-- Select --	12/11/2019	

# Document Menu – Related Documents

The screenshot displays the SAGE web application interface for the State of New Jersey Department of Environmental Protection. The header includes the state logo and navigation tabs: My Home, My Applications, My Financial Reporting, My Progress Reporting, My Training Materials, My Organization(s), My Profile, and Logout. A secondary navigation bar contains buttons for SAVE, SAVE/NEXT, and NEXT.

The main content area features a menu with options: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A 'Back' button is also present. The current document information is 'WQR-2019-ABC Company-00' with a 'Details' button. The breadcrumb trail shows 'You are here: > Water Quality Restoration 2019 Menu >'. A 'PROJECT DETAILS' section includes instructions and a form with the following fields:

- Project (RFP) Category \* (dropdown menu)
- Project Title \* (text input with a character count of 0 of 200)
- Estimated Project Duration in Months \* (text input)
- Grant Amount Requested \* (text input showing \$0)
- Match:  In-Kind (text input showing \$0) and  Cash (text input showing \$0)
- Other Funding (text input showing \$0)
- Total Project Amount (text input showing \$0)

A 'Related Documents' popup window is overlaid on the right side of the page, containing the following text:

**Related Documents**  
There are no available related documents at this time.

**Related Messages**  
There are no available related messages at this time.



# Key Points to Remember

- Update your Organization Information and add your Organization Members with a person designated as the Contact Person, Chief Financial Officer and Project Manager BEFORE you start an Application and make sure they are assigned to the document
- Apply for the grant under View Available Opportunities
- For the narrative sections of the application, it is best to copy and paste from a word document.
- Click the SAVE button for each page in the application
- Submit your Application under Status Changes



# Questions?

## Contact Information

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609-633-0733