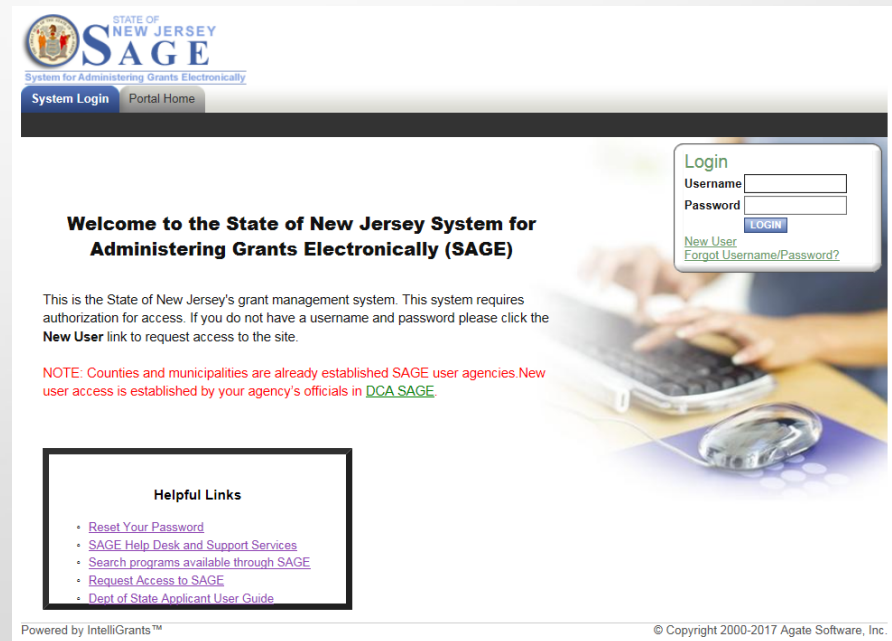
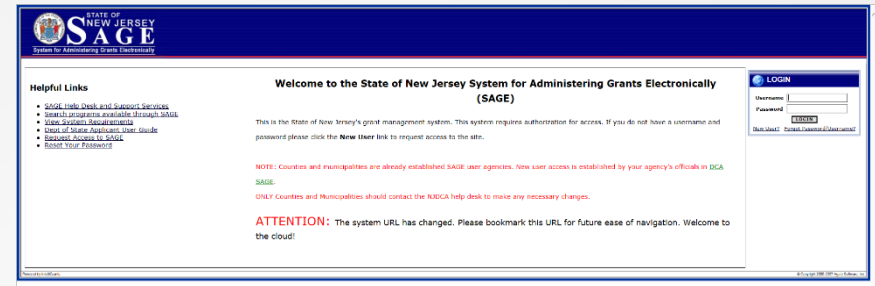


# THE NEW “Blue SAGE”



# NJ’s System for Administering Grants Electronically



# **THE OVERVIEW**

**Section 1: What is happening with SAGE?**

**Section 2: Creating and submitting your usernames, applications, reports, vouchers, etc.**

**Section 3: Tips, Tricks and Things to Remember!**



# SECTION 1

**What is happening on  
the System for  
Administering Grants  
Electronically (SAGE) ?**



The Department of State is **upgrading to a new version** of the System for Administrating Grants Electronically (SAGE).

The upgrade will impact the following Programs / Divisions found within the Department of State:

- AmeriCorps - NJ Commission on National and Community Service
- Center for Hispanic Policy, Research and Development (CHPRD)
- Cultural Trust
- Historical Commission
- New Jersey State Council on the Arts
- Office of Faith Based Initiatives
- Travel and Tourism

**All profiles and information found in the current SAGE system will carry forward into the new version.** The upgrade will change the way a user navigates through the system while the forms and applications remain the same.



# Department of State (DOS) Dates to Remember!

**January/February** – Trainings on the new look of SAGE!

**Week of February 13<sup>th</sup>** – Final transition activities taking place.

\* **February 20, 2017** – Scheduled Date for transition! **NEW DATE – February 21, 2017**



**SAGE Website  
will remain the same!**

**[www.sage.nj.gov](http://www.sage.nj.gov)**



# SAGE System Requirements

## Operating System

- NJDOS 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 including Internet Explorer, Firefox, Safari, and Opera.

- **DO NOT USE GOOGLE CHROME!**

## Adobe Acrobat Reader

- Adobe Acrobat Reader is used to view PDF (Portable Document Format) 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**

**Creating and submitting  
your usernames, messages,  
notes, applications, reports,  
vouchers, etc.**





# NJDOS SAGE System Home Page

To access BLUE SAGE, type [www.sage.nj.gov](http://www.sage.nj.gov) into the address bar of your web browser and hit "Enter".

The page you see should look like the image shown below.

**Helpful Links**

- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [View System Requirements](#)
- [Request Access to SAGE](#)
- [Reset Your Password](#)

**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](#). ONLY Counties and Municipalities should contact the NJDOA help desk to make any necessary changes.

**ATTENTION:** The system URL has changed. Please bookmark this URL for future ease of navigation. Welcome to the cloud!

**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](#).

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


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




# Forgot Password / Forgot Username (Old look SAGE)

 STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

[Main Menu](#) | [Forgot your password?](#)

 **FORGOT YOUR PASSWORD?**

You will be emailed a new password if a matching email address is found.


Please enter your username ([Forgot Username?](#)) 

  
Please enter your email address  
  

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 STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

[Main Menu](#) | [Forgot your password?](#) | [Forgot your username?](#)

 **FORGOT YOUR USERNAME?**

You will be emailed a new Username if a matching email address is found.

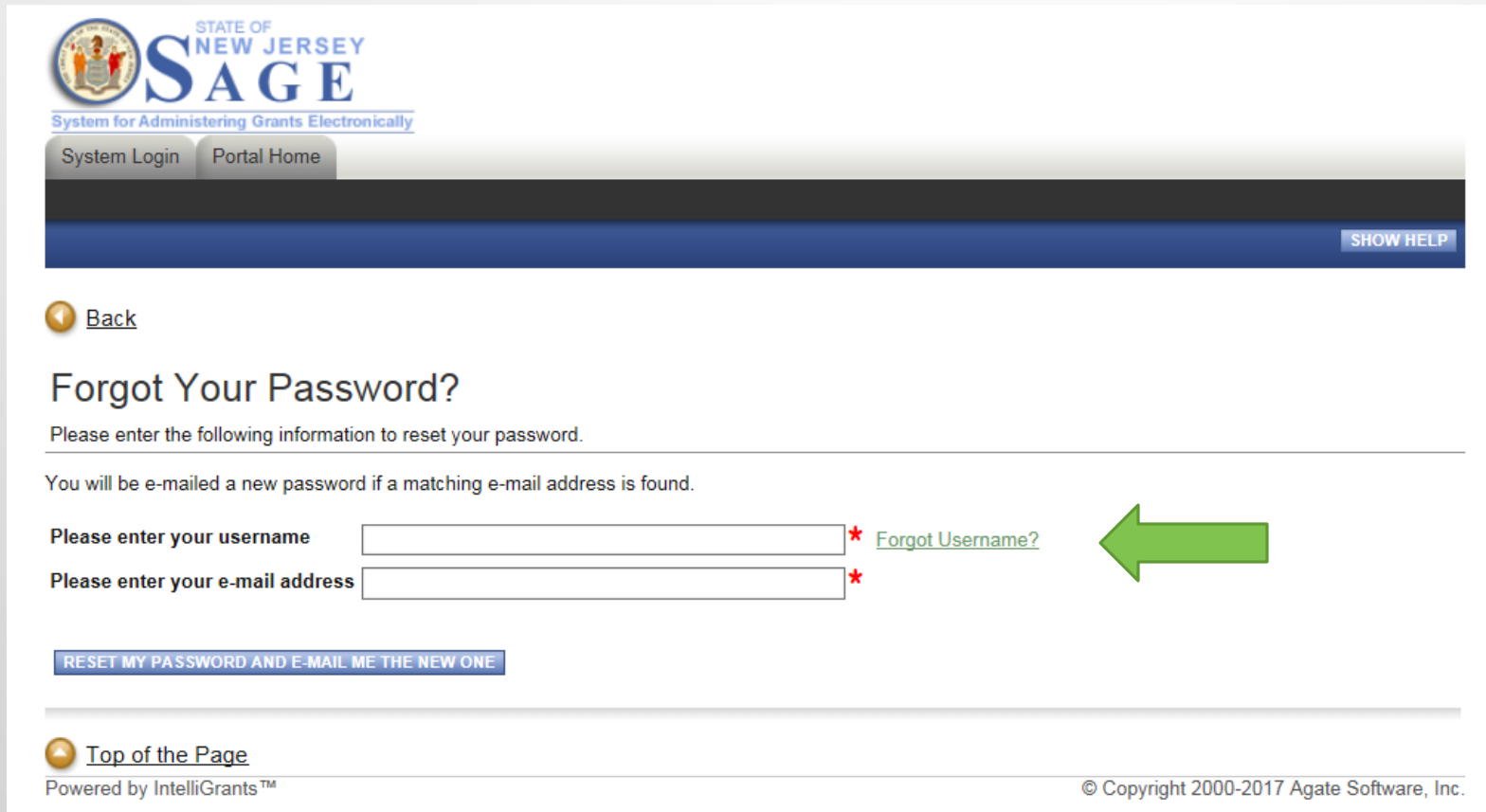
Please enter your email address 

Powered by IntelliGrants



# Forgot Password / Forgot Username (New look SAGE)



The screenshot shows the SAGE system interface. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this are "System Login" and "Portal Home" buttons. A "SHOW HELP" button is in the top right. A "Back" link is below the navigation. The main heading is "Forgot Your Password?". Below it, instructions state: "Please enter the following information to reset your password." and "You will be e-mailed a new password if a matching e-mail address is found." The form has two input fields: "Please enter your username" and "Please enter your e-mail address". A red asterisk and the text "Forgot Username?" are next to the username field. A green arrow points to the "Forgot Username?" text. A blue button "RESET MY PASSWORD AND E-MAIL ME THE NEW ONE" is below the fields. At the bottom, there is a "Top of the Page" link, "Powered by IntelliGrants™", and "© Copyright 2000-2017 Agate Software, Inc.".

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

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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# New User (Old look SAGE)



**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 REGISTRATION INFORMATION

Federal Employer Tax ID Number (FEIN)  \*

Granting Department  \*

Name: Prefix  First  \* Middle  Last  \*  \*

Organization  \*

Title

Address  \*

City  \* State  New Jersey \* Zipcode  \*

County  \*

Phone #1  \* Phone #2

Fax  Cell Phone

Email  \*

Website

Username  \*

Password  \* Confirm Password  \*



**Select Your  
Department/Division:  
Department of State**



# New User (New SAGE)



[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)	<input type="text"/>	*
Granting Department/Agency	<input type="text"/>	*
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"/> 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 and  
your Program/Division**

[Top of the Page](#)



# Registration – Still the Same

- Enter your organization's (F)ederal (E)mployer (I)dentification (N)umber
- Select the Department of State – Your Division - Example Travel and Tourism 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.
- Make a note 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 USER
- If Organization and Title are not included your validation will be delayed.
- Click "Save" to save the data.



# Registration (cont.)

- NOTE: Once you create a user account and gain access to the system, you will never have to request access again. **There is no need for multiple accounts within NJDOS SAGE.** Having 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.**



# Your Main Menu (Old look SAGE)

The screenshot shows the SAGE system main menu with the following sections and callouts:

- 1** points to the **MY DOCUMENTS** section, which includes a tree view of documents and a search filter.
- 2** points to the **SYSTEM INFORMATION** section, which contains links to reports, queries, training videos, and manuals.
- 3** points to the **MY INFORMATION** section, which displays user details such as Name, Title, Address, Phone Number, Email Address, and Username.
- 4** points to the **MY ORGANIZATIONS** section, which shows a table of organizations with columns for Name, Role, and Accounts.
- 5** points to the **MY MESSAGES** section, which displays a table of recent unread system messages.
- 6** points to the **Log Out** link in the top right corner of the page.

**1 – My Documents**  
**2 – System Information**  
**3 – My Information**  
**4 – My Organizations**  
**5 – My Messages**  
**6 – Log Out**

HERE COMES THE NEW LOOK....





# Your New Main Menu - HOME



[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.



## 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	<a href="#">DOS Quality Control Inc.</a>	<a href="#">OFBI15DSP-089</a>	Application in Process	3/9/2015	



# Your New Main Menu - HOME

The screenshot shows the SAGE system home page. At the top left is the State of New Jersey logo and the text 'STATE OF NEW JERSEY SAGE System for Administering Grants Electronically'. Below this is a navigation bar with tabs: Home, Calendar, Documents, and Expenditure Reports. To the right of these tabs is a secondary navigation bar with links: Reports, Training Materials, Organization(s), Profile: DOSQC, and Logout. A 'SHOW' button is also present. The main content area includes a 'Welcome DOS' message with a 'Change Picture' link, a 'View Available Opportunities' section with a 'VIEW OPPORTUNITIES' button, a 'My Inbox' section with an 'OPEN INBOX' button, and a 'My Tasks' section with a 'GO' button. A table at the bottom displays a list of tasks with columns for Info, Document Type, Organization, Name, Current Status, Date Received, and Date Due.

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	

## OLD SAGE

- 1 – My Documents
- 2 – System Information
- 3 – My Information
- 4 – My Organizations
- 5 – My Messages
- 6 – Log Out

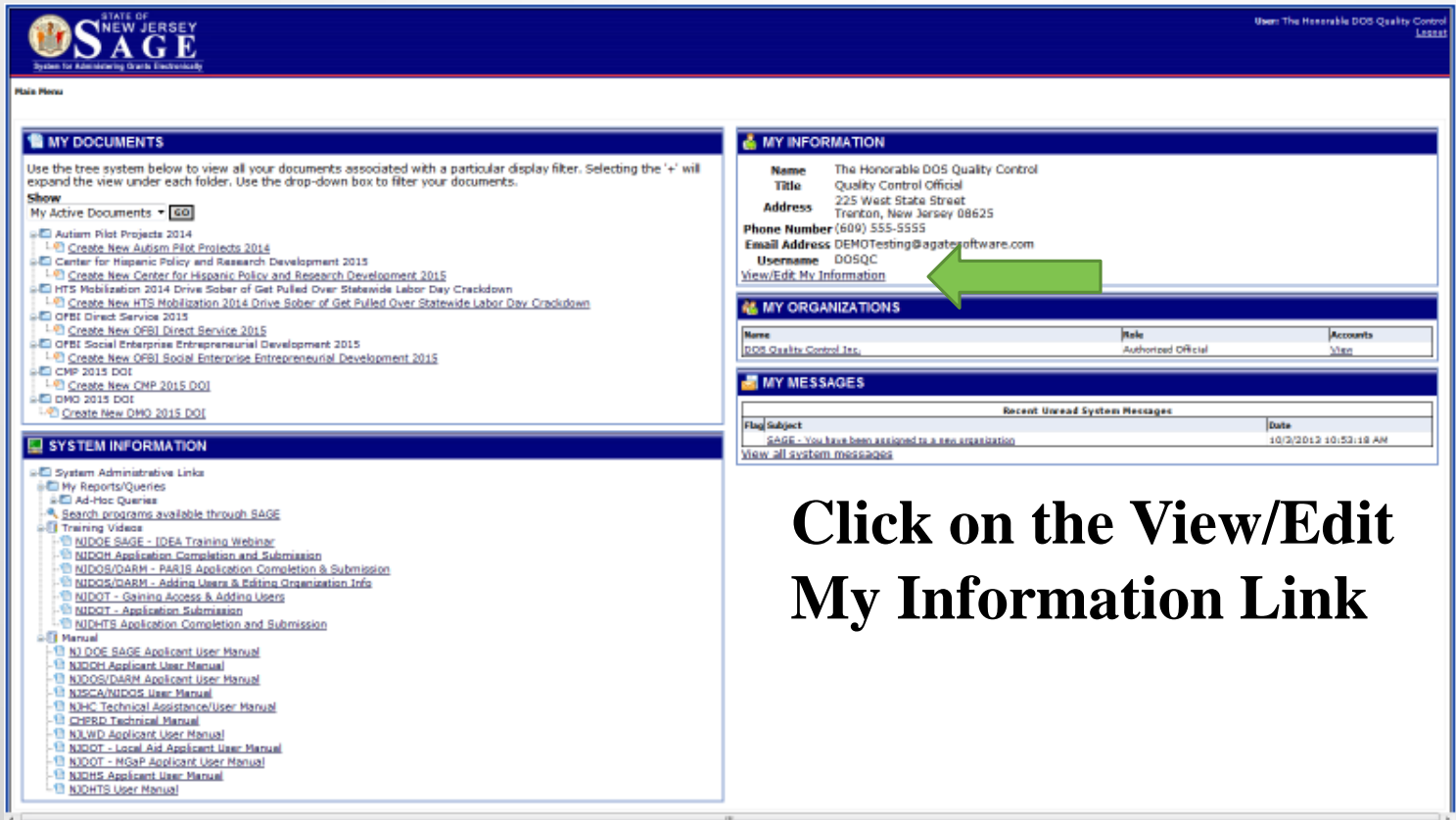
## NEW SAGE

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



# Your Main Menu

## Profile Information Edits



The screenshot displays the SAGE system interface. At the top left is the SAGE logo with the text 'STATE OF NEW JERSEY SAGE System for Administering Grants Electronically'. At the top right, it says 'User: The Honorable DOS Quality Control L8383'. The main menu is divided into several sections:

- MY DOCUMENTS**: A tree view of documents with a search filter and a 'Show' button. It lists various projects and reports.
- SYSTEM INFORMATION**: A tree view of system links and manuals.
- MY INFORMATION**: A profile section for 'The Honorable DOS Quality Control'. It includes fields for Name, Title, Address, Phone Number, Email Address, and Username. A green arrow points to the 'View/Edit My Information' link.
- MY ORGANIZATIONS**: A table showing the user's role as 'Authorized Official' for 'DOS Quality Control, Inc.' with a 'Sign' button.
- MY MESSAGES**: A section for 'Recent Unread System Messages' with one message from SAGE dated 10/2/2012 10:53:18 AM.

**Click on the View/Edit My Information Link**



# Your Main Menu – Items to Edit



The screenshot shows the SAGE system interface. At the top left is the State of New Jersey logo and the text "STATE OF NEW JERSEY SAGE System for Administering Grants Electronically". Below this is a navigation bar with tabs for "Home", "Calendar", "Documents", and "Expenditure Reports". To the right of these tabs is a dark blue bar containing links for "Reports", "Training Materials", "Organization(s)", "Profile: DOSQC", and "Logout". A green arrow points to the "Profile: DOSQC" link, with the text "Click on Profile" written below it. Below the navigation bar is a "SHOW HELP" button. The main content area features a "Welcome DOS Authorized Official" message with a "Change Picture" link. To the right of this 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". Below the welcome message is a "Hello DOS, please choose an option below." prompt. The main content area is divided into three sections: "View Available Opportunities" (with 21 opportunities available), "My Inbox" (with 8 new messages), and "My Tasks". The "My Tasks" section includes a table with columns for "Info", "Document Type", "Organization", "Name", "Current Status", "Date Received", and "Date Due".

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.

 **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	<a href="#">DOS Quality Control Inc.</a>	<a href="#">OFBI15DSP-089</a>	Application in Process	3/9/2015	



# Items to Edit - Profile



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.**

### Organization Information

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



# Your Main Menu – Items to Edit

 STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

Logout

---

### MY DOCUMENTS

Use the tree system below to view all your documents associated with a particular display filter. Selecting the '+' will expand the view under each folder. Use the drop-down box to filter your documents.

Show

My Active Documents

- AmeriCorps 2015
- HC ProMini 2015-1 Declaration of Intent
- HTS Federal Highway Safety Grant 2016
- HTS Mobilization 2014 Drive Sober or Get Pulled Over Year End Holiday Crackdown
- HTS State Pedestrian Safety Enforcement & Education Fund 2016
- Local Aid Infrastructure Fund 2012
- Local Aid Infrastructure Fund 2014
- OPBI Sanctions 2015
- OPBI Social Enterprise Entrepreneurial Development 2015
- Transit Villages 2015
- CMP 2015 DOI
- DMO 2014 DOI
- Women, Infants and Children (WIC) 2015
- Youth Transitions to Work (YTTW) Grant Program FY 2015

### SYSTEM INFORMATION

- System Administrative Links
- My Reports/Queries
  - Ad-Hoc Queries
  - Search programs available through SAGE
- Training Videos
  - NIDOE SAGE - IDEA Training Webinar
  - NIDOT - Gaining Access & Adding Users
  - NIDOT - Application Submission
  - NIDOS/DARM - PARIS Application Completion & Submission
  - NIDOS/DARM - Adding Users & Editing Organization Info
  - NIDOH Application Completion and Submission
  - NIDHTS Application Completion and Submission
- Manuals
  - NJ DOE SAGE Applicant User Manual
  - NJDHS Applicant User Manual
  - NJLWD Applicant User Manual
  - NIDOT - Local Aid Applicant User Manual
  - NIDOS/DARM Applicant User Manual
  - NIDOT - MGAP Applicant User Manual
  - NISCA/NIDOS User Manual
  - NHHC Technical Assistance/User Manual
  - CHPRD Technical Manual
  - NIDOH Applicant User Manual


### MY INFORMATION

**Name** The Honorable DOS Quality Control  
**Title** Quality Control Official  
**Address** 225 West State Street  
Trenton, New Jersey 08625  
**Phone Number** (609) 555-5555  
**Email Address** DEMOTest@agatesoftware.com  
**Username** DOSQC  
[View/Edit My Information](#)

### MY ORGANIZATIONS

Name	Role	Accounts
DOS Quality Control, Inc.	Authorized Official	<a href="#">View</a>

### MY MESSAGES

Recent Unread System Messages		
Flag	Subject	Date
	ALERT: Important Letter from the Department of Health - Employee Whistleblower Protection	4/17/2014 11:00:23 AM
	SAGE - You have been assigned to a new organization	10/3/2013 10:53:18 AM

[View all system messages](#)

Click on the link with the name of your organization.

# Your Main Menu – Items to Edit



The screenshot shows the SAGE system interface. At the top left is the logo for the State of New Jersey SAGE System for Administering Grants Electronically. Below the logo is a navigation bar with tabs for Home, Calendar, Documents, and Expenditure Reports. To the right of these tabs is a dark blue bar containing links for Reports, Training Materials, Organization(s), Profile:DOSQC, and Logout. A green arrow points to the Organization(s) link. Further right in this bar is a SHOW HELP button. Below the navigation bar is a welcome message for an Authorized Official, including a profile picture and a Change Picture link. To the right of the welcome message are instructions and a list of tasks: Applying for an Opportunity, Using System Messages, Understanding your Tasks, and Managing your awarded grant. Below the welcome message is a greeting: "Hello DOS, please choose an option below." There are three main menu sections: "View Available Opportunities" (21 opportunities available), "My Inbox" (8 new messages), and "My Tasks". The "My Tasks" section includes a table with columns for Info, Document Type, Organization, Name, Current Status, Date Received, and Date Due. The table contains one row of data.

**Click on the Organization(s) link.**

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



# Items to Edit – Organization Information

SAVE

## ORGANIZATION INFORMATION

Name  \*

Federal Tax I.D. Number  \*

DUNS Number

SAM CAGE Code

Address  \*

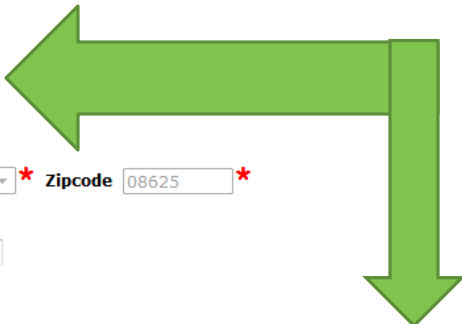
City  \* State  \* Zipcode  \*

County

Phone  \* Fax

Email

Website



**Make sure all information is correct.**

**Then click on LONG link.**

- .....[Additional Profile Information - Required for applicants to the NJ Department of State, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism](#)
- .....[NJ State Council on the Arts Board Chart](#)
- .....[Department of Health Requested Organization Information](#)
- .....[Additional Profile Information - Required for applicants of grant opportunities through the NJ Department of Education](#)
- .....[Vendor Numbers](#)
- .....[Department of Human Services Requested Organization Information](#)

## ORGANIZATION MEMBERS

1: Current Members 2: Add Members

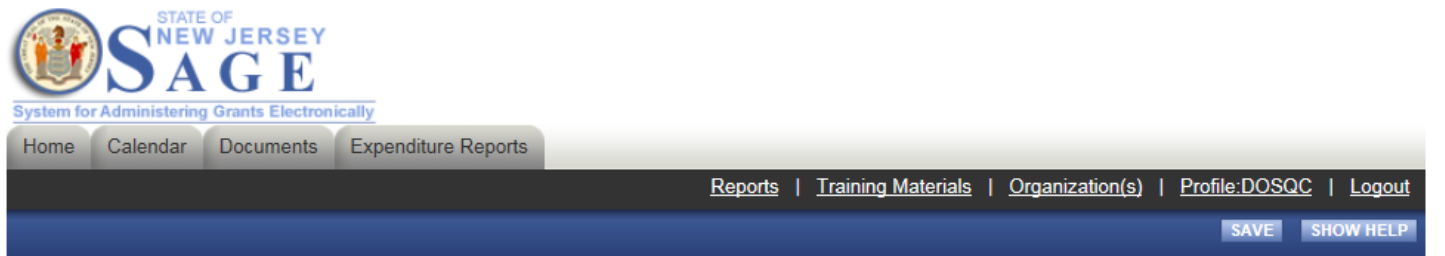
<input type="checkbox"/> Person	Role	Organization Person Active Dates	System Person Active Dates	Assigned By
<input checked="" type="checkbox"/> <a href="#">Quality Control, The Honorable DOS</a>	Authorized Official	10/3/2013 - <input type="text"/>	10/3/2013-	Schaum, Mr. William

SAVE





# Items to Edit – 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](#)

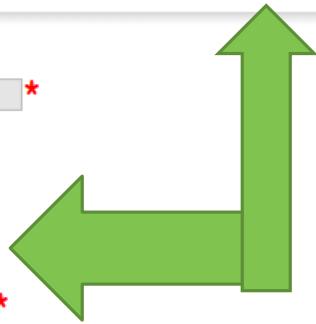
## Organization - DOS Quality Control Inc.

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

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

### Organization Information

Name	<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.**

[Top of the Page](#)

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# Items to Edit – Organization 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
	<a href="#">NJ State Council on the Arts Board Chart</a>			
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of State</a>			
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Education</a>			
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Human Services</a>			
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Health</a>			
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Law and Public Safety</a>			
	<a href="#">Organization Vendor Numbers - Payee Name and Address</a>			

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.**

Top of the Page



# Items to Edit – 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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Project Director**

Prefix	First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Board President or Chairman**

Prefix	First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address   
Address 2   
City   
State   
Zipcode   
Phone  (###) ###-####

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 – Organization Information and NJ Council on the Arts Board Chart

[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](#)

## 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"/>						

**Make sure all information is correct for your organization.**



# HOME- My Inbox

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**  
> Applying for an O  
> Using System M  
> Understanding y  
> Managing your a

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 av

[VIEW OPPORTUNITIES](#)

**My Inbox**

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

[OPEN INBOX](#)

**My Tasks**

Export Results to:  Sort by:

Info	Document Type	Organization
OFBI Direct Service 2015		DOS Quality

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.

**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**

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

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



# HOME- My Tasks

**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.

**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**

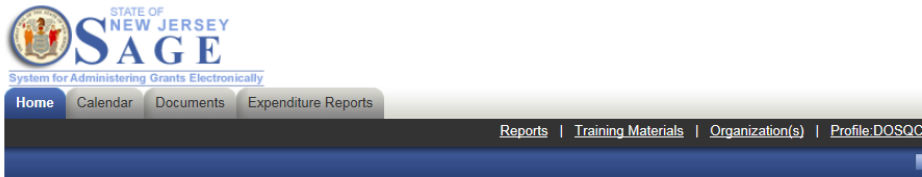
Export Results to: Screen | Sort by: Select -- | GO

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

My Tasks are items that need your attention. They may be an application/report in process or even a payment voucher requiring a signature. This is a list of your TO DOs!



# HOME- Creating an Application



**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 to your organization.

[VIEW OPPORTUNITIES](#)

## My Inbox

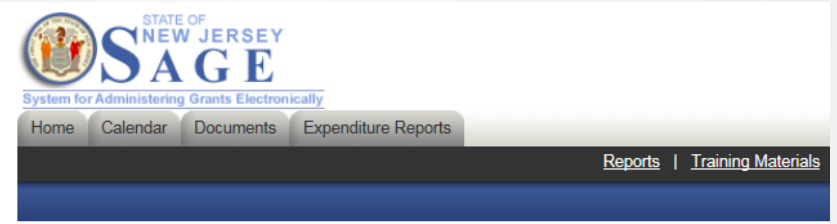
You have **8** new messages.  
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

## My Tasks

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

Info	Document Type	Organization	Name	Current Status	Date Received	Date Du
	OFBI Direct Service 2015	<a href="#">DOS Quality Control Inc.</a>	<a href="#">OFBI15DSP-089</a>	Application in Process	3/9/2015	



[Back](#)

## Opportunities

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

[RESET OPPORTUNITIES](#)

Provider:

Document Instance:

Due Date (From - To):  -

[FILTER](#)

**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:



You would click on the **APPLY NOW** button to create a new application.



# REMINDER: SAGE (the application)

## 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 following items in order to be considered complete.





# HOME- Finding your already created document.

STATE OF NEW JERSEY  
**SAGE**  
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

Welcome, [User Name]  
Authorized [User Name]  
Change Pic

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

Hello DOS, please check the notification below.

**View Available Opportunities**  
You have 21 opportunities  
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 [Screen] Sort by: [-- Select --] **GO**

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

STATE OF NEW JERSEY  
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Home | Calendar | **Documents** | Expenditure Reports

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

**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**

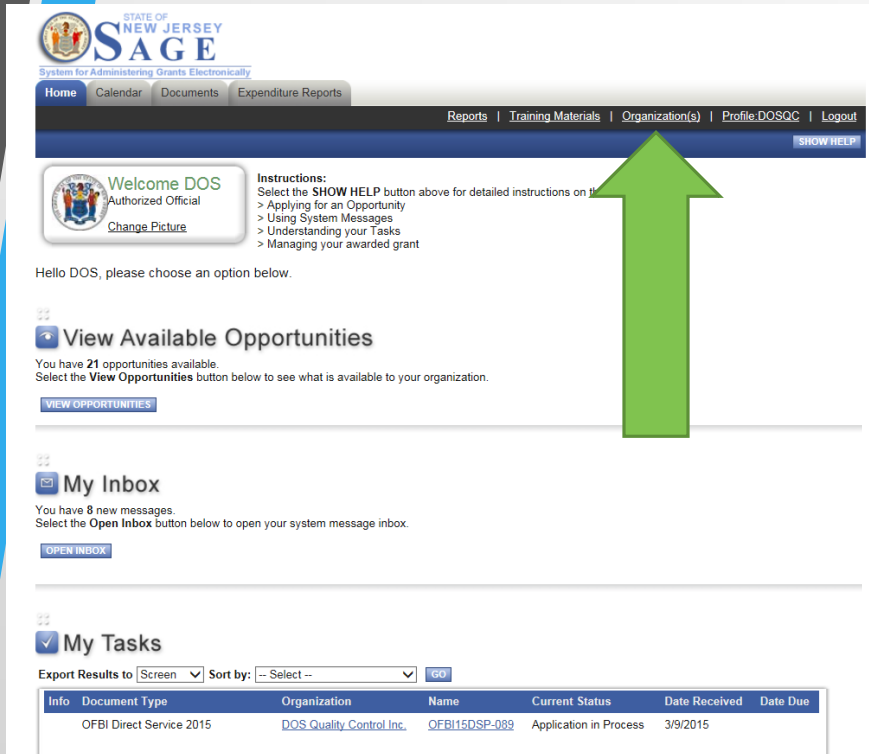
Document Type	Organization	Name	Current Status	Year
<b>Destination Marketing Organization 2016</b>				
Destination Marketing Organization 2016	Central New Jersey Convention & Visitors Bureau	<a href="#">TRAV-DMO-2016-00015</a>	Executed	2016
<b>Destination Marketing Organization 2017</b>				
Destination Marketing Organization 2017	Central New Jersey Convention & Visitors Bureau	<a href="#">TRAV-2017-DMO-00005</a>	Executed	2017
<b>NJ SAGE Organization Information</b>				
NJ SAGE Organization Information	DOS Quality Control Inc.	<a href="#">SAGEOI-2013-DOS Quality Control Inc.-00040</a>	Initiate Organization Details	2013
<b>OFBI Direct Service 2015</b>				
OFBI Direct Service 2015	DOS Quality Control Inc.	<a href="#">OFBI15DSP-089</a>	Application in Process	2015

Click the dropdowns to select then click search. A list of your documents should appear.



# HOME- Finding your already created document. Way #2

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(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.

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

**My Inbox**  
You have 8 new messages.  
Select the **Open Inbox** button below to open your system message 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.	QFBI15DSP-089	Application in Process	3/9/2015	



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: 100009999 \*

DUNS Number: [ ]

SAM CAGE Code: [ ]

Address: 225 West State Street \*

City: Trenton \* State: New Jersey \* Zipcode: 08625 \*



**Are you still with me??**



# SAGE (Your Document and Hovering!)



STATE OF  
NEW JERSEY  
**SAGE**

System for Administering Grants Electronically

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[Reports](#) | [Training Materials](#) | [Organization\(s\)](#) | [Profile:DOSQC](#) | [Logout](#)

ADD NOTE

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Document Information: [OFBI15DSP-089](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OFBI Direct Service 2015	<a href="#">DOS Quality Control Inc.</a>	Authorized Official	Application in Process	07/01/2014 - 06/30/2015 N/A

**DOCUMENT SNAPSHOT**



# SAGE (Your Document and Hovering!)

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ADD NOTE

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

**Forms Menu**

Status	Page Name	Note
	<a href="#">Profile Information</a>	
<b>Application Forms</b>		
	<a href="#">Selection of Grant Category</a>	
	<a href="#">Organization Contact Information</a>	
	<a href="#">Executive Summary</a>	
	<a href="#">Organizational Capacity</a>	
	<a href="#">Statement of Need</a>	
	<a href="#">Statement of Collaboration</a>	

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

DOCU

This for the stat

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

**In new sage you HOVER! - FORMS**



# SAGE (Your Document and Hovering!)

STATE OF NEW JERSEY  
**SAGE**  
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ADD NOTE

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Document Information

Details

Info	Document Type	Current Status	Period Date / Date Due
OFBI Direct Serv		Application in Process	07/01/2014 - 06/30/2015 N/A

**DOCUMENT SNAPS**

This form is configurable a...  
the status, view related ite...  
nplate. Please use the navigation above to view forms, change

**Status Changes**

**Possible Statuses**

**APPLICATION SUBMITTED**  
APPLY STATUS

**APPLICATION CANCELLED**  
APPLY STATUS

In new sage you HOVER! – Change Status



# SAGE (Your Document and Hovering!)

TE OF  
W JERSEY  
SAGE  
System for Administering Grants Electronically

Documents Expenditure Reports

Reports | Training Materials

Menu Status Changes Management Tools Related Documents and Messages

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.

NEW JERSEY  
SAGE  
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

### OFBI Direct Service 2015 Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: [OFBI15DSP-089](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	Authorized Official	Application in Process	07/01/2014 - 06/30/2015 N/A

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.
- ADD/EDIT PEOPLE**  
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.
- STATUS HISTORY**  
Select the link above to view the status history of this document.
- CHECK FOR ERRORS**  
Select the link above to check the entire document for errors.
- VIEW MODIFICATION HISTORY**  
Select the link above to view various modifications that people have made to specific pages in the document.

In new sage you hover AND can also click!  
Management Tools



# SAGE (Your Document and Hovering!)

STATE OF NEW JERSEY  
**SAGE**  
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ADD NOTE

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

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Document Information: [OFBI15DSP-089](#)

Details

Info	Document Type	Organization
	OFBI Direct Service 2015	<a href="#">DOS Quality Control</a>

**DOCUMENT SNAPSHOT**

This form is configurable and can be a summary of information regarding the status, view related items, and perform other administrative tasks.

**Related Documents**

There are no available related documents at this time.

---

**Related Messages**

There are no available related messages at this time.

In new sage you HOVER! – Related Documents





**Would you like to see the  
new look in action????**

**Let's "Go Live!"**



# SECTION 3

**Tips, Tricks  
and  
Things to  
Remember!**



# SAGE THINGS TO REMEMBER!!!

- **DO NOT USE CHROME**, Internet Explorer works best, but you can also use: Firefox, OPERA, SAFARI.
- Copy pasting has issues because of formatting. Paste in notepad first, then into SAGE.
- Do not use any type of formatting - tabs, bold, italics, bullet points NOTHING!!
- 13 MB upload. Try not to use **the "x"** (docx, xlsx)
- Adding people: When someone leaves, you need to register a new person- **you cannot assume the identity of the person that left**. It ruins the integrity of the previous application documents.



# SAGE THINGS TO REMEMBER!!!

- 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.**
- There is a new Calendar Tab on the top left of your screen where you can see events coming up in SAGE.



# SAGE THINGS TO REMEMBER!!!

- View all documents – you **CAN** view full PDF or page PDF depending on the application.
- Add/edit people – If a person cannot see a document, they may have been added to your organization after 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 primarily has 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.



# SAGE THINGS TO REMEMBER!!!

- 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.



# SAGE THINGS TO REMEMBER!!!

- **AGAIN - 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.**
- **SAGE's time clock may be different than yours!**
- **Friday's are still upload days – be wary when working in SAGE.**



# SAGE THINGS TO REMEMBER!!!

- ALWAYS CLICK ON THE SAVE BUTTON!!
- DO NOT FEAR THE CHANGE/APPLY STATUS BUTTON!!





**ANY  
QUESTIONS**

**???????**



GOOD LUCK  
TO ALL OF  
YOU!!!





# NJ Department of State

[http://www.nj.gov/state/dos\\_sage.html](http://www.nj.gov/state/dos_sage.html)

**SAGEHELP@sos.nj.gov**

Presented by: Linda V. Rivera  
Program Officer, Governor's Office on Volunteerism  
[linda.rivera@sos.nj.gov](mailto:linda.rivera@sos.nj.gov)