

**Note: The SAGE application will be available online in mid-late August 2016. In the meantime please refer to the NJ Autism Center of Excellence (NJ ACE) RFA for the grant requirements including the application questions.**

### **Instructions for Online Grant Applications**

The on-line application for the New Jersey Autism Center of Excellence (NJ ACE) Program Sites is available through the New Jersey System for Administering Grants Electronically (SAGE).

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

Log on to SAGE at [www.sage.nj.gov](http://www.sage.nj.gov)

If your role is listed as Authorized Official under "My Organization" you will see the NJ ACE applications under "My Documents" and can begin your application(s).

If your role is listed as Agency Administrator or Agency Staff under "My Organization" you will need to contact your organization's Authorized Official to access the grant applications.

- Go to "My Organization" then "Organization Members" and select your organization's Authorized Official from the list.
- Contact the Authorized Official and request that the Official authorize you as an approved user and assign you to the grant application(s).
- Once you have been authorized as an approved user and assigned to the grant application(s) log back on to the SAGE system. You can now start your application(s).

**If you are new to the SAGE system:**

Log on to SAGE at [www.sage.nj.gov](http://www.sage.nj.gov) as a new user by entering and then saving your contact information.

Contact your organization's Authorized Official and request that the Official authorize you as an approved user and assign you to the grant application(s). If you do not know your organization's Authorized Official or if your organization is not in SAGE, please call 609-943-5405 or 609-633-8740 for assistance.

Once you have been authorized as an approved user and assigned to the grant application(s) log back on to the SAGE system. You can now start your application(s). If you have any questions please contact the autism office at 609-943-5405 or 609-633-8740.