

**SAGE Guide for Completing the FY 2027 – 2029 General Operating Support (GOS)
Declaration of Intent to Apply (DOI)**

Step 1 – Log into the System for Administering Grants Electronically (SAGE) website (SAGE.NJ.gov)

Step 2 – Click the “View Opportunities” button.

 **View Available Opportunities**

You have 329 opportunities available.

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

VIEW OPPORTUNITIES



 **My Inbox**

You have 33 new messages.

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

OPEN INBOX

Step 3 – Filter Opportunities through “NJSAGE_DOS”:

 **Back**

Opportunities

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

RESET OPPORTUNITIES

Provider:

NJSAGE_DOS



Document Instance:

Due Date (From - To):

-

FILTER



Step 4 – Scroll Down to (options in alphabetical order) “HC GOS DOI 2027 for (Your Organization)” and click “Apply Now”:

(SCROLL TO NEXT PAGE)

HC GOS DOI 2027

Offered By:
NJSAGE_DOS

DOS DOI Availability Dates:
02/11/2021-open ended

DOS DOI Period:
not set

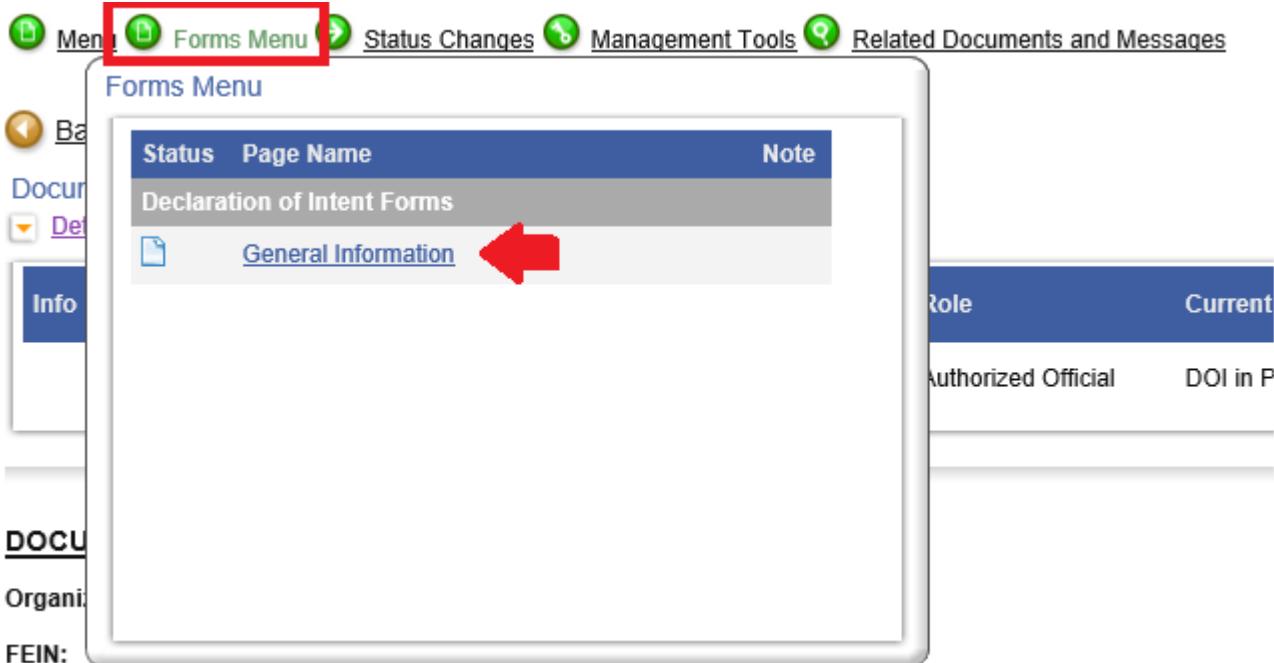
DOS DOI Due Date:
not set

Description:
NJHC GOS Declaration of Intent 2027

APPLY NOW

NOT INTERESTED

Step 5 – On the Document Snapshot main page, scroll over Forms Menu to Access the “General Information” link.

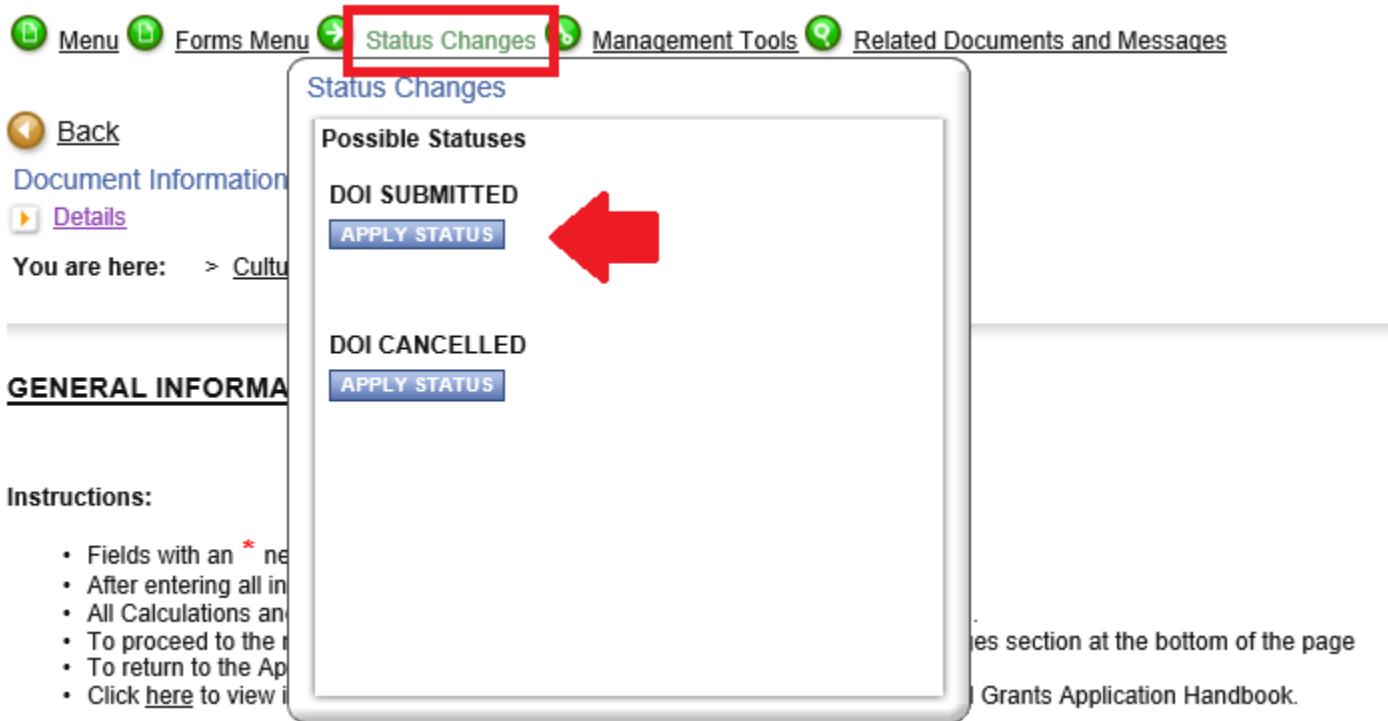


Step 6 – On the General Information page, hit “SAVE” and some of the information should populate from your organization’s SAGE profile. You will need complete the remainder of the form.

(SCROLL TO NEXT PAGE)

Step 7 – When the DOI is complete and all of the information saved, you will need to scroll over the Status Changes tab to formally submit. Click the “DOI Submitted” button.

(NOTE: The DOI will not be received unless this is done)



The screenshot shows a software interface for managing document information. At the top, there are several menu options: 'Menu', 'Forms Menu', 'Status Changes' (which is highlighted with a red box), 'Management Tools', and 'Related Documents and Messages'. Below these, a 'Back' button and 'Document Information' section are visible. A 'Details' link is also present. The 'You are here:' breadcrumb trail shows the user's current location. A large central window is titled 'Status Changes' and contains a 'Possible Statuses' section. It lists 'DOI SUBMITTED' and 'DOI CANCELLED', each with an 'APPLY STATUS' button. A large red arrow points to the 'APPLY STATUS' button for 'DOI SUBMITTED'. To the left of this window, there is a 'GENERAL INFORMATION' section and an 'Instructions' list. The instructions list includes: 'Fields with an * are required', 'After entering all information, click the Calculate button', 'All Calculations are now complete', 'To proceed to the next step, click the Next button', 'To return to the Application Home page, click the Back button', and 'Click [here](#) to view the Grants Application Handbook'. The right side of the window contains some text that is partially cut off.

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