

SAGE Quick Start

What it is

SAGE is a Web-based tool that supports the UW’s internal compliance process by enabling the submission, routing, review, and approval of grant applications and subcontracts through the electronic Grant and Contracts Form 1 (eGC1).

When to use it

An eGC1 must be completed in SAGE in each of the following situations:

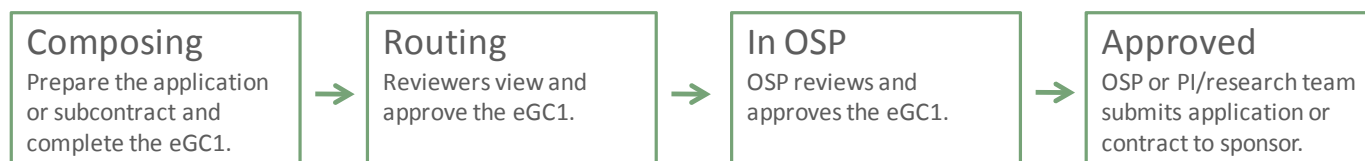
- When completing grant pre-applications.
- When applying for grants - including new applications, revisions, re-submissions, renewals, supplements, extensions and transfers from other institutions.
- To acquire a budget number for money that is received from a Sponsor with specific usage conditions attached.
- When applying to be the subcontractor on a Subcontract.

How to get access

To use SAGE, obtain ASTRA authorization from your designated ASTRA administrator. In ASTRA you may be assigned one or more SAGE roles: Principal Investigator, Proposal Preparer, Reviewer (Div, Dept, Dean), or Global Edit access.

- **Proposal Preparers** generally create the eGC1 and help in its preparation. They can access all eGC1s they have created.
- **Principal Investigators (PIs)** may create and/or help prepare the eGC1, and must review and approve all eGC1s for which they are the designated PI.
- The **Administrative Contact** and **Pre-award Budget Contact** are named on the eGC1 and may respond to inquiries from reviewers, OSP, or GCA. They can access any eGC1 on which they are designated as a contact.
- **Assigned Access** individuals are given read-only or read-write access to a specific eGC1. They could have a role of preparer, PI, or reviewer.
- **Reviewers** can access any eGC1 that needs their unit’s approval. They are responsible for reviewing and approving the eGC1s in their organizational code.
- **Global Edit** access may be assigned to individuals to view and edit routing, approved, etc., eGC1s for their unit.

The eGC1 process



Returned/Withdrawn: The eGC1 may be returned by an approver or OSP, or withdrawn by the PI or research team, so that changes can be made.

Timeline: Allow one to five business days for routing and have your required documents and a draft scope of work in OSP seven business days before the sponsor deadline. The final scope of work needs to be in OSP three business days before the sponsor deadline.

SAGE acronyms

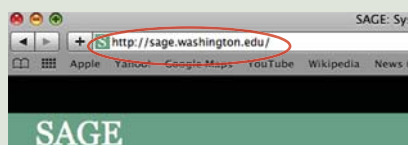
- eGC1 electronic Grants and Contracts form 1
- JIT Just in Time
- OSP Office of Sponsored Programs
- PI Principal Investigator
- RTS Ready to Submit
- SAGE System to Administer Grants Electronically
- SFI Significant Financial Interest

Getting started

Since SAGE is Web-based, you can access it through your Web browser anytime and anywhere!

Before you start, turn off your pop-up blocker...SAGE conveniently displays some content in separate pop-up windows.

Access SAGE at: sage.washington.edu. Sign in with your UW NetID and password.



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Composing

Composing is the initial state of the eGC1 in which it is visible only to the PI, preparer, contacts, and anyone who has been assigned access. The eGC1 remains in Composing status until steps are taken to route it to Approvers and OSP for review and approval.

Creating the eGC1

[Create New eGC1](#)

To create a new eGC1, click the **Create New eGC1** button on your **My eGC1s** page.

Here are some quick tips to help you navigate through the eGC1:


- Use the left menu, or the **Previous** and **Continue** buttons to navigate through the pages.
- Information you enter is automatically saved when you navigate to another page.
- To save and close the eGC1, select **Save & Close this eGC1** from the left menu.
- To re-open an eGC1 (while it is still in Composing), click the eGC1 Number on the My eGC1s list.



A SAGE 101 class is available for more detailed explanation and practice in completing an eGC1. Visit SAGE Learning (see below) to register for a class.

Attaching documents

Grant applications, subcontract letters, and all supporting documents are attached to the eGC1 on the **Attached Documents** page. When attaching documents to your eGC1:

- Prepare the grant application before attaching it: order the pages in the sequence specified in the Sponsor's guidelines, and combine them into a single file. 
- If you are using PDF format and there are signature pages, create a second PDF file containing a copy of just the signature pages.
- Attach all documents that will ultimately be submitted to the Sponsor under the **Documents to be Submitted to Sponsor** section.
- Attach documents that will not be submitted to the Sponsor, but are needed internally by OSP under **Internal Documents for OSP**.
- Attach documents that are required by your department but are not needed by either the Sponsor or OSP under **Internal Documents for Dept/School/College**.

Routing

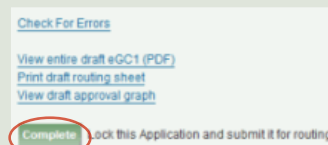
An eGC1 in routing status is available to departmental Approvers and OSP for review and approval. During routing the eGC1 may be returned for modifications by an Approver or can be withdrawn by the Preparer or PI, if needed.

Preparing for routing

Before routing an eGC1, you may wish to delete any draft documents that are no longer needed. After the first approval, you will no longer be able to remove documents from the eGC1 by deleting them; you must update them.

Routing the eGC1

To put your eGC1 into routing, click **Complete** - located at the bottom of the **Certify & Route** page.



Removing the eGC1 from routing to make changes

To remove your eGC1 from routing, click **Withdraw** - located on the **Certify & Route** page.

Updating documents

After the first approval you can replace existing documents by using **Update** to attach a newer version. This process leaves a history trail.

Documents to be Submitted to Sponsor			
Description	File Name	Version	Attached On
Question 15	centers.gif	2	9/14/2011 10:14:55 AM Update
Question 15	question15.gif	1	9/14/2011 10:14:37 AM

Putting the eGC1 back into routing after changes

When your changes are complete, put your eGC1 back into routing by clicking **Complete** on the **Certify & Route** page.

Note: Approvers who have already approved your eGC1 will not receive e-mails notifying them of the latest changes. This allows you to determine which Approvers need to be informed based on the nature of the change and to notify them accordingly.

In OSP

When all campus Approvers have approved the eGC1, its status is automatically changed to **In OSP**, and the OSP review officially begins. The PI, preparers, and Administrative Contact will be notified when this occurs.

Approved

Once OSP has approved the grant application or subcontract, it can be submitted to the Sponsor. You will no longer be able to withdraw the eGC1 for changes.