

Council on the Arts – COA
Grants Program

Applicant User Guide
Version 1.0
NJ DOS SAGE System

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1. Introduction

This user guide is to assist applicants with the use of the SAGE application, including technical requirements, user assignment, application initiation, and application submission. For information on the COA program itself, including program year funding levels, funding priorities, eligibility requirements, and application tips and suggestions, please consult the COA Application Handbook.

2. System Requirements

NJDOS SAGE was designed so that the vast majority of computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most machines.

NJDOS SAGE system requirements listed below can also be viewed on the system itself by clicking the "review the system requirements" link from the system homepage.

2.a. Operating System

NJDOS SAGE was designed for both of the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

2.b. World Wide Web Connection

NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. The Internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. For the purpose of accessing NJDOS SAGE, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

2.c. Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

2.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have one you can go to www.Adobe.com and download one for free.

3. NJDOS SAGE System Homepage

To access NJDOS SAGE, type <https://njsage.intelligrants.com/> into the address bar of your web browser and hit "Enter".

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



3.a. Browser Configuration

In order to avoid various browser-related restrictions unnecessarily placed on NJDOS SAGE, please make the following configuration changes for the web-browser that you are using.

3.a.1 Internet Explorer

If you are using Internet Explorer, it is recommended that you add the NJDOS SAGE homepage to your list of trusted sites. To do this, please complete the following steps:

- 1) Click "Tools"
- 2) Click "Internet Options"
- 3) Click the "Security" tab
- 4) Click "Trusted Sites"
- 5) Click the "Sites" button
- 6) In the "Add this Web site to the zone:" textbox type "<https://njsage.intelligrants.com/>" and then click the "Add" button
- 7) Click the "OK" button, and then click the "OK" button again

4. Applicant User Types

There are three security roles defined for NJDOS SAGE users: Authorized Officials, Agency Administrator, and Agency Staff. These roles have different security access to work on the applications. Once the Authorized Officials are identified and their new user accounts created, the Authorized Officials will select and enter their own organization's staff names to access NJDOS SAGE. The organization's staff entered by the Authorized Officials will be assigned to either the Agency Administrator or Agency Staff security level role. Each security role is summarized below:

Authorized Officials and Agency Administrators will be able to:

- Edit and delete user account information for Agency Staff
- Initiate available grants and apply for grant applications
- Enter, update and delete information on applications
- Download and attach files to the applications
- Cancel an entire application before submission
- Submit applications, for the various applications available to NJDOS SAGE, with printable access to agreement to terms and conditions
- Modify applications with status of Modifications Required
- Check on the status of each application

Agency Staff will be able to:

- Edit their own user account information
- Enter, update and delete information on applications where permission is granted
- Download and attach files to the applications
- Modify applications with status of Modifications Required where permission is granted
- Check on the status of applications where permission is granted

Security Roles	Control Access to Organization	Control Access to Application	Read	Write	Submit Application	Delete Application
Authorized Officials	X	X	X	X	X	X
Agency Administrators	X	X	X	X	X	X
Agency Staff			X	X		

5. Gaining Access to NJDOS SAGE

5.a. Gaining access as a system administrator

The first time that a user comes to NJDOT SAGE, they must create a new user account. To create a new user account:

- 1) From the NJDOS SAGE homepage click the "New User?" link located in the "Login" section.
- 2) Complete the user form in its entirety.
 - a) Fill in all information as required. All items marked with an '*' are required to create your account.
 - b) The 'Username' field must consist of all letters and numbers.
 - c) The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
 - d) The fields 'Password' and 'Confirm Password' must be the same.
 - e) The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title. **If Organization and Title is not included it will delay the process.**
- 3) Click "Save" to save the data.



NOTE: Once they have created a user account and gained access to the system, they will never have to request access again. There is no need for multiple accounts within NJ DOS SAGE.

Having saved your contact information, your account must then be approved by an administrator before you can access the system. If you attempt to access 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 to you by a system administrator you will receive an email message confirming that your account has been validated.

6. Eligibility for COA Applications

In order to become eligible to apply for a COA application, you must provide the Department of State with certain information. This information should be provided to the Department of State via the "Board Chart" and "COA Applicant Information" link shown below. Only the Authorized Official security role has access to view and edit this page.

ORGANIZATION INFORMATION	
Name	<input type="text" value="Michelles Theater Company"/> *
Identifier	<input type="text" value="MichellesCo"/> *
Federal Tax I.D. Number	<input type="text"/>
Address	<input type="text" value="1234 Main Street"/> *
City	<input type="text" value="Atlantic City"/> * State <input type="text" value="New Jersey"/> * Zipcode <input type="text" value="32658"/> *
County	<input type="text" value="Atlantic County"/> *
Phone	<input type="text" value="555-555-5555"/> * Fax <input type="text"/>
Email	<input type="text" value="mbalyeat@agatesoftware.com"/>
Website	<input type="text"/>

[More Organization Information](#)
[Board Chart](#)
[COA Applicant Information](#)
[Vendor Numbers](#)

After clicking on the Board Chart link, you will be brought to the page shown below.

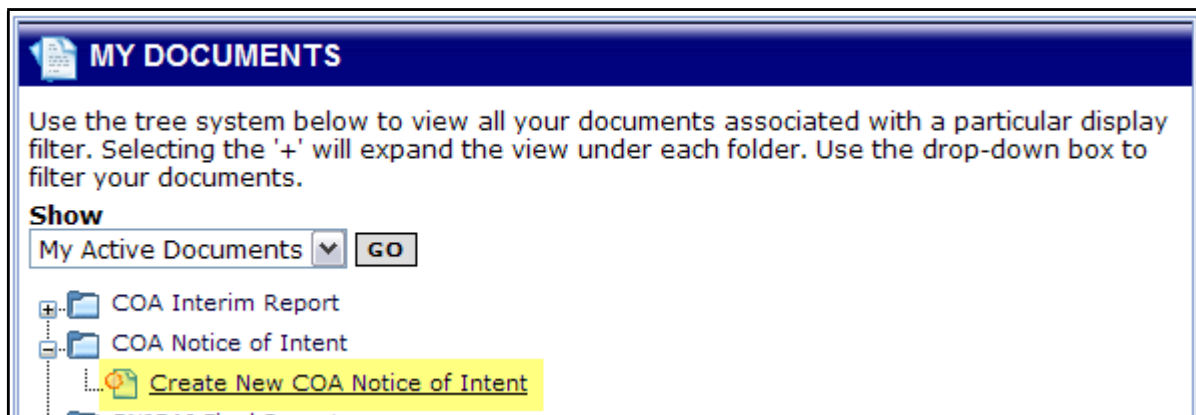
[illegible]

Please, fill out the page and click the Save button. Once the page has been completed click on the main menu button at the top of the page and go back into your Organization Page and click on the COA Applicant Information link, and you will be brought to the page shown below.

APPLICANT INFORMATION			
Instructions: <ul style="list-style-type: none"> All applicants must submit the Applicant Information for the organization. If you navigated here from a COA Notice of Intent to modify your Applicant Information, you may click here to return to your Notice of Intent (If you navigated here a different way do not use this button) 			
Charities Registration # <small>(enter 0000000 if exempt)</small>		CH <input type="text"/> *	
Executive Director of applicant <small>(Primary contact for all NJSCA correspondence)</small>			
Prefix	First Name	Last Name	Title
<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 <input type="text"/> Address 2 <input type="text"/> City <input type="text"/> State <input type="text"/> Zipcode <input type="text"/> Phone <input type="text"/> (##) ##-#### Email <input type="text"/>			
Congressional District of Applicant <input type="text"/>		<input type="checkbox"/> (If your organization exists outside of New Jersey check this box and leave the above box blank)	
State legislative District of Applicant <input type="text"/>		<input type="checkbox"/> (If your organization exists outside of New Jersey check this box and leave the above box blank)	
Date of Incorporation <input type="text"/> (MM/DD/YYYY)			
Fiscal Year Ends <input type="text"/> (MM/DD)			
Our organization is primarily a...			
<input type="radio"/> Producing Organization: prepares, creates or interprets, and performs a public performance or exhibition (e.g. theatre and dance companies, symphony orchestras, museums, chorales, literary center).			
<input type="radio"/> Performing Arts Presenting Organization: selects performing artists and companies, engages them to perform, compensates them for performance and/or services, and brings them together with audiences and communities (e.g. performing arts center, cultural events series).			
<input type="radio"/> Service Organization: provides services to the arts community (e.g. local arts council, cultural alliance, discipline specific service organization)			
Filing Status			
<input type="checkbox"/> Our organization is current with its annual filings to the NJ Division of Commercial Recording or exempt			
<input type="checkbox"/> Our organization is current with its annual filings to the NJ Charities Registration Bureau or exempt			
<input type="checkbox"/> Our organization is current with its State of New Jersey and federal payroll tax payments or exempt			
The following information is requested to report on statistics nationally and is forwarded to the National Endowment for the Arts aNational Assembly of State Arts Agencies. Please call the Council office if you have any questions about the available selections.			
Applicant Discipline Choose the discipline which best describes your organization's overall primary area of work		Applicant Institution Choose the institution type which best describes your organization	
<input type="text"/>		<input type="text"/>	
Composition of organization		Applicant Status	
<input type="text"/>		<input type="text"/>	

Please fill in the information for this page and click Save. Any fields with a red * is a required field. Once the Board Chart and COA Applicant Information page have been completed return to the main menu.

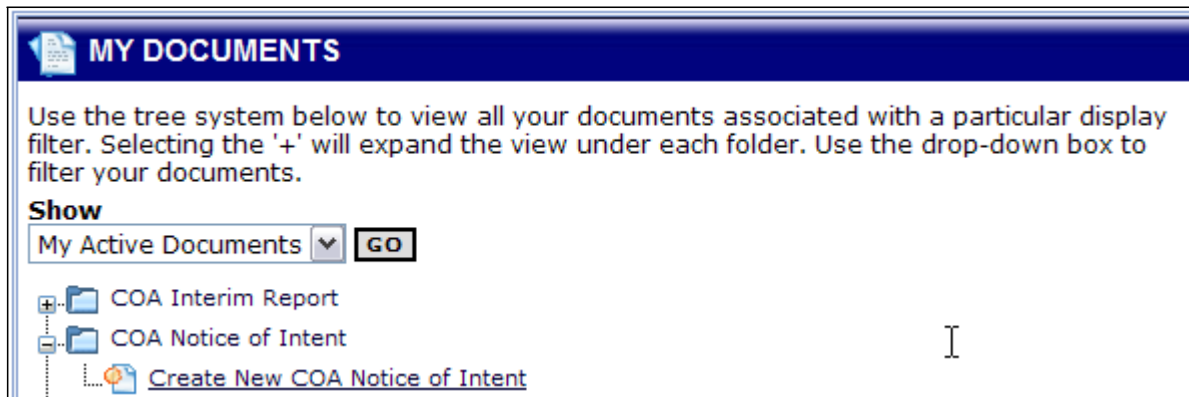
Under the "My Documents" section you should see the "Create New" link for the COA Notice of Intent.



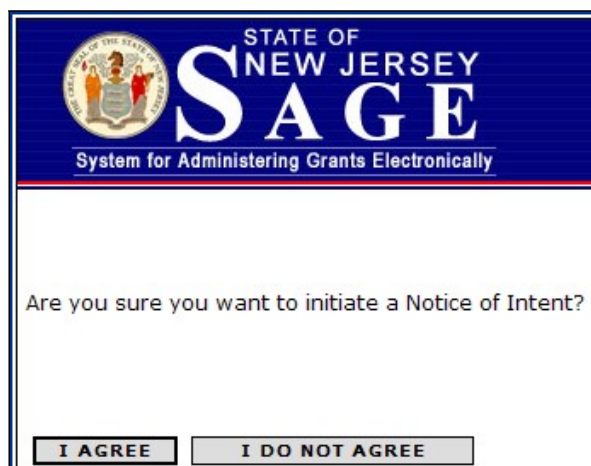
7. Initiating and Submitting Notice of Intent

7.a. Initiating New Notice of Intent

From your main menu, under the “My Documents” section click on the “Create New” link for the COA Notice of Intent.



On the next screen, a question will ask if you are sure you want to initiate the Notice of Intent. Click on the “I Agree” button.



Choose the Type of Support, fill in the forms. Any of the forms that have a red * means that field is required. Also any of the calculations for the pages will be done when the page is saved. When the Notice of Intent is completed, go to the Status Management section and choose the “Notice of Intent Submitted” from the drop down list and click on the “Change Status” button.

Once the Notice of Intent has been submitted, it will go through a review process by the Council Staff. If the Notice of Intent is approved your organization will receive an email letting you know that you may now initiate a COA Application.