

**SAGE - Department of Health**

# **FAQ FOR APPLICANTS**

**(LAST MODIFIED: SEPTEMBER 1, 2019)**



# Frequently Asked Questions

- Q1. My organization is a first-time applicant. How do we register to use SAGE?
- Q2. I am my organization's Authorized Official and a new SAGE user. How do I create my own user account?
- Q3. I am my organization's Authorized Official. How do I add other users to our organization in SAGE?
- Q4. I am a current SAGE user. What do I do if I forgot my username?
- Q5. I am a current SAGE user. What do I do if I forgot my password?
- Q6. How do I create or update my organization's profile in SAGE?
- Q7. How do I initiate a new grant application in SAGE?
- Q8. How do I assign other users to work on an application in SAGE?
- Q9. How do I complete a grant application in SAGE?
- Q10. How do I submit a grant application in SAGE?

**Q1: My organization is a first-time applicant. How do we register to use SAGE?**

# Q1: My organization is a first-time applicant. How do we register to use SAGE?

Step 1: Visit <https://nj.gov/health/grants/resources> and click the “New Applicant: SAGE Registration Request Form” link.

The screenshot shows the NJ Department of Health website. At the top left is the State of New Jersey Department of Health logo. To the right, it says "Governor Phil Murphy · Lt. Governor Sheila Oliver" and provides navigation links: "NJ Home | Services A to Z | Departments/Agencies | FAQs". Below this is a search bar with "All of NJ" and "All File Types" dropdowns, and a "submit" button. The main navigation bar includes "NJ Health" and "PHAB" logos, and a "How do I...?" search button. Below the navigation bar are five colored buttons: "About Us" (green), "Your Health" (orange), "Healthcare Facilities & Services" (blue), "Public Health" (orange), and "Chief State Medical Examiner" (dark blue). The "Grants and Auditing" section is highlighted in a dark blue bar, containing links for "Home", "Directory of Grant Programs", "Apply & Manage Grants - SAGE", and "Resources". Below this is a breadcrumb trail: "Home > Resources". The "Resources" section lists several links, with a red arrow pointing to the "New Applicant: SAGE Registration Request Form" link. The text "Click to open form." is written in white on the red arrow.

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH

Governor Phil Murphy · Lt. Governor Sheila Oliver  
NJ Home | Services A to Z | Departments/Agencies | FAQs

Search All of NJ [ ] All File Types [ ] submit

NJ Health PHAB

Improving Health Through Leadership and Innovation

About Us Your Health Healthcare Facilities & Services Public Health Chief State Medical Examiner

Grants and Auditing

Home Directory of Grant Programs Apply & Manage Grants - SAGE Resources

Home > Resources

Resources

- [Electronic Code of Federal Regulations](#)
- [New Jersey OMB Publications](#)
- [DOH Terms and Conditions](#)
- [New Applicant: SAGE Registration Request Form](#)

Click to open form.

# Q1: My organization is a first-time applicant. How do we register to use SAGE?

Step 2: Complete all required fields (\*), sign, and submit the form to NJDOH.

New Jersey Department of Health  
Division of Management and Administration - Grants and Auditing  
NEW APPLICANT: SAGE REGISTRATION REQUEST

\*Required Information

Legal Name of Applicant*	<input type="text"/>
Federal Tax I.D. Number*	<input type="text"/>
DUNS Number*	<input type="text"/>
Street Address*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Zip Code*	<input type="text"/>
County*	<input type="text"/>
Phone Number*	<input type="text"/>

**a. Enter data.**

Fax Number	<input type="text"/>
Email*	<input type="text"/>
Website	<input type="text"/>
Name of Authorized Official*	First <input type="text"/> Last <input type="text"/>

The signature below certifies that the above named Authorized Official is duly authorized by the governing body of the applicant to submit all grant applications on behalf of the applicant; and that, to the best of your knowledge, the applicant is legally eligible to apply for a grant from the New Jersey Department of Health.

SIGNATURE:

PRINT NAME:

**b. Sign form.**

Return Completed form to the Grants Unit:

- E-mail: [NJDOH.Grants@doh.nj.gov](mailto:NJDOH.Grants@doh.nj.gov),
- Or Fax: (609) 633-1705

**c. Submit.**

# Q1: My organization is a first-time applicant. How do we register to use SAGE?

Note: Form instructions are available online.

The screenshot shows the NJ Health Department website. At the top left is the State of New Jersey Department of Health logo. To the right, it says "Governor Phil Murphy · Lt. Governor Sheila Oliver" and provides links for "NJ Home", "Services A to Z", "Departments/Agencies", and "FAQs". Below this is a search bar with "All of NJ" and "All File Types" dropdowns and a "submit" button. A red button labeled "How do I...?" is also visible. The main navigation bar includes "About Us", "Your Health", "Healthcare Facilities & Services", "Public Health", and "Chief State Medical Examiner". Below this is a blue banner for "Grants and Auditing" with sub-links: "Home", "Directory of Grant Programs", "Apply & Manage Grants - SAGE", and "Resources". A breadcrumb trail shows "Home > Resources". Under the "Resources" heading, there is a list of links: "Electronic Code of Federal Regulations", "New Jersey OMB Publications", "DOH Terms and Conditions", and "New Applicant: SAGE Registration Request Form (Instructions)". A large red arrow points from the right towards the "New Applicant: SAGE Registration Request Form (Instructions)" link, with the text "Click to open instructions." written inside the arrow.

STATE OF NEW JERSEY  
DEPARTMENT OF HEALTH

Governor Phil Murphy · Lt. Governor Sheila Oliver  
NJ Home | Services A to Z | Departments/Agencies | FAQs

Search All of NJ [ ] All File Types [ ] submit

How do I...?

**NJ Health** PHAB  
Improving Health Through Leadership and Innovation

About Us Your Health Healthcare Facilities & Services Public Health Chief State Medical Examiner

**Grants and Auditing**

Home Directory of Grant Programs Apply & Manage Grants - SAGE Resources

Home > Resources

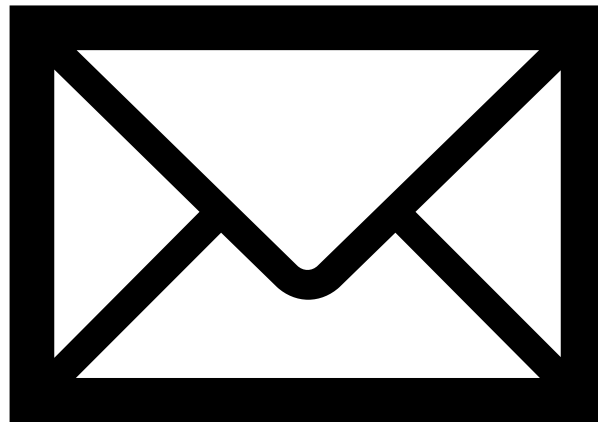
Resources

- [Electronic Code of Federal Regulations](#)
- [New Jersey OMB Publications](#)
- [DOH Terms and Conditions](#)
- [New Applicant: SAGE Registration Request Form \(Instructions\)](#)

Click to open instructions.

**Q1: My organization is a first-time applicant.  
How do we register to use SAGE?**

Step 3: Authorized Officials with existing SAGE user accounts will receive e-mail confirmation of account validation or a request for corrective action within 24 hours. (If you have not yet registered for a SAGE user account, see Q2.)



**Q2: I am my organization's  
Authorized Official and a new  
SAGE user. How do I create my  
own user account?**



# Q2: I am my organization's Authorized Official and a new SAGE user. How do I create my own user account?

Step 1: Visit [www.sage.nj.gov](http://www.sage.nj.gov) and click the “New User” link.



The screenshot shows the SAGE website 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 two buttons: "System Login" and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". Below the heading is a paragraph: "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." At the bottom, a red note states: "NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#)." On the right side, there is a "Login" form with fields for "Username" and "Password", and a "Login" button. Below the form are links for "New User" and "Forgot Username". A red arrow points from the text "Click to open form." to the "New User" link.

**System Login** **Portal Home**

## Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the [New User](#) link to request access to the site.

**NOTE:** Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

**Login**

Username

Password

[New User](#)

[Forgot Username](#)

**Click to open form.**

# Q2: I am my organization's Authorized Official and a new SAGE user. How do I create my own user account?

Step 2: Complete all required fields (\*) and click to “Save” the data.



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)  \*

Granting Department/Agency  \*

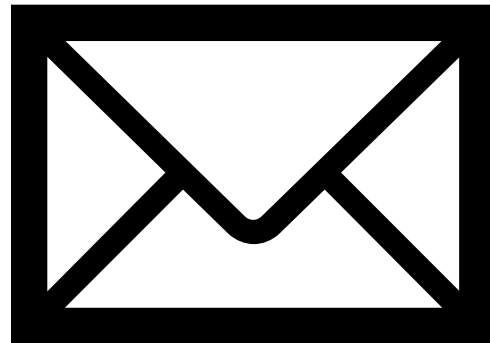
Name

Prefix	First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## **Q2: I am my organization's Authorized Official and a new SAGE user. How do I create my own user account?**

Step 3: Authorized Officials who have already submitted a *New Applicant: SAGE Registration Request* form to register their organization with NJDOH will receive e-mail confirmation of account validation or a request for corrective action within 24 hours. (If your organization is a first-time applicant, and you have not yet submitted an organization registration form, see Q1.)



**Q3: I am my organization's  
Authorized Official. How do I add  
other users to our organization in  
SAGE?**

# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Note: New users must be assigned a “Role” in the system. (“Agency Staff” have limited permissions.)

	Agency Administrator	Agency Staff
Auto-assigned to new applications; adds other users.	X	
Initiates new grant applications.	X	
Completes grant application forms.	X	X
Submits grant applications to the Department.	X	

# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Note: Counties and municipalities must update user records in DCA's Green SAGE

(<https://dcasage.intelligrants.com/Portal.asp>).

Welcome to

**NJ DCA**  
**SAGE**  
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)
- [Go to other NJ State Department's SAGE home page](#)

Downloads

- [Internet Explorer](#)
- [Adobe Acrobat Reader](#)

**ATTENTION:**

SAGE has moved to new website address. The new address is:  
<https://dcasage.intelligrants.com>

Please update your bookmarks.

**Login**

Important! Access for Municipal Engineers and Other Consulting Firms

Username:

Password:

[Forgot Your Password?](#)  
[Request SAGE Access](#)

If you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.

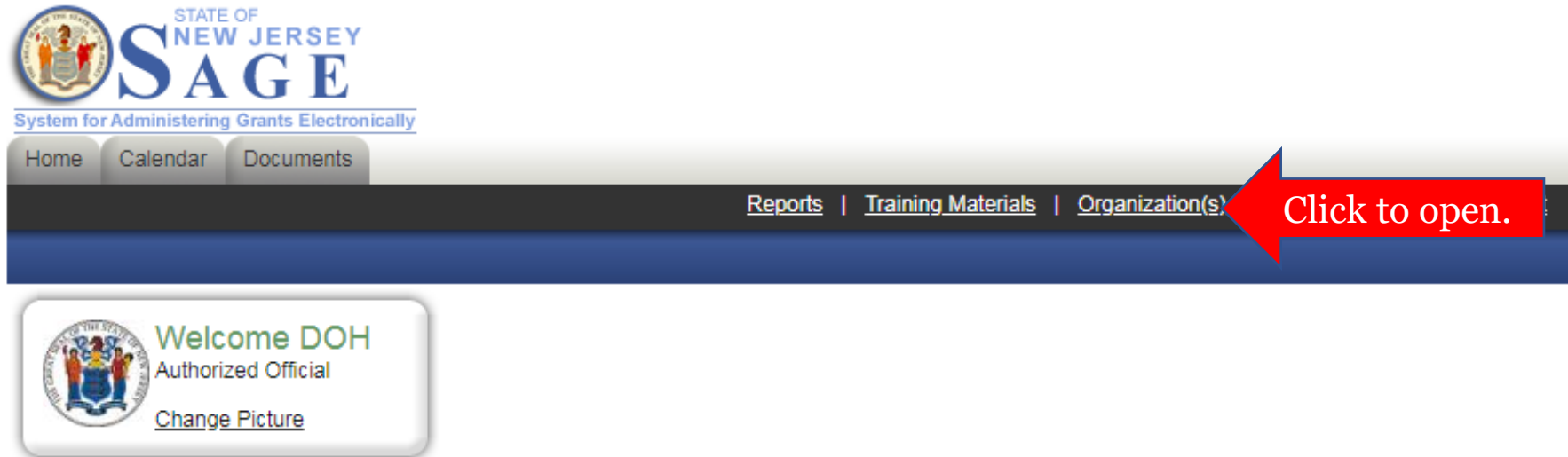
This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use DCA SAGE, please contact your Agency Authorized Official who can give you access. If your agency is not registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For DCA SAGE site technical assistance, please contact the DCA SAGE help desk at [helpdesk@dca.nj.gov](mailto:helpdesk@dca.nj.gov) or (609) 292-8134. Thank you.

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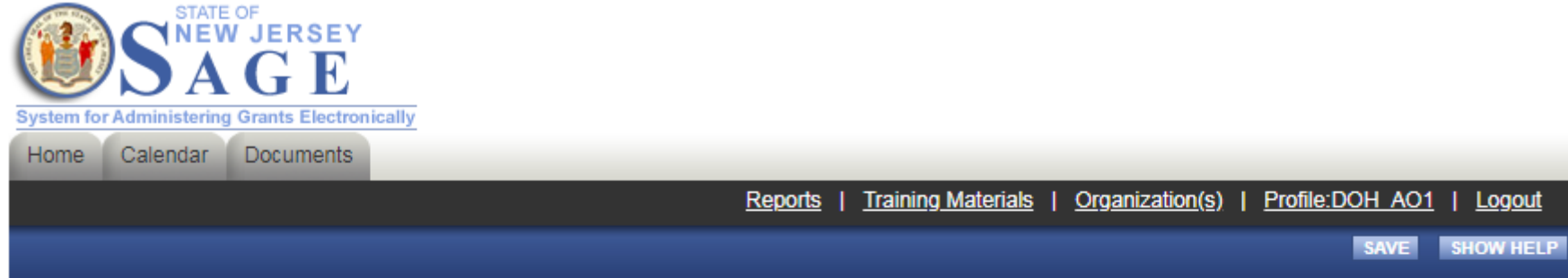
# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 1: Login to SAGE and click the “Organization(s)” link.



# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 2: Click the “Organization Members” link.



[Back](#)

## Organization - DOH Test Organization

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

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

Click to access current members list.

### Organization Information

Name  \*

Federal Tax I.D.  \*



# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 3: Click the “Add Members” link.

## Organization - DOH Test Organization

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](#)

Click to add new member.

Sort By:	-----SELECT----- ▼	-----SELECT----- ▼	Results Per Page	20 ▼	<input type="button" value="GO"/>	
<input type="checkbox"/>	<b>Person</b>	<b>Role</b>	<b>Active Dates</b>	<b>Active Documents</b>	<b>Assigned By</b>	<b>Modified By</b>
<input checked="" type="checkbox"/>	<a href="#">Agency Administrator, DOH</a>	Agency Administrator ▼	9/29/2017	141	Apgar (Tech Admin), Robert 9/29/2017	

# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 4: Search for an existing user or create a new user account.

Organization -  DOH Test Organization

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

Option 1:  
Enter name and click to search.

Option 2:  
Click to create new account.

# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 5 – Option 1: Assign an existing user to your organization.

**SAVE** b. Save to assign.

[Back](#)

## Organization - DOH Test Organization

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**

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	<a href="#">MrTester, Approval Officer</a>	Agency Administrator ▼	10/17/2018			

a. Check and complete row.

# Q3: I am my organization's Authorized Official. How do I add other users to our organization in SAGE?

Step 5 – Option 2: Assign a new user to your organization.

[SAVE & ADD TO ORGANIZATION](#) **b. Save to assign.**

[Back](#)

## Organization - DOH Test Organization

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
Title	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>				<input type="text"/>
Username	<input type="text"/>				<input type="text"/>
Password	<input type="text"/>			Confirm Password	<input type="text"/>
Date Active	<input type="text" value="10/17/2018"/>			Date Inactive	<input type="text"/>
Role	<input type="text" value="-- Select --"/>				<input type="text"/>

**a. Complete required fields.**

**Q4: I am a current SAGE user.  
What do I do if I forgot my  
username?**

# Q4: I am a current SAGE user. What do I do if I forgot my username?

Note: Counties and municipalities must update user records in DCA's Green SAGE (<https://dcasage.intelligrants.com/Portal.asp>).

Welcome to **NJ DCA SAGE**  
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

- [View available grant opportunities](#)
- [Go to the DCA home page](#)
- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)
- [Go to other NJ State Department's SAGE home page](#)

Downloads  
[Internet Explorer](#)  
[Adobe Acrobat Reader](#)

**ATTENTION:**  
SAGE has moved to new website address. The new address is:  
<https://dcasage.intelligrants.com>  
Please update your bookmarks.

**Login**  
Important! Access for Municipal Engineers and Other Consulting Firms

Username:   
Password:

[Forgot Your Password?](#)  
[Request SAGE Access](#)

If you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.

This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use DCA SAGE, please contact your Agency Authorized Official who can give you access. If your agency is not registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For DCA SAGE site technical assistance, please contact the DCA SAGE help desk at [helpdesk@dca.nj.gov](mailto:helpdesk@dca.nj.gov) or (609) 292-8134. Thank you.

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# Q4: I am a current SAGE user. What do I do if I forgot my username?

Step 1: Visit [www.sage.nj.gov](http://www.sage.nj.gov) and click the “Forgot Username/Password” link.



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](#).

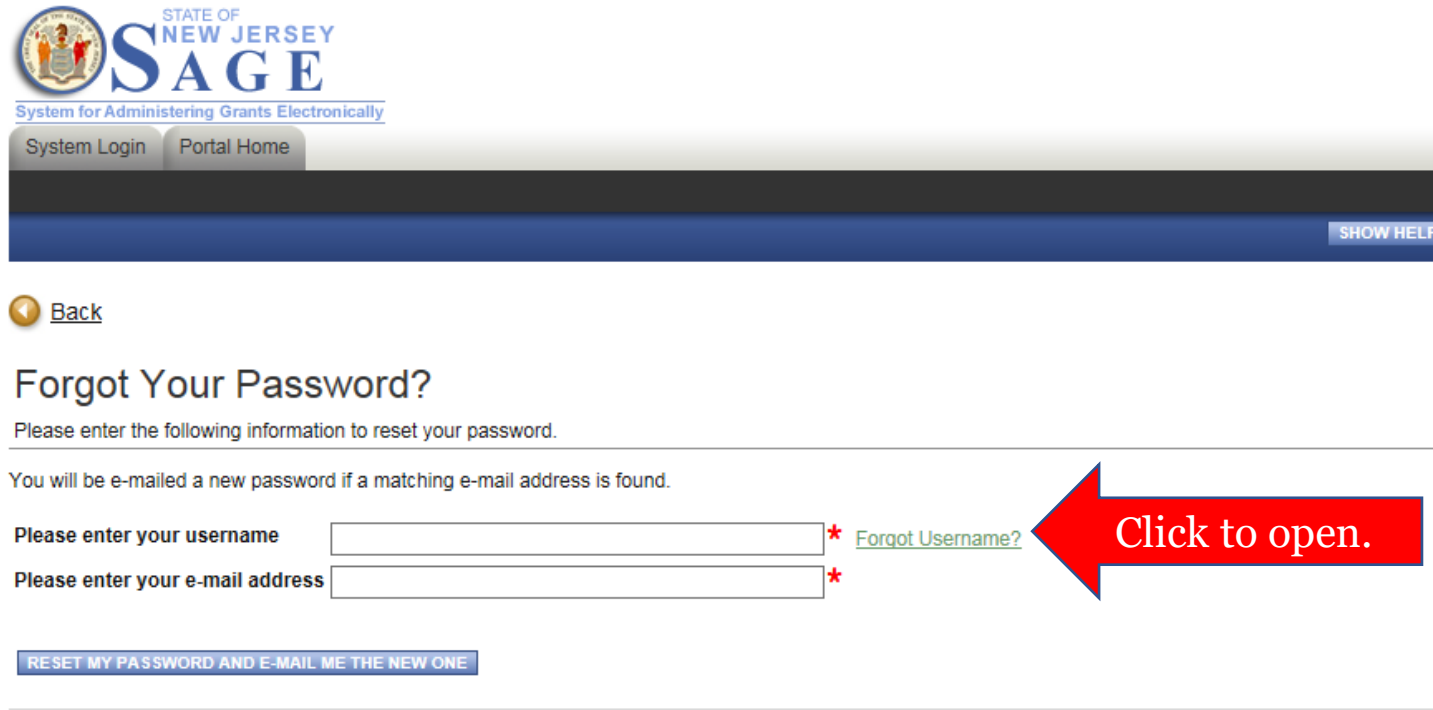
A screenshot of the SAGE login page. The page has a white background with a blue header. The main content area is white. On the right side, there is a login form with the title "Login" in green. Below the title are two input fields: "Username" and "Password". Below the "Password" field is a blue "LOGIN" button. Below the button are two links: "New User" and "Forgot Username/Password?". A red arrow points from the right edge of the image towards the "Forgot Username/Password?" link.

Login  
Username   
Password   
LOGIN  
[New User](#)  
[Forgot Username/Password?](#)

Click to open.

# Q4: I am a current SAGE user. What do I do if I forgot my username?

Step 2: Click the “Forgot Username?” link.



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



# Q4: I am a current SAGE user. What do I do if I forgot my username?

Step 3: Request your username.

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

System Login Portal Home

Back

## Forgot Your Username?

Please enter the following information to retrieve your Username.

You will be emailed your username if a matching email address is found.

Please enter your email address  \*

Top of the Page

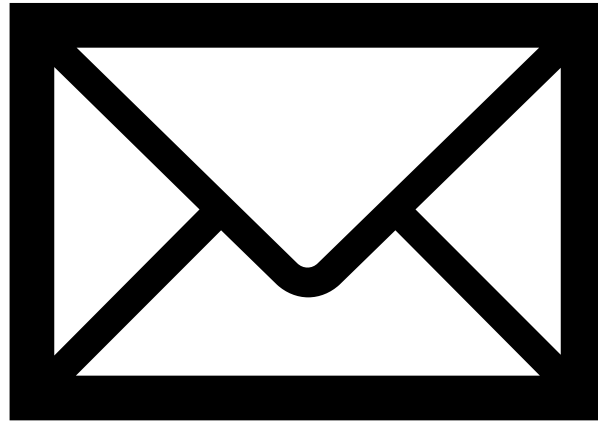
Powered by IntelliGrants® © Copyright 2009-2010 Acate Software, Inc.

a. Enter e-mail associated with your SAGE account.

b. Click to request.

# **Q4: I am a current SAGE user. What do I do if I forgot my username?**


Step 4: You will receive the requested information immediately via e-mail.



**Q5: I am a current SAGE user.  
What do I do if I forgot my  
password?**

# Q5: I am a current SAGE user. What do I do if I forgot my password?

Note: Counties and municipalities must update user records in DCA's Green SAGE (<https://dcasage.intelligrants.com/Portal.asp>).

Welcome to  **NJ DCA SAGE**  
SYSTEM FOR ADMINISTERING GRANTS ELECTRONICALLY

Welcome to the State of New Jersey Department of Community Affairs grant management system. Please choose from the list of options below:

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- [View Training Videos](#)
- [Download The DCA SAGE User Manual \(PDF\)](#)
- [Go to other NJ State Department's SAGE home page](#)

Downloads  
[Internet Explorer](#)  
[Adobe Acrobat Reader](#)

**ATTENTION:**  
SAGE has moved to new website address. The new address is:  
<https://dcasage.intelligrants.com>  
Please update your bookmarks.

**Login**  
Important! Access for Municipal Engineers and Other Consulting Firms  
Username:   
Password:   
  
[Forgot Your Password?](#)  
[Request SAGE Access](#)

If you have installed a pop up blocker, it MUST BE DISABLED before entering the SAGE system.

This is the DCA's grant management system. It is a system that requires authorization for access. If you do not have a username and password and would like to use DCA SAGE, please contact your Agency Authorized Official who can give you access. If your agency is not registered with DCA SAGE, please have your Agency Authorized Official [Request SAGE Access](#). For DCA SAGE site technical assistance, please contact the DCA SAGE help desk at [helpdesk@dca.nj.gov](mailto:helpdesk@dca.nj.gov) or (609) 292-8134. Thank you.

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# Q5: I am a current SAGE user. What do I do if I forgot my password?

Step 1: Visit [www.sage.nj.gov](http://www.sage.nj.gov) and click the “Forgot Username/Password” link.



## 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](#).

The image shows a login form titled "Login" with fields for "Username" and "Password", and a "LOGIN" button. Below the fields are links for "New User" and "Forgot Username/Password?". A red arrow points from the right side of the image towards the "Forgot Username/Password?" link. The background of the form is a blurred image of hands typing on a laptop keyboard.

Click to open.

# Q5: I am a current SAGE user. What do I do if I forgot my password?

Step 2: Click the “Forgot Username?” link.



[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  \*

Please enter your e-mail address  \*

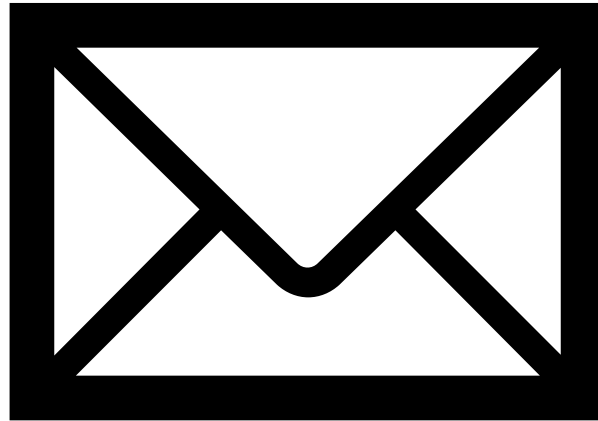
[RESET MY PASSWORD AND E-MAIL ME THE USERNAME](#)

a. Enter username and e-mail address associated with your SAGE account.

b. Click to request.

# **Q5: I am a current SAGE user. What do I do if I forgot my password?**

Step 3: You will receive the requested information immediately via e-mail.

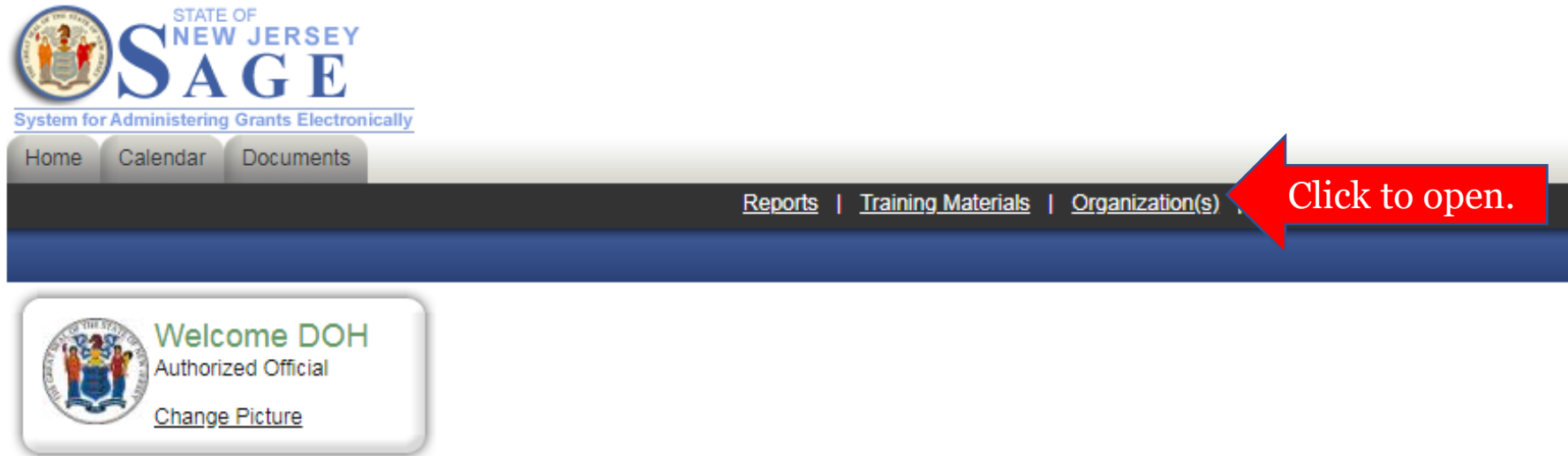


**Q6: How do I create or update my organization's profile in SAGE?**




# Q6: How do I create or update my organization's profile in SAGE?

Step 1: Login to SAGE and click the "Organization(s)" link.



# Q6: How do I create or update my organization's profile in SAGE?

Step 2: Click the "Organization Details" link.

Organization -  DOH Test Organization

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

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



Click to open.

## Organization Information

Name	<input type="text" value="DOH Test Organization"/>	*
Federal Tax I.D. Number	<input type="text" value="260006463"/>	*
DUNS Number	<input type="text" value="123456789"/>	
SAM CAGE Code	<input type="text"/>	
Address	<input type="text" value="123 Street Avenue"/>	*
City	<input type="text" value="City"/>	*
State	<input type="text" value="New Jersey"/>	*
Zip code	<input type="text" value="00000"/>	*
County	<input type="text" value="Atlantic County"/>	*
Phone	<input type="text" value="(111) 222-3333"/>	*
Fax	<input type="text"/>	
Email	<input type="text"/>	
Website	<input type="text" value="test@test.com"/>	

# Q6: How do I create or update my organization's profile in SAGE?

Step 3: Click the “Create an Organization Profile for the New Jersey Department of Health” link.

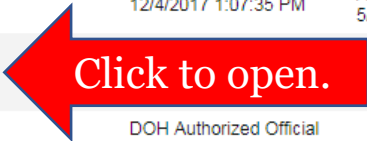
## My Organization Information

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, Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, and Travel and Tourism</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>		DOH Authorized Official 12/4/2017 1:07:35 PM	Robert Apgar (Tech Admin) 5/21/2018 2:34:49 PM
	<a href="#">Create an Organization Profile for the New Jersey Department of Health.</a>			OH Authorized Official 0/30/2018 1:31:09 PM
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Law and Public Safety</a>		DOH Authorized Official 1/2/2018 10:53:57 AM	
	<a href="#">Additional Profile Information – Required for applicants to the NJ Department of Transportation</a>			
	<a href="#">Legislative District Connection</a>			



# Q6: How do I create or update my organization's profile in SAGE?

Step 4: Create or update your profile.

The screenshot displays the SAGE system interface for the State of New Jersey. At the top, the logo for SAGE (System for Administering Grants Electronically) is visible. Below the logo, there are navigation tabs for Home, Calendar, and Documents. A secondary navigation bar includes Reports, Training Materials, Organization(s), Profile: DOH\_A01, and Logout. A prominent red arrow labeled "b. Click to save." points to a "SAVE" button in the top right corner of the main content area.

Below the navigation bars, there are several menu items: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. A "Back" button is also present. The document information is displayed as "SAGEOI-2013-DOHTO-03043" with a "Details" link. The breadcrumb trail reads "You are here: > NJ SAGE Organization Information Menu > Forms Menu".

At the bottom of the page, there are links for Organization Information, Organization Members, Organization Documents, and Organization Details. The main heading for the current page is "CREATE AN ORGANIZATION PROFILE FOR THE NEW JERSEY DEPARTMENT OF HEALTH."

Under the heading, there are instructions:

**Instructions:**  
1. Enter the requested information for your organization.  
2. Click **SAVE** above to save changes to this form.

Below the instructions, there is a form with the following fields:

Name of Chief Executive Officer	CEO Name
Title	CEO
Telephone	111-111-1111

A red arrow labeled "a. Enter data." points to the form fields.

# Q6: How do I create or update my organization's profile in SAGE?

Note: Update your organization profile in SAGE before beginning an application. (The grant application form titled "Organization Profile" copies data from this page.)

You are here: > [DOH Standard Application 2018 Menu](#) > [Forms Menu](#)

---

## ORGANIZATION PROFILE

### Instructions:

1. Click the SAVE button above to generate your organization profile.
2. Review the information that appears below and check the box to certify that your profile is complete and up-to-date.
3. If changes are required, click the [Organization\(s\)](#) link above, update your [Organization Information](#) and/or [Organization Details](#), and re-SAVE this form.

Name of Organization

Federal Tax ID Number

DUNS Number

Address

City State Zip

Website

Name of Chief Executive Officer

Title

Telephone

E-mail

**Q7: How do I initiate a new grant application in SAGE?**

# Q7: How do I initiate a new grant application in SAGE?

Note: Authorized Official or Agency Administrator permissions are required to initiate a new application.

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

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	<a href="#">Agency Administrator, DOH</a>	Agency Administrator	9/29/2017	145	Apgar (Tech Admin), Robert 9/29/2017	
<input checked="" type="checkbox"/>	<a href="#">Agency Staff, DOH</a>	Agency Staff	9/29/2017	2	Apgar (Tech Admin), Robert 9/29/2017	
<input checked="" type="checkbox"/>	<a href="#">Authorized Official, DOH</a>	Authorized Official	9/29/2017	123	Apgar (Tech Admin), Robert 9/29/2017	

# Q7: How do I initiate a new grant application in SAGE?

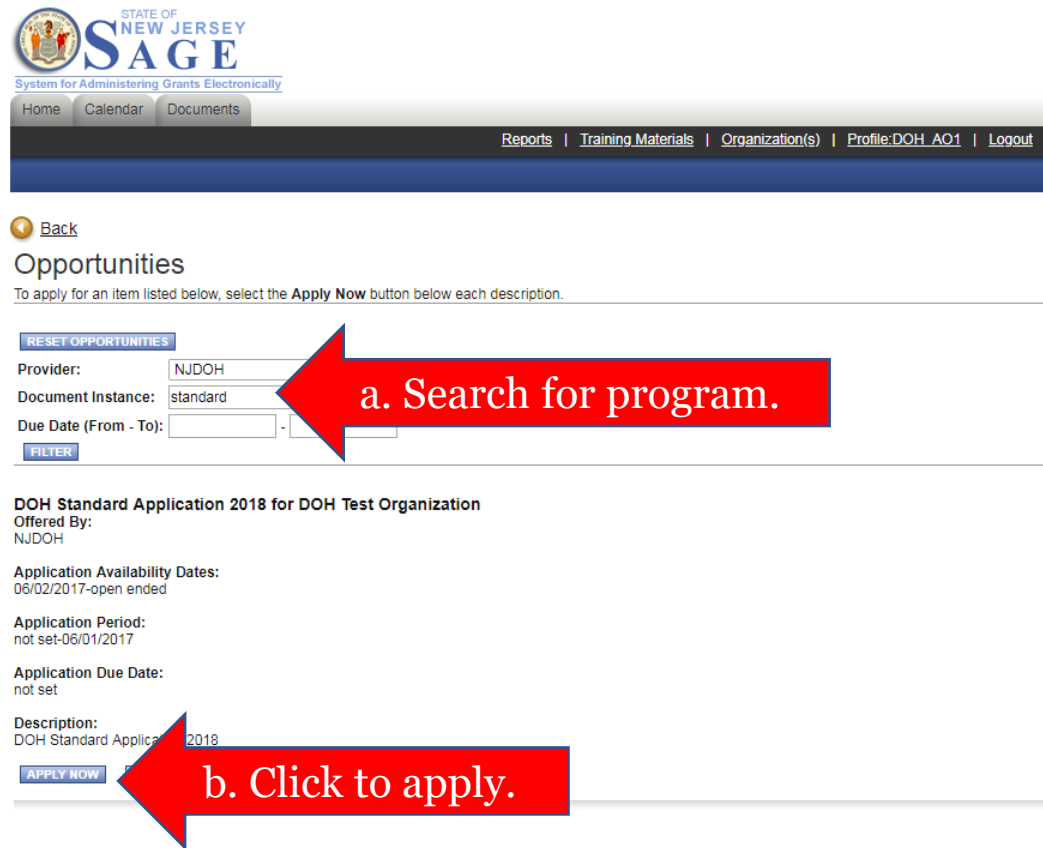
Step 1: Login to SAGE and click the “View Opportunities” link.

The screenshot displays the SAGE interface. At the top, it features 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 buttons for 'Home', 'Calendar', and 'Documents'. A secondary navigation bar contains links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile:DOH\_AO1', and 'Logout'. A user profile box shows 'Welcome DOH Authorized Official' with a 'Change Picture' link. Below the profile box, a message reads 'Hello DOH, please choose an option below.' The main content area has a heading 'View Available Opportunities' with a sub-message: 'You have 45 opportunities available. Select the View Opportunities button below to see what is available to your organization.' A blue button labeled 'VIEW OPPORTUNITIES' is highlighted with a red arrow and the text 'Click to open.'



# Q7: How do I initiate a new grant application in SAGE?

Step 2: Locate your opportunity and click “Apply Now.”



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

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile:DOH\_AO1 | Logout

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**

**DOH Standard Application 2018 for DOH Test Organization**  
Offered By:  
NJDOH

**Application Availability Dates:**  
06/02/2017-open ended

**Application Period:**  
not set-06/01/2017

**Application Due Date:**  
not set

**Description:**  
DOH Standard Application 2018

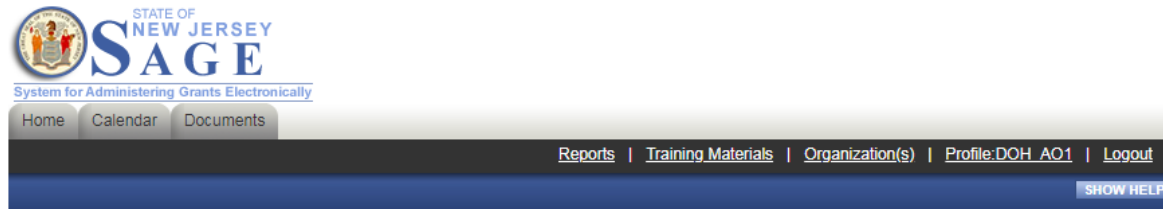
**APPLY NOW**

**a. Search for program.**

**b. Click to apply.**

# Q7: How do I initiate a new grant application in SAGE?

Step 3: If you would like to automatically copy data from a previously submitted grant application into your new application, select the application/grant number. (You can only copy data from a grant application that was created for the same grant program.)



## Agreement

Please make a selection below to continue.

You may copy forward data from one of the following items:

Do not copy data forward

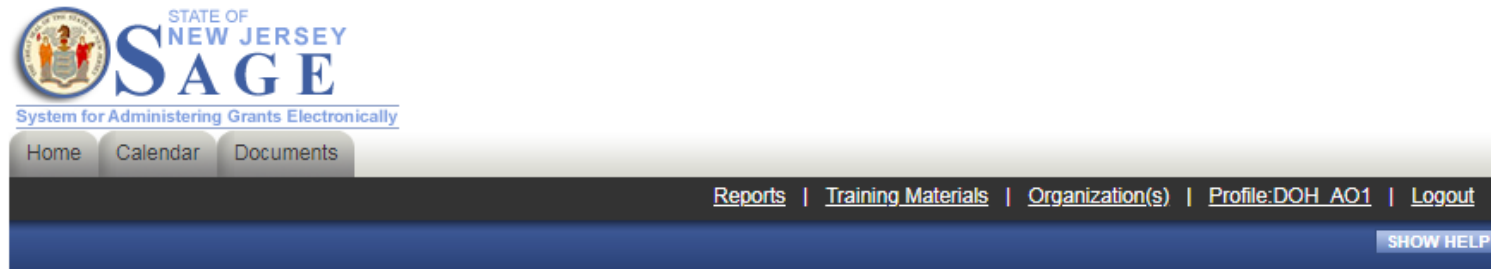
The application, award, and administration of a grant is subject to the Department's [Administration of Grants](#) policies. The [Administration of Grants](#) becomes a legal part of the award of a grant, in addition to any grant-specific agreement provisions.

By clicking "I Agree," I certify that I have read, understood, and will comply with the Department's Terms and Conditions.

**Make a selection here to copy data.**

# Q7: How do I initiate a new grant application in SAGE?

Step 4: Accept the Department's Terms and Conditions.



## Agreement

Please make a selection below to continue.

You may copy forward data from one of the following items:

The application, award, and administration of a grant is subject to applicable laws, regulations, and policies. The Department's [Terms and Conditions for Administration of Grants](#) presents a compilation of such policies and becomes a legal part of the award of a grant, in addition to any grant-specific agreement provisions.

By clicking "I Agree" and will comply with the Department's Terms and Conditions.

**Click to accept.**

# Q7: How do I initiate a new grant application in SAGE?

Step 5: The new grant application will appear on your screen.

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

Home | Calendar | Documents | Reports | Training Materials | Organization(s) | Profile: DOH\_AO1 | Logout

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

Back

Document Information: [STAND18APP074](#)  
[Details](#)

## DOH DOCUMENT SNAPSHOT

Application/Grant Summary	
Application/Grant No.:	STAND18APP074
Organization:	DOH Test Organization
Grant Program:	DOH Standard Application 2018
Project Period:	-
Current Status:	Application in Process
Award Amount:	
Vendor ID No.:	
Payment Method:	
Contact Information	
Project Director:	Grants Management Officer:
PD Phone:	GMO Phone:
PD E-mail:	GMO E-mail:
Fiscal Contact:	Program Management Officer:
FC Phone:	PMO Phone:
FC E-mail:	PMO E-mail:

**Q8: How do I assign other users  
to work on an application in  
SAGE?**

# Q8: How do I assign other users to work on an application in SAGE?



Note: Authorized Official or Agency Administrator permissions are required to assign users.

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

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	<a href="#">Agency Administrator, DOH</a>	Agency Administrator	9/29/2017	145	Apgar (Tech Admin), Robert 9/29/2017	
<input checked="" type="checkbox"/>	<a href="#">Agency Staff, DOH</a>	Agency Staff	9/29/2017	2	Apgar (Tech Admin), Robert 9/29/2017	
<input checked="" type="checkbox"/>	<a href="#">Authorized Official, DOH</a>	Authorized Official	9/29/2017	123	Apgar (Tech Admin), Robert 9/29/2017	

# Q8: How do I assign other users to work on an application in SAGE?



Step 1: Login to SAGE, locate the application on your “My Tasks” list, and click the application “Name” to open it.

 **View Available Opportunities** 

You have 45 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](#)

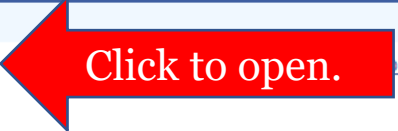
---

 **My Tasks** 

Group By  Export Results to  [GO](#) [EXPAND ALL](#) [COLLAPSE ALL](#)

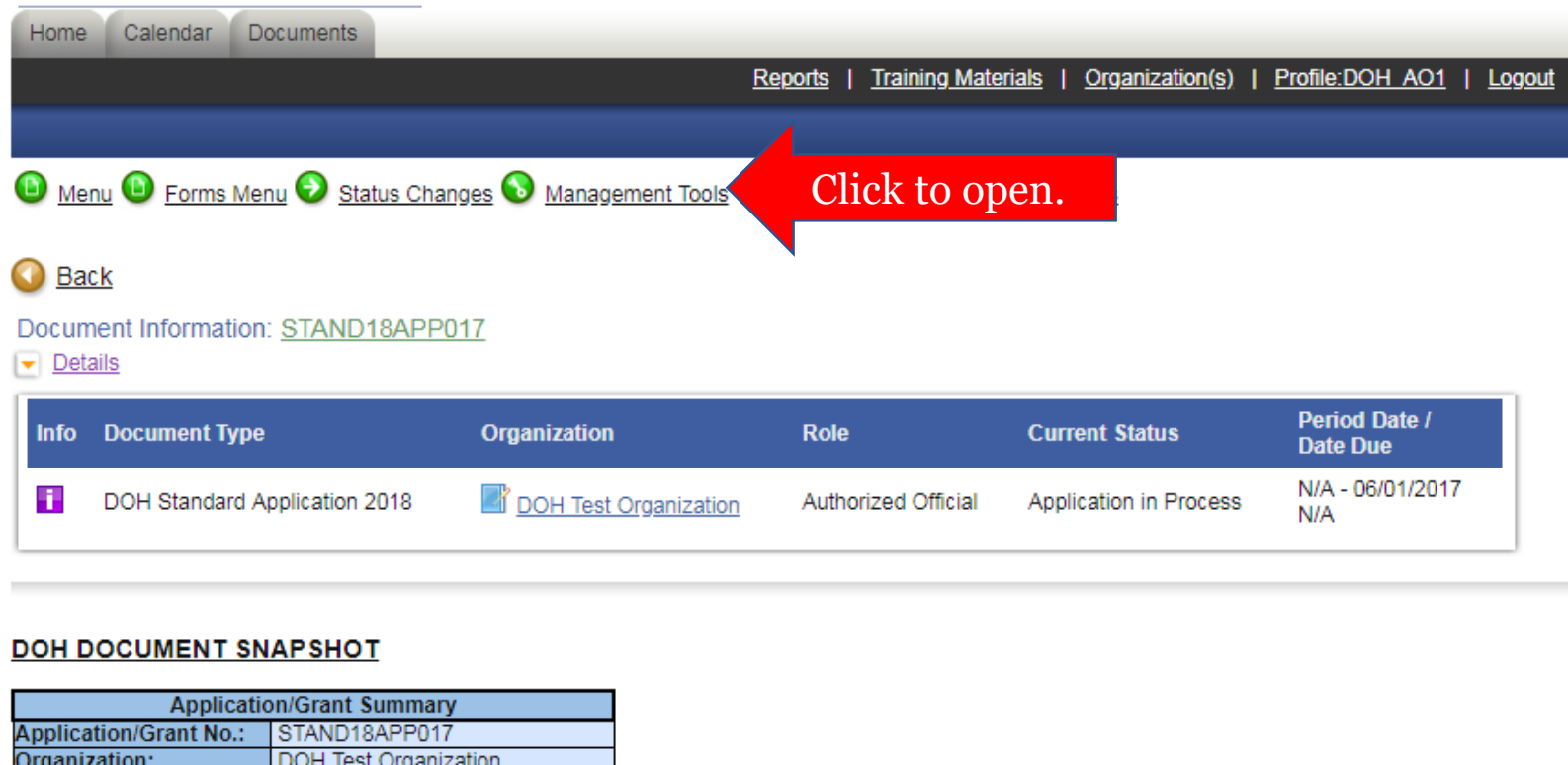
 **DOH Standard Application 2018**

Info	Name	Organization	Current Status	Date Received	Date Due	Fiscal Year
<b>Application in Process</b>						
	<a href="#">STAND18APP017</a>		Application in Process	12/1/2017		2018

 **Click to open.**

# Q8: How do I assign other users to work on an application in SAGE?

Step 2: Click the “Management Tools” link.



The screenshot shows the SAGE application interface. At the top, there are navigation tabs for 'Home', 'Calendar', and 'Documents'. Below these, a dark blue header contains links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile:DOH AO1', and 'Logout'. A secondary navigation bar includes 'Menu', 'Forms Menu', 'Status Changes', and 'Management Tools'. A red arrow points to the 'Management Tools' link with the text 'Click to open.' Below this, there is a 'Back' button and 'Document Information: STAND18APP017'. A 'Details' dropdown menu is visible. A table displays application information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DOH Standard Application 2018	<a href="#">DOH Test Organization</a>	Authorized Official	Application in Process	N/A - 06/01/2017 N/A

**DOH DOCUMENT SNAPSHOT**

Application/Grant Summary	
Application/Grant No.:	STAND18APP017
Organization:	DOH Test Organization



# Q8: How do I assign other users to work on an application in SAGE?

Step 3: Access the “Add/Edit People” tool.

The screenshot shows the SAGE application interface. At the top, there are navigation tabs for 'Home', 'Calendar', and 'Documents'. Below these are links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile:DOH AO1', and 'Logout'. There are also buttons for 'ADD NOTE' and 'SHOW HELP'. A menu bar contains icons and labels for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button is visible. The main heading is 'DOH Standard Application 2018 Menu - Management Tools'. Below this, a note states: '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 is provided: 'STAND18APP017' with a 'Details' link. A table displays document details:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DOH Standard Application 2018	<a href="#">DOH Test Organization</a>	Authorized Official	Application in Process	N/A - 06/01/2017 N/A

Below the table, the 'Management Tools' section is shown. It includes a link for 'CREATE FULL PRINT VERSION' with a printer icon and a description: 'Select the link above to create a printable version of the document.' Below that is the 'ADD/EDIT PEOPLE' link with a person icon and a description: 'Select the link above to manage...ent.'. A large red arrow points to the 'ADD/EDIT PEOPLE' link with the text 'Click to open.' written inside it.

# Q8: How do I assign other users to work on an application in SAGE?

Step 4: Assign one or more existing users to the application. (To create new user accounts, see Q3.)

The screenshot shows the SAGE application interface. At the top, there is a dark blue navigation bar with a 'SAVE' button on the right. Below the navigation bar is a menu with icons and labels: 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. Below the menu is a 'Person Search' section with a text input field and a 'SEARCH' button. Below the search section is a 'Current People Assigned' section containing a table with three rows. The table has columns for 'Person', 'Organization(s)', 'Role', 'Active Dates', and 'Assigned By'. The first row is for 'DOH Authorized Official', the second for 'DOH Agency Administrator', and the third for 'DOH Agency Staff Email'. A red arrow points to the 'SAVE' button with the text 'b. Save to assign.'. Another red arrow points to the 'Agency Staff' row with the text 'a. Check and complete row.'.

SAVE

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Person Search

Enter a name or partial name:  SEARCH

Current People Assigned

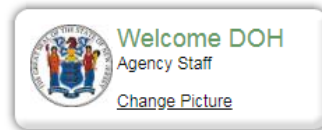
Person	Organization(s)	Role	Active Dates	Assigned By
<input checked="" type="checkbox"/> <a href="#">DOH Authorized Official</a>	DOH Test Organization (Authorized Official)	Authorized Official	12/1/2017	Grant System
<input checked="" type="checkbox"/> <a href="#">DOH Agency Administrator</a>	DOH Test Organization (Agency Administrator)	Agency Administrator	12/1/2017	Grant System
<input checked="" type="checkbox"/> <a href="#">DOH Agency Staff Email</a>	DOH Test Organization (Agency Staff)	Agency Staff	12/1/2017	

b. Save to assign.

a. Check and complete row.

# Q8: How do I assign other users to work on an application in SAGE?

Step 5: The application will appear on the assigned users' "My Tasks" list.



Hello DOH, please choose an option below.


## My Inbox ☰

You have 3 new messages.  
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

## My Tasks ☰

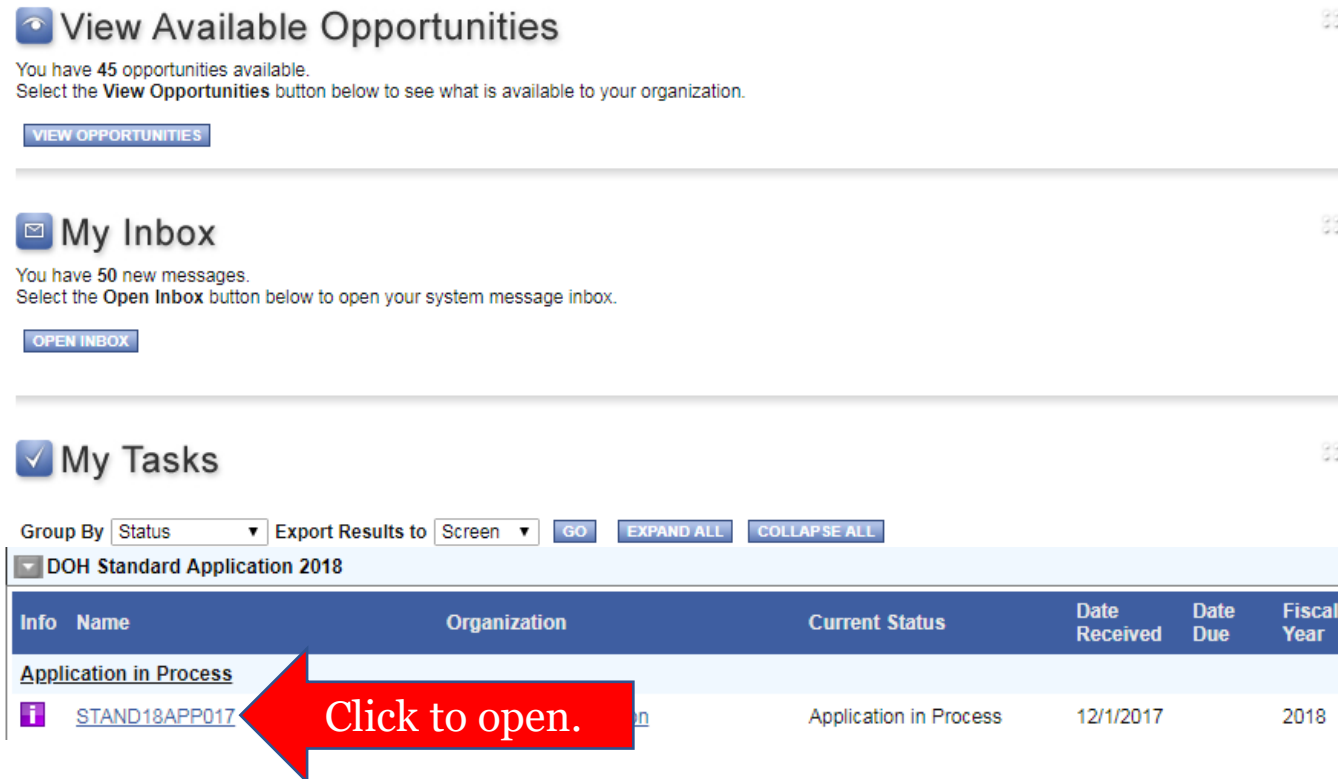
Group By  Export Results to  [GO](#) [EXPAND ALL](#) [COLLAPSE ALL](#)

DOH Standard Application 2018						
Info	Name	Organization	Current Status	Date Received	Date Due	Fiscal Year
<b>Application in Process</b>						
	<a href="#">STAND18APP017</a>	<a href="#">DOH Test Organization</a>	Application in Process	12/1/2017		2018

**Q9: How do I complete a grant application in SAGE?**

# Q9: How do I complete a grant application in SAGE?

Step 1: Login to SAGE, locate the application on your “My Tasks” list, and click the application “Name” to open it.



**View Available Opportunities** ☰  
You have 45 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** ☰

Group By  Export Results to  [GO](#) [EXPAND ALL](#) [COLLAPSE ALL](#)

**DOH Standard Application 2018**

Info	Name	Organization	Current Status	Date Received	Date Due	Fiscal Year
<a href="#">Application in Process</a>						
	<a href="#">STAND18APP017</a>		Application in Process	12/1/2017		2018

**Click to open.**

# Q9: How do I complete a grant application in SAGE?

Step 2: Access the “Forms Menu.”

The screenshot shows the SAGE application interface. At the top, there are navigation tabs for 'Home', 'Calendar', and 'Documents'. Below these, a dark blue header contains links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile:DOH\_AO1', and 'Logout'. A red arrow points to the 'Forms Menu' link in the navigation bar, with the text 'Click or hover to open menu.' overlaid on it. Below the navigation bar, there is a 'Back' button and a 'Document Information: STAND18APP017' section. A 'Details' dropdown menu is open, showing a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DOH Standard Application 2018	<a href="#">DOH Test Organization</a>	Authorized Official	Application in Process	N/A - 06/01/2017 N/A
















## DOH DOCUMENT SNAPSHOT

Application/Grant Summary	
Application/Grant No.:	STAND18APP017
Organization:	DOH Test Organization

# Q9: How do I complete a grant application in SAGE?

Step 3: Click the “Page Name” to open the first application form.

Forms

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Organization Profile</a>			
	<a href="#">Project Contacts</a>			
<b>Grant Application Forms</b>				
	<a href="#">Grant Period &amp; Payment</a>			
	<a href="#">Service Area</a>			
	<a href="#">Needs and Objectives</a>			
	<a href="#">Method(s) and Evaluation</a>			
	<a href="#">Schedule A, Part I - Personnel Costs</a>			
	<a href="#">Schedule B - Other Direct Costs</a>			
	<a href="#">Cost Summary</a>			
	<a href="#">Disclosures and Certifications</a>			
	<a href="#">FFATA Certification</a>			
	<a href="#">Attachments</a>			
	<a href="#">View Full Grant Program Application PDF</a>			
<b>Grant Administration</b>				
	<a href="#">Shared Documents</a>			

# Q9: How do I complete a grant application in SAGE?

## Step 4: Review the form instructions.

You are here: > [DOH Standard Application 2018 Menu](#) > [Forms Menu](#)

### **ORGANIZATION PROFILE**

#### **Instructions:**

1. Click the SAVE button above to generate your organization profile.
2. Review the information that appears below and check the box to certify that your profile is complete and up-to-date.
3. If changes are required, click the [Organization\(s\)](#) link above, update your [Organization Information](#) and/or [Organization Details](#), and re-SAVE this form.



Highlighted in blue.

Name of Organization

Federal Tax ID Number

DUNS Number

Address

City State Zip

Website

Name of Chief Executive Officer

Title

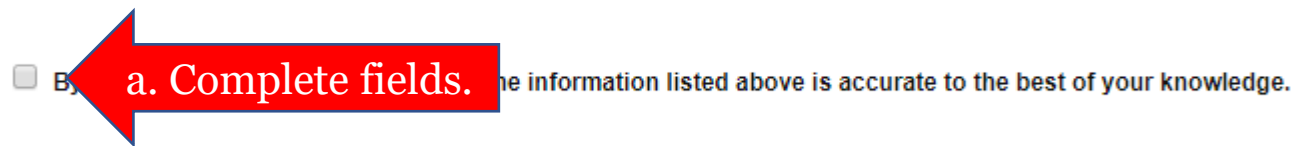
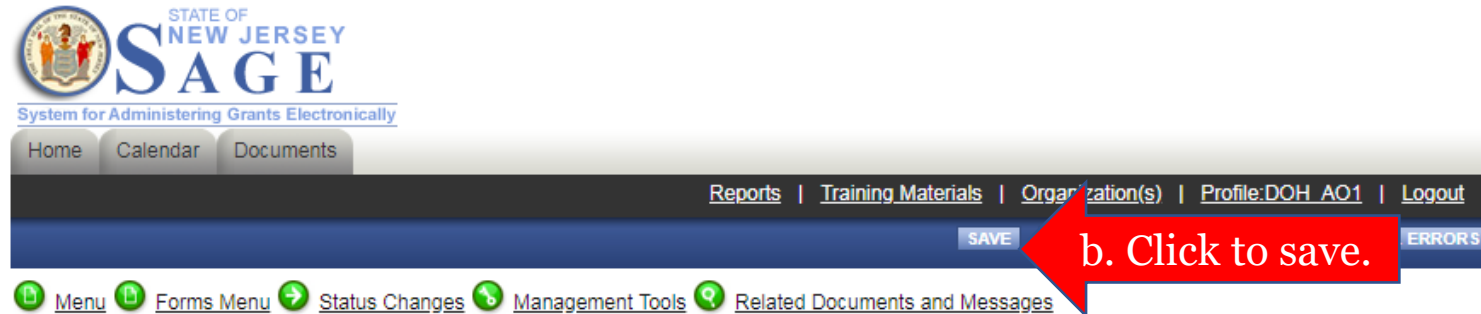
Telephone

E-mail



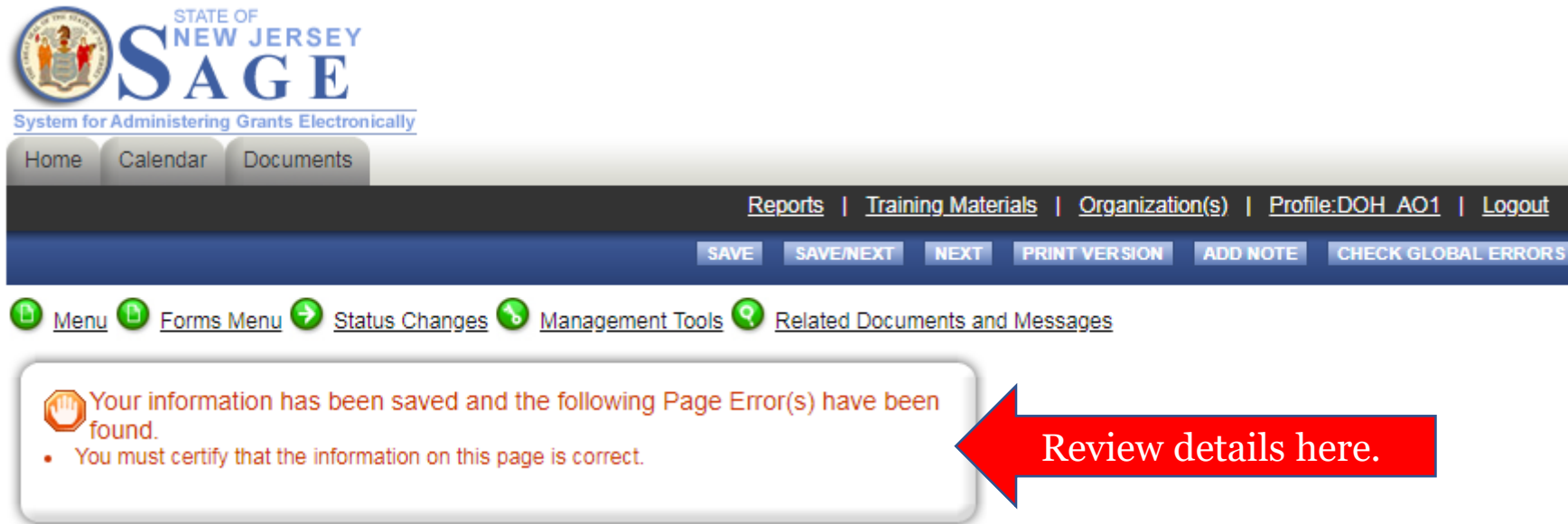
# Q9: How do I complete a grant application in SAGE?

Step 5: Complete the required fields and click to “Save” your changes.



# Q9: How do I complete a grant application in SAGE?

Note: If you receive a “Page Error,” follow the instructions on the screen.



The screenshot displays the SAGE web application 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 buttons for "Home", "Calendar", and "Documents". A secondary navigation bar contains links for "Reports", "Training Materials", "Organization(s)", "Profile:DOH\_AO1", and "Logout". A blue action bar features buttons for "SAVE", "SAVE/NEXT", "NEXT", "PRINT VERSION", "ADD NOTE", and "CHECK GLOBAL ERRORS". Below the action bar is a menu with icons and labels: "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". A white error message box is positioned in the lower-left area, containing a hand icon and the text: "Your information has been saved and the following Page Error(s) have been found." followed by a bullet point: "• You must certify that the information on this page is correct." A large red arrow points from the right side of the error message box towards the right edge of the image, with the text "Review details here." written inside the arrow.

# Q9: How do I complete a grant application in SAGE?

Step 6: Click “Next” or access the “Forms Menu” to open the next application form.

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

Home Calendar Documents

Reports | Training Materials | Organization(s) | Profile:DOH\_AQ1 | Logout

SAVE SAVE/NEXT NEXT

Menu Forms Menu

Page Information  
The information has been saved.

Back

Option 1: Click to open form.

Option 2: Click or hover to open menu.

# Q9: How do I complete a grant application in SAGE?

Step 7: Repeat steps 4-6 until all required forms are complete.

Forms

Status	Name	Note	Created By	Last Modified By
	<a href="#">Project Contacts</a>		DOH Authorized Official 10/31/2018 10:40:48 AM	
	<a href="#">Project Contacts</a>		DOH Authorized Official 10/31/2018 10:41:10 AM	
<b>Grant Application Forms</b>				
	<a href="#">Grant Period &amp; Payment</a>		DOH Authorized Official 8/31/2018 9:46:57 AM	DOH Authorized Official 10/31/2018 10:41:27 AM
	<a href="#">Service Area</a>		DOH Authorized Official 10/31/2018 10:41:38 AM	
	<a href="#">Needs and Objectives</a>		DOH Authorized Official 10/31/2018 10:42:00 AM	
	<a href="#">Method(s) and Evaluation</a>		DOH Authorized Official 10/31/2018 10:42:09 AM	
	<a href="#">Schedule A, Part I - Personnel Costs (18PHP - Public Health Program)</a>		DOH Authorized Official 9/13/2018 4:43:19 PM	DOH Authorized Official 10/31/2018 10:42:46 AM
	<a href="#">Schedule B - Other Direct Costs (18PHP - Public Health Program)</a>		DOH Authorized Official 10/31/2018 10:43:21 AM	
	<a href="#">Cost Summary</a>		9/13/2018 4:43:20 PM	DOH Authorized Official 10/31/2018 10:43:34 AM
	<a href="#">Disclosures and Certifications</a>		DOH Authorized Official 10/31/2018 10:43:56 AM	
	<a href="#">FFATA Certification</a>		DOH Authorized Official 10/31/2018 10:44:08 AM	
	<a href="#">Attachments (18PHP - Public Health Program)</a>		DOH Authorized Official 10/31/2018 10:44:20 AM	
	<a href="#">View Full Grant Program Application PDF</a>			

**Indicates form is complete.**

**Q10: How do I submit a grant application in SAGE?**

# Q10: How do I submit a grant application in SAGE?

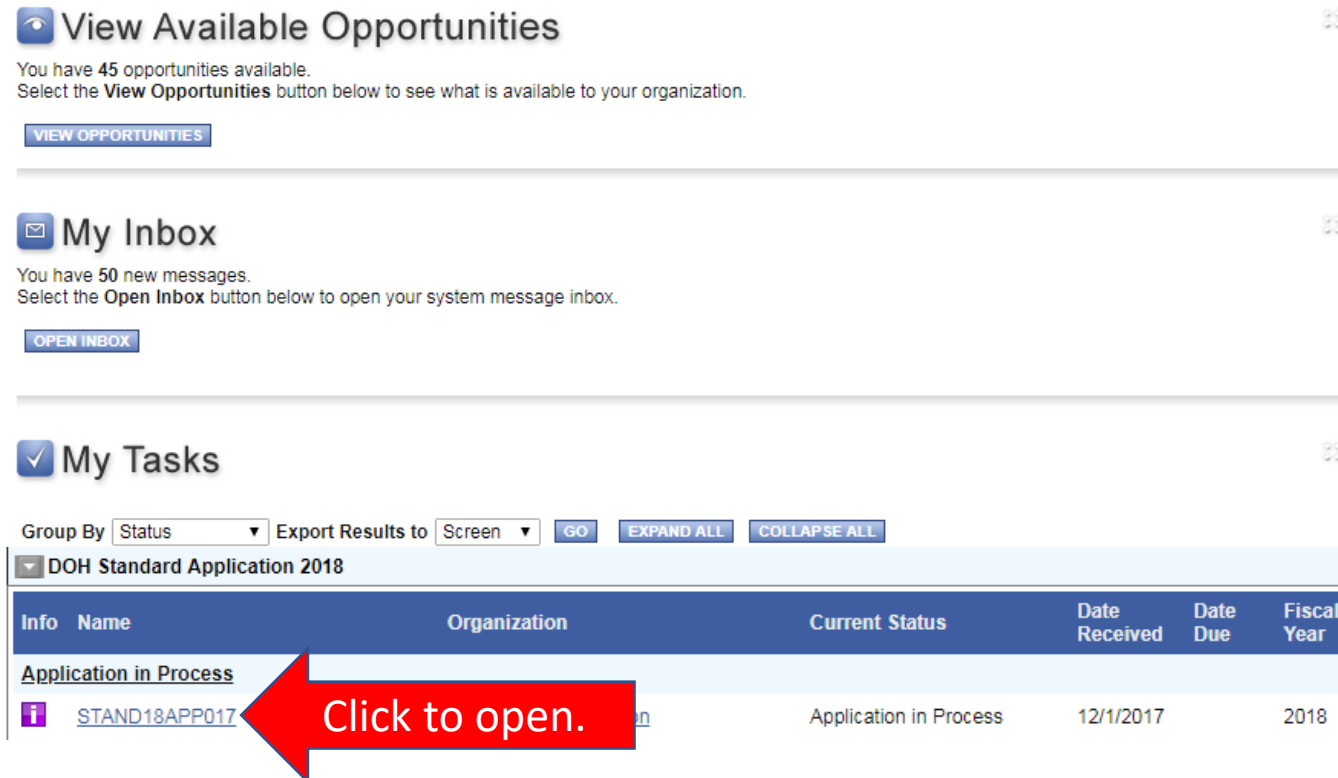
Note: Authorized Official or Agency Administrator permissions are required to submit applications.

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

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	<a href="#">Agency Administrator, DOH</a>	Agency Administrator	9/29/2017	145	Apgar (Tech Admin), Robert 9/29/2017	
<input checked="" type="checkbox"/>	<a href="#">Agency Staff, DOH</a>	Agency Staff	9/29/2017	2	Apgar (Tech Admin), Robert 9/29/2017	
<input checked="" type="checkbox"/>	<a href="#">Authorized Official, DOH</a>	Authorized Official	9/29/2017	123	Apgar (Tech Admin), Robert 9/29/2017	

# Q10: How do I submit a grant application in SAGE?

Step 1: Login to SAGE, locate the application on your “My Tasks” list, and click the application “Name” to open it.



**View Available Opportunities**  
You have 45 opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**My Inbox**  
You have 50 new messages.  
Select the **Open Inbox** button below to open your system message inbox.

**My Tasks**

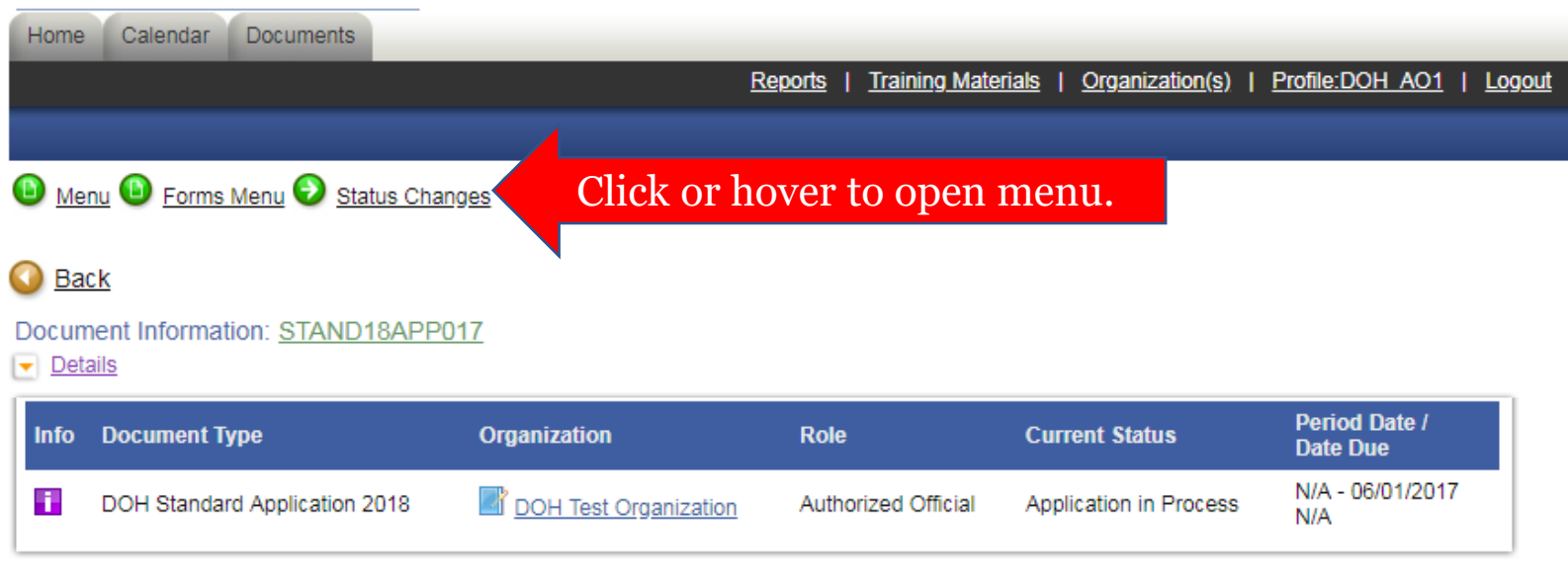
Group By  Export Results to

Info	Name	Organization	Current Status	Date Received	Date Due	Fiscal Year
	<u>Application in Process</u>					
	<a href="#">STAND18APP017</a>		Application in Process	12/1/2017		2018

**Click to open.**

# Q10: How do I submit a grant application in SAGE?

Step 2: Access the “Status Changes” menu.



The screenshot shows the SAGE application interface. At the top, there are navigation tabs for 'Home', 'Calendar', and 'Documents'. Below these are links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile:DOH AO1', and 'Logout'. A red arrow points to the 'Status Changes' menu item, with the text 'Click or hover to open menu.' overlaid on it. Below the menu items, there is a 'Back' button and 'Document Information: STAND18APP017'. A 'Details' dropdown menu is visible. Below this is a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DOH Standard Application 2018	<a href="#">DOH Test Organization</a>	Authorized Official	Application in Process	N/A - 06/01/2017 N/A

**DOH DOCUMENT SNAPSHOT**

Application/Grant Summary	
Application/Grant No.:	STAND18APP017
Organization:	DOH Test Organization



# Q10: How do I submit a grant application in SAGE?



Step 3: Click “Apply Status” to submit the application.

## DOH Standard Application 2018 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [STAND18APP017](#)

 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	DOH Standard Application 2018	 <a href="#">DOH Test Organization</a>	Authorized Official	Application in Process	N/A - 06/01/2017 N/A

### Possible Statuses

#### APPLICATION SUBMITTED

[APPLY STATUS](#)

 Click to submit.

#### APPLICATION CANCELED

[APPLY STATUS](#)

# Q10: How do I submit a grant application in SAGE?

Step 4: Click “I Agree” to continue.

## Agreement

Please make a selection below to continue.

Are you sure you want to submit your application?


If you would like to include notes about this status change, please supply them below.


I AGREE

Click to submit.

# Q10: How do I submit a grant application in SAGE?

Note: If you receive a “Global Error,” follow the instructions on the screen.

 [Back](#)


 Global Errors

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Document Information: [STAND18APP017](#)

 [Details](#)

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 • You must certify that the information on this page is correct.

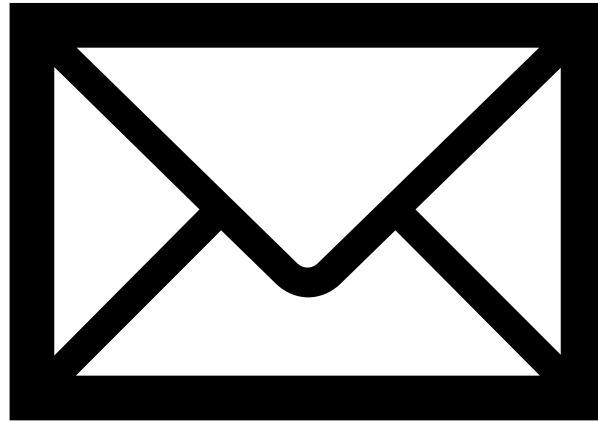
[Organization Profile](#)



Review details here.

# **Q10: How do I submit a grant application in SAGE?**

Step 5: You will receive submission confirmation immediately via e-mail.



# SAGE Help Desk

Technical support is available Monday to Friday,  
9:00AM to 4:00PM.

609-376-8508 or [njdoh.grants@doh.nj.gov](mailto:njdoh.grants@doh.nj.gov)