

EWEG – TIPS ON USING THE PROGRAM

1. Do not use the “Back” button. This will cause a system error.
2. It is always recommended that long narrative sections be typed in either Word or Note Pad, and copied and pasted into EWEG. Doing this, will prevent you losing the text that you worked hard to create.
3. When cutting and pasting from Word or Note Pad, be sure to check for special characters. Most notably, quotation marks, the apostrophe, and hyphen are the biggest culprits. However, avoid using all of the other special characters (!@#\$%^&*()~!<>{} and bullets).

The EWEG system has a problem with the way Microsoft Word formats apostrophes, quotation marks and bullets. Use the following procedure to resolve this problem. Paste the text into EWEG. Working in EWEG, **BEFORE YOU TRY TO SAVE THE PAGE**, remove the apostrophes and quotation marks and then put the apostrophes and quotation marks back in. You will notice that the apostrophes and quotation marks will now look different indicating that the problematic formatting has been removed. You should be able to save the page without getting an error message. In addition, do not use bullets in the text being pasted into EWEG.

4. When you click on a Tab to open a page, do not click on it more than once. Some of our pages take a while to open. If you click on the tab more than once, you will get a system error.
5. Certain systems are just not compatible with EWEG. Most notably: MAC and Firefox. If you have these systems, please try to locate a different PC to use to enter your data.
6. Questions regarding the physical operation of the EWEG system for discretionary grant programs may be directed to the EWEG Help Desk via email. Questions regarding the programmatic content of the data should be directed to the NJDOE program office sponsoring the program. In addition, fiscal questions may be directed to the grant specialist in the Office of Grants Management who is assigned to your program.

Race to the Top CONTACTS:

Operational Questions – EWEG Help Desk: eweghelp@doe.state.nj.us

Programmatic Questions – RTTT3 Help Desk: RTTT3Inquiries@doe.state.nj.us