

Guide to the New Jersey Historical Commission (NJHC) General Operating Support (GOS) Declaration of Intent to Apply (DOI) on SAGE

This guide will assist you in the process of creating, completing, and submitting your SAGE Declaration of Intent to apply for a General Operating Support (GOS) grant from the New Jersey Historical Commission (NJHC) for the upcoming fiscal year (FY 2020). For further information about these grants, please consult the grant guidelines available on the NJHC's website at History.NJ.gov.

Getting Started

Before creating an application, all applicants must first create, complete, and submit a Declaration of Intent to Apply (DOI). The DOI is not a competitive application, and is used only to determine eligibility.

Before creating a DOI, all applicants must first register with SAGE and your account must be validated. If you have not yet registered for SAGE, please consult the [Orientation to SAGE guide](#) on the NJHC's website at History.NJ.gov. If you have registered, but have not yet been validated, please contact the Commission at (609) 292-6062.

New Applicants

Before creating a DOI, all new applicants must enter in and confirm necessary contact information. ***New applicants that do not take this step will not be able to submit their DOI.*** To enter in and confirm this information, you should first log in to SAGE. This will take you to the MAIN MENU (shown below).

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SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Reports | Training Materials | **Organization(s)** | Profile | Logout | SHOW HELP

Welcome 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 , 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 50 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
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To enter in and confirm your personal contact information, click on the 'Profile' link located in the top right corner. To enter in and confirm your organizational information, please click on the 'Organization' link, located next to the 'Profile' link. When filling out your organizational information, do not forget to click the 'Organization Details' link to access the required 'Additional Profile Information' form.

Remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

Returning Applicants

All returning applicants should check and, if necessary, update their individual and organizational contact information before beginning a DOI. The contact information that is listed in SAGE will be the contact information used to address all automatically generated emails and other correspondence. If this information is missing or out of date, the NJHC will not be able to keep you informed about important announcements and approaching deadlines.

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To confirm or update your personal contact information, click on the 'Profile' link located in the top right corner. To confirm or update your organizational information, please click on the 'Organization' link, located next to the 'Profile' link. **When filling out your organizational information, do not forget to click**

the ‘Organization Details’ link to access the required ‘Additional Profile Information’ form. Remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

Creating Your Declaration of Intent

After filling in or updating your contact information, you may begin your DOI. You will access the Declaration of Intent in the ‘View Available Opportunities’ section, which is located on your Homepage. Please click the ‘View Opportunities’ button to see a full list of current opportunities. ***This list is arranged alphabetically.***

Once you make your way the ‘HC GOS 2020 Declaration of Intent,’ you will see the ‘Apply Now’ button, shown below. ***NOTE: Make sure you are applying for 2020 and not 2019.***

HC GOS DOI 2020

Offered By:

NJSAGE_DOS

DOS DOI Availability Dates:

02/11/2019-open ended

DOS DOI Period:

not set

DOS DOI Due Date:

not set

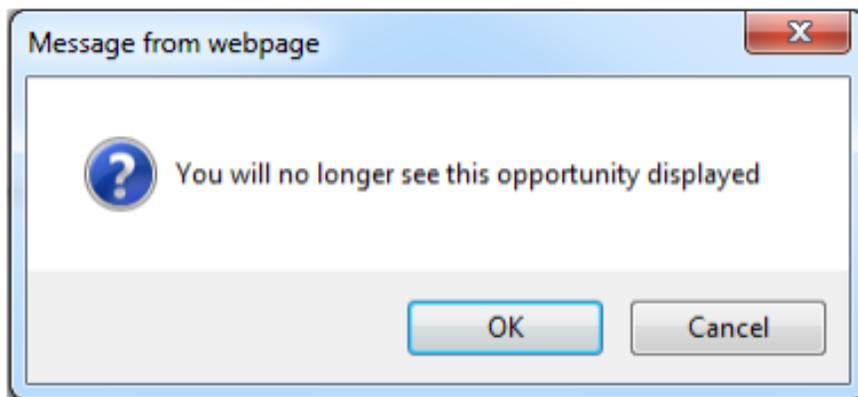
Description:

NJHC GOS Declaration of Intent

APPLY NOW

NOT INTERESTED

If you click on the ‘Not Interested’ button by accident, you will see the following warning.



If you click ‘OK’ and then change your mind regarding this opportunity, you can click the ‘Reset Opportunities’ button at the top of the page.

After clicking the ‘Apply Now’ button, you will be allowed to create the document. Please answer, “I Agree” to access the one-page Declaration of Intent form.

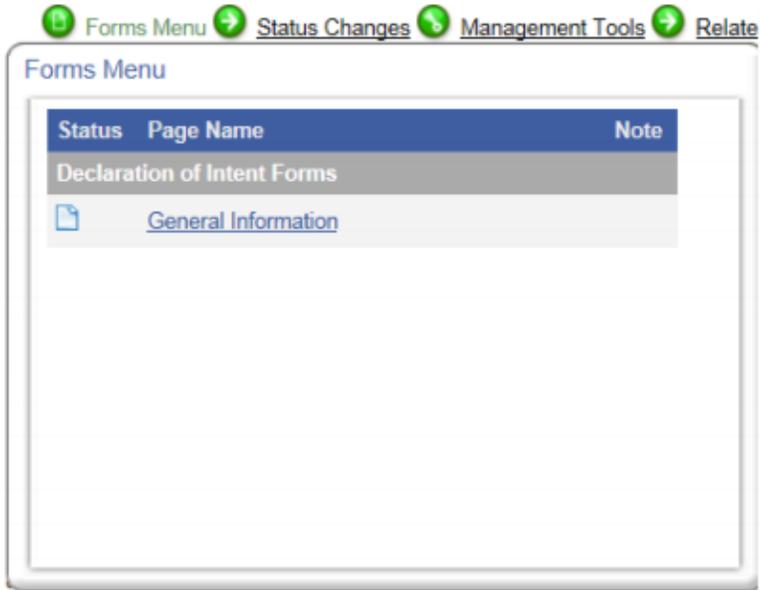
The DOI Menu

The Details box displays the document type, the organization's name, the SAGE role of whoever is logged into the system, the document's current status, and the document's due date.

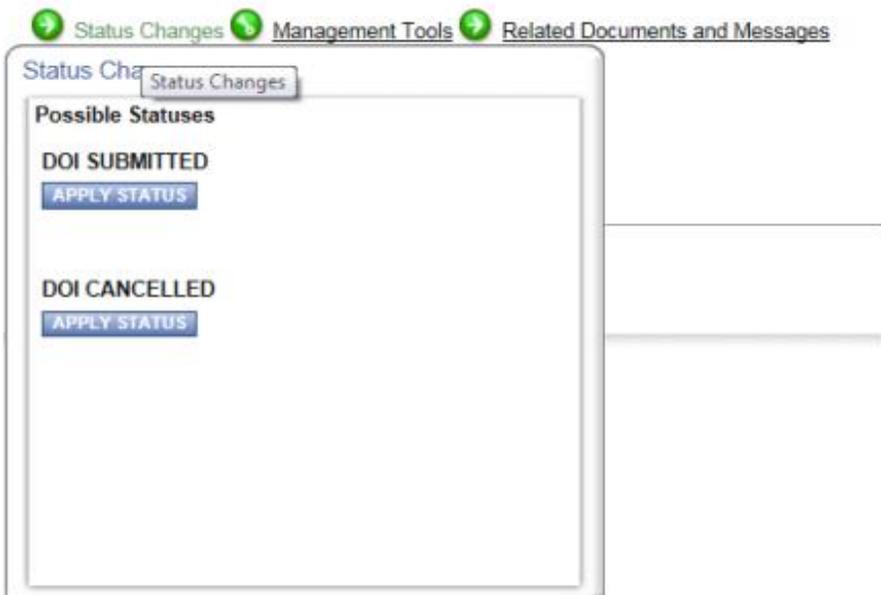
Above the Document Information section are the following icons:



If you hover over the "Forms Menu" button, the following will appear. This is how you will access each within a document. Since the DOI is only one-page, you will just see a link for the General Information Form.



The "Status Changes" button allows you to see all of the possible status available to your document. Using this tool, you will submit your DOI when you are ready to do so.

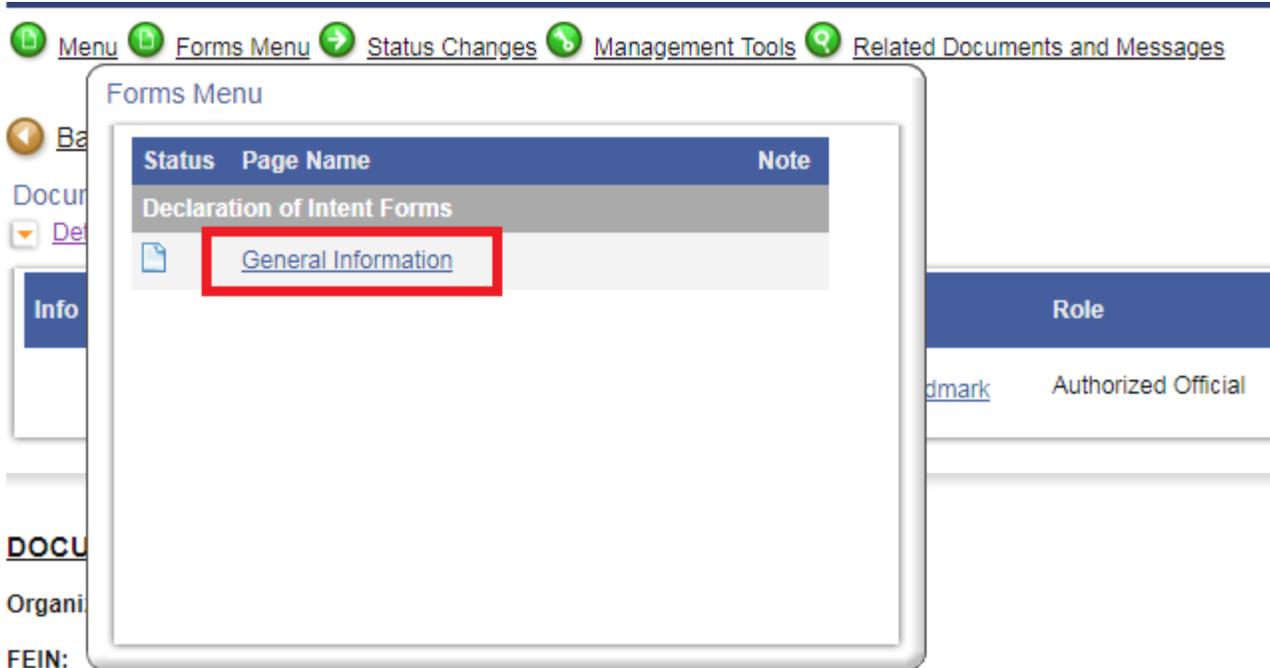


The 'Management Tools' section contains links to create a full print version of the document, create a full blank print version of the document, add/edit organizations, add/edit people, view status history, check for errors, and view modification history.

The General Information Form

NOTE: All applicants are encouraged to thoroughly read the FY 2020 General Operating Support (GOS) Guidelines prior to completing the General Information Form (i.e. budget, audience, 3:1 cash matching requirement, etc.)

This is the only form you will need to complete for your DOI. To access your General Information Form, you will need to select the 'Forms' button at the top of the page. You will then see the General Information link displayed, as seen as below.



On the General Information Form, all items with a **red star *** **must** be completed in order to successfully submit the DOI. Any item without a red star are encouraged to be completed, if applicable to your organization (e.g. social media, type of organization, etc.).

NOTE: The following is only for designated, co-sponsored projects previously approved and designated by the NJHC. All other past and prospective GOS applicants should not click "Yes".

GENERAL INFORMATION

Instructions:

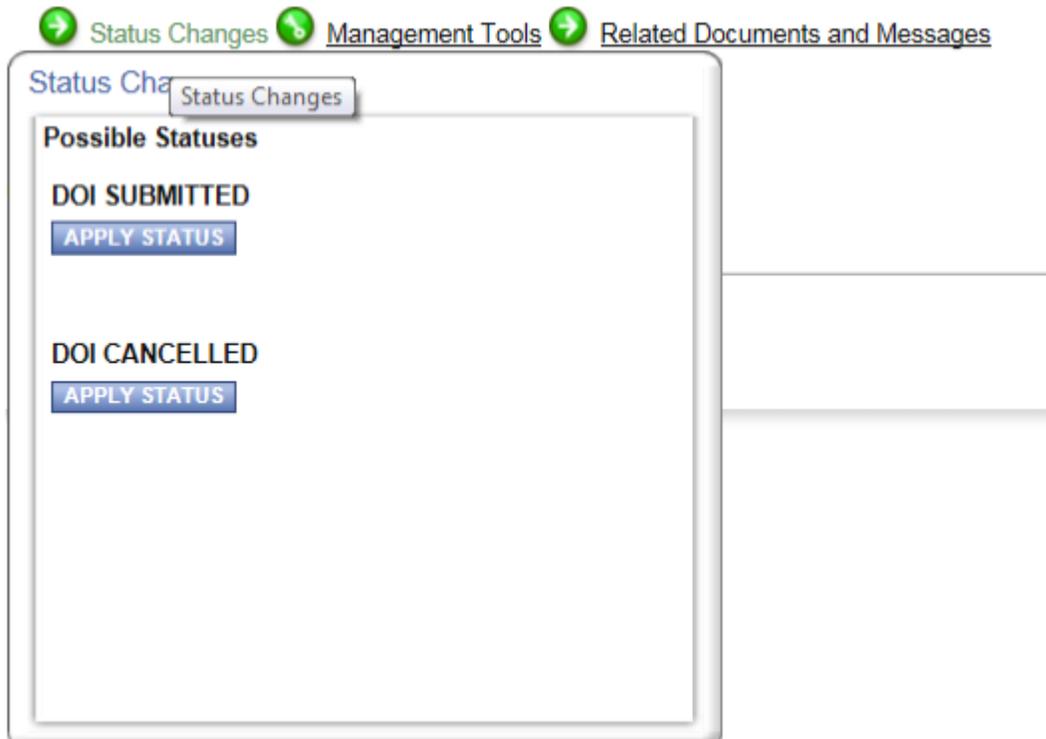
- Fields with an ***** next to them must be completed.
- After entering all information click the **SAVE** button.
- To proceed to the next page you may click the **NEXT** button or use the Related Pages section at the bottom of the page
- To return to the Application Menu click the **Application Menu** link above.

Is your organization applying as a Co-Sponsored Project? Yes

Do not forget to click the SAVE button once your General Information Form is complete. If there are any errors on your completed DOI, an error message will appear in a red box at the top of the screen. Please correct these errors before submitting your DOI.

Submitting Your DOI

Once your DOI is complete and free of errors, you may submit it to the NJHC. To do so, you will need to use the 'Change Status' tool at the top of the page.



Applicants are not able to proceed to the application stage until the DOI has been submitted and approved by NJHC staff. Applicants that do not submit their DOI before posted deadlines may become ineligible to apply for a grant in the current round, even if the DOI is complete.

Once your DOI is submitted, it will be reviewed by NJHC staff. If it is approved, you will receive notification from SAGE and you may begin your application at that time. If staff has questions about the eligibility of your DOI, you may be contacted using the contact information you have provided.

The contact information that is listed in SAGE will be the contact information used to address all automatically generated emails and other correspondence. If this information is missing or out of date, it is likely that you will not be notified when your DOI is approved and you may also miss notifications about important announcements and approaching deadlines. If you did not complete and confirm your contact information from the MAIN MENU before beginning your DOI, please see the section of this guide titled "Getting Started."

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