

Instructions for Online Grant Applications (SAGE)

The on-line grant applications will be available mid-late September 2018 through the State of New Jersey System for Administering Grants Electronically (SAGE).

In the meantime, please refer to the RFA for the grant requirements and narrative questions.

If you are new to the SAGE system, you will need to take the following steps:

- To access SAGE, go to <https://njsage.intelligrants.com>.
- Log on to SAGE as a new user by entering and then saving your contact information.
- Contact your organization's Authorized Official (AO) or Agency Administrator (AA) and request the Official authorize you as an approved user and assign you to the grant application (CAUT18ACE). If you do not know your organization's AO or AA or if your organization is not in SAGE, please call the Autism Office at 609-943-5405 or 609-633-8740 for assistance.
- Once you have been authorized as an approved user and assigned to the grant application log back on to SAGE. You can now start your application.

If you are registered in the SAGE system (current or past applicant):

- To access SAGE, go to <https://njsage.intelligrants.com>.
- If your role is listed as Authorized Official (AO) or Agency Administrator (AA) under "Welcome" you will see the NJACE application (CAUT18ACE) under "Applications/Grants" and can begin your application.
- If your role is Agency Staff under "Welcome" you will need to contact your organization's AO or AA to access the grant application. If you do not know your organization's AO or AA, please call the Autism Office at 609-943-5405 or 609-633-8740 for assistance.
 - Request the AO or AA authorize you as an approved user and assign you to the grant application (CAUT18ACE).
 - Once you have been authorized as an approved user and assigned to the grant application log back on to the SAGE system. You can now start your application.

If you have any questions, please contact the Autism Office at 609-943-5405 or 609-633-8740 or the SAGE Help Desk at sagehelp@sos.nj.gov, or refer to the Applicant User Guide on the SAGE Login Page under "Helpful Links".