

# OSSI Grants EGMS

## Frequently Asked Questions (FAQs)

### Introduction

The OSSI Grants EGMS FAQs document is written as a supplement to support application for OSSI funds through the EGMS system. It will be updated as questions arise.

It is no replacement for formal statute, regulation, and rules; but is intended to help applicants produce approvable OSSI grants applications while working through EGMS. It is advised to refer to the [OSSI Grants Fact Sheet 2024-25](#) and [OSSI Grants Application Guide](#) before reviewing any other information on OSSI grants.

For EGMS support, please first try contacting your [LEA EGMS administrator](#).

If you are still having difficulties, email: [EGMS.Support@k12.wa.us](mailto:EGMS.Support@k12.wa.us).

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*Disclaimer: all screenshots in this document are from our test site, and do not reflect actual grant application records. Any district(s) named are merely coincidental and not reflective of actual grants.*



## Frequently Asked Questions (FAQs)

### Where can I get extra support in completing an OSSI Grant?

OSPI has a general page for [EGMS resources and guides](#), which includes guides on such topics as:

- New User Training
- Adding a New User
- Pre-Application
- Application
- Post-Award (Claims, Revisions, and Requests), etc.

### EGMS Resources & Guides

The Education Grants Management System (EGMS) is an application designed for users to apply for funding opportunities, manage grants, and award grant recipients. EGMS provides recipient capabilities for organizations needing tools to administer, track, account for, and report on their grant-related activities.

Subscribe to receive newsletter updates! [↗](#)

For OSSI specific guidance and support, refer to our [OSSI Grants Office Hours and Support](#) document [on the CI Resources Page](#) for additional information on Office Hours, EGMS tutorials, as well as appropriate contacts for OSSI grants support.

## OSSI Grants Office Hours and Support

### How do I pre-apply/apply for multiple schools under the same announcement (i.e., form package)?

If you have multiple schools eligible for the same form package, then you will need to pre-apply/apply for each school that is eligible for the “announcement/opportunity”.

*Please note:*

***The “pre-application” is only required for federally funded grants.***

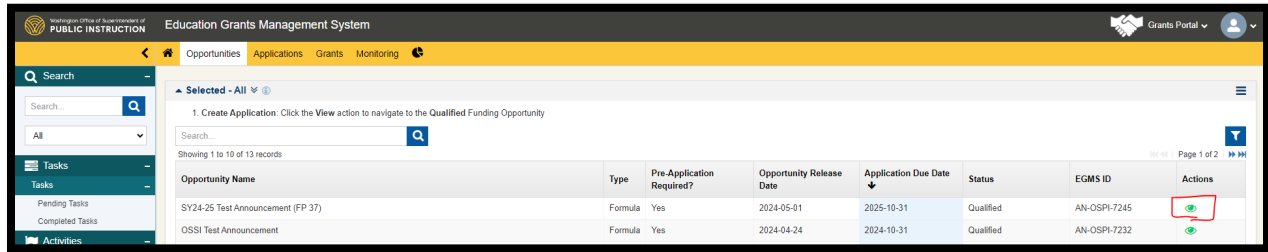
*After the “pre-application” has been accepted, it must then be “converted” to a formal “application,” which must then also be completed.*

*Once the pre-application is “accepted,” a task should appear in your “pending tasks” queue. Completing this task will convert the “pre-application” into an “application.”*

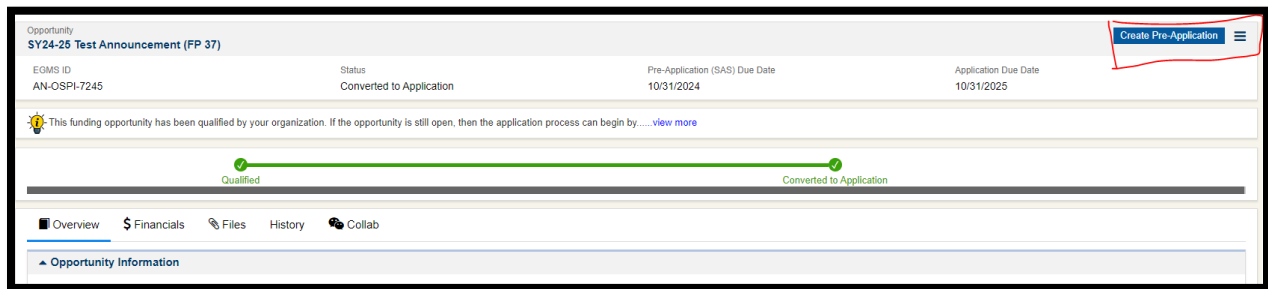
*For state grants, it is only required to complete the formal “application” itself (there is no “pre-application” for state grants).*

After “qualifying” an announcement/opportunity through the “opportunities tab”, you will be able to complete an “application” or “pre-application” for the eligible schools associated to it.

“Opportunities” will appear on the “opportunities” tab of EGMS. You will need to click the “green eye icon” to access the opportunity. This is the location where you will qualify the opportunity, as well as navigate to in order to create an “application/pre-application”



You can then create a “pre-application” by pressing “Create Pre-Application” in the top-right corner of the screen:



You will then follow the various prompts to create a “pre-application” for at least one of the schools listed.

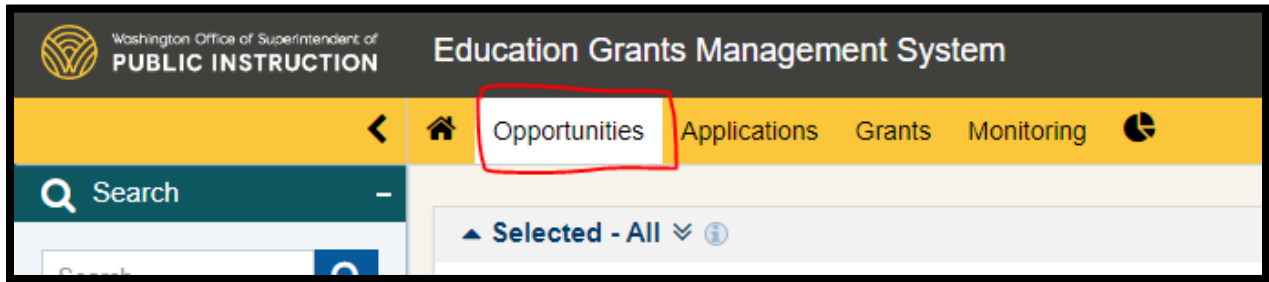
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After creating at least one pre-application/application for the announcement, you will need to navigate back to the announcement to create any subsequent pre-applications/applications for any other remaining and [eligible schools](#).

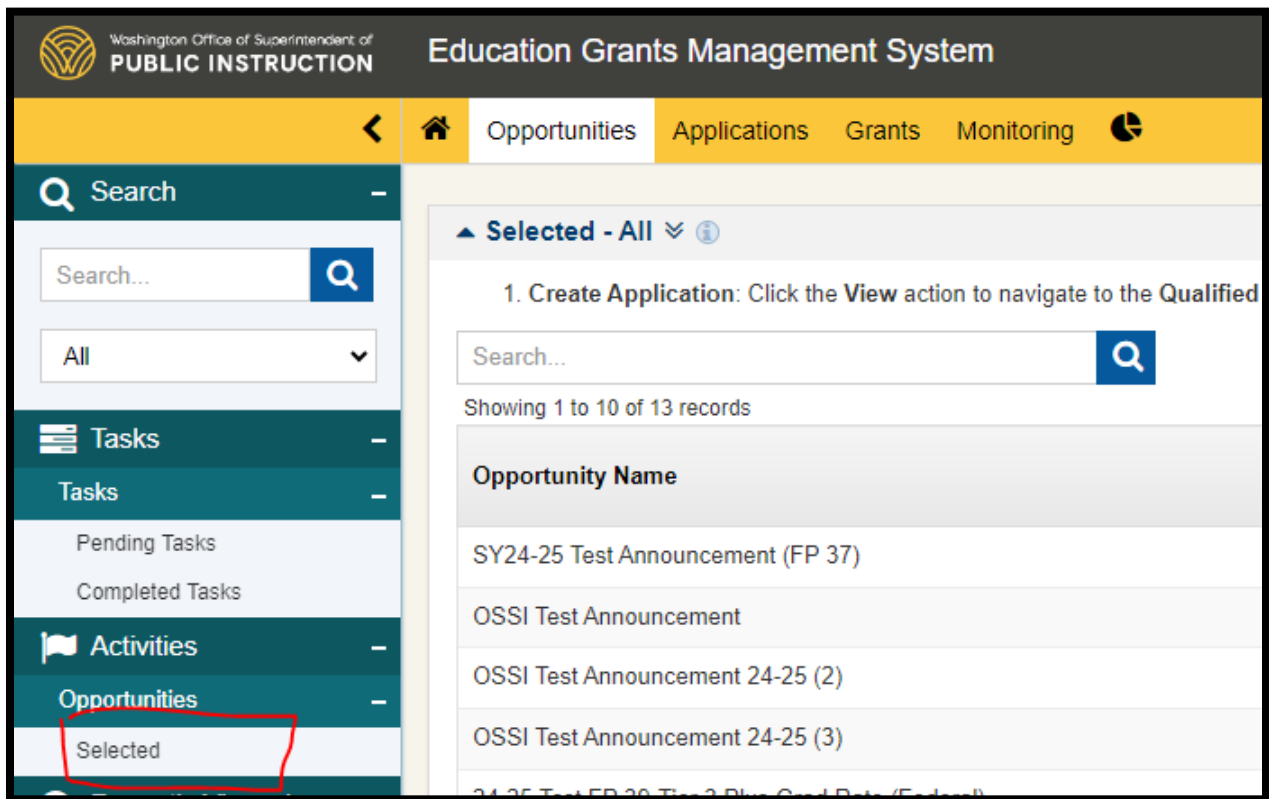
*Please note:*

*After the first “pre-application/application” to an “announcement/opportunity” has been submitted, the “announcement/opportunity” will move locations in EGMS to the “selected” or “converted to application” section of the “opportunities” pane. It may look like the announcement/opportunity has disappeared; but it has only changed locations.*



To find the “announcement/opportunity” after completing at least one application/pre-application, you will need to navigate to the “opportunities” section of EGMS:



Next, you will need to select “selected” or “converted to application” from the left-side toolbar and a list of announcements/opportunities should populate (I would explore either or both to find any opportunities that may appear missing:



You can then find the relevant “announcement/opportunity” from the list and access it by clicking the eye-ball icon or edit pencil icons:

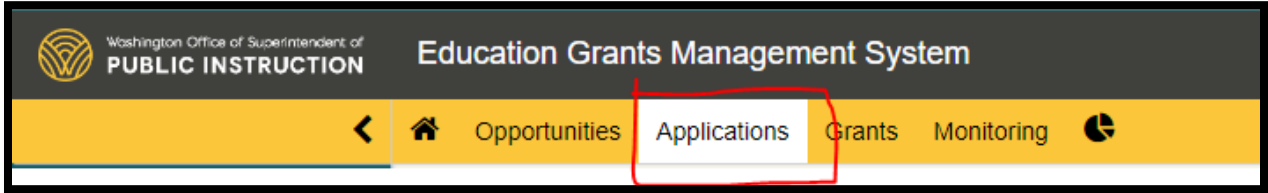
Effective Date	Status	EGMS ID	Actions
	Qualified	AN-OSPI-7245	
	Qualified	AN-OSPI-7232	

Then, after clicking into the selected “announcement/opportunity” you can then “create application” or “create pre-application” for any remaining eligible schools as previously described above.

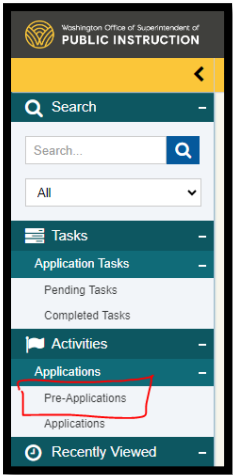
### My pre-application has been accepted, now what?

Now that your pre-application has been accepted, you will need to navigate to your “pending tasks” queue to convert the “pre-application” into an “application”.

You can monitor the status of “pre-applications” in the “applications” section, by clicking on the heading with the toolbar at the top of the page.



After the page refreshes to the “applications” pane, select “pre-applications” from the left-side toolbar.



You should see the status for any pre-applications, as well as the ability to navigate into one to make any necessary updates/changes if still editable.

Pre-Application Title	Pre-Application Due Date	Owner	School Name	Status	Last Modified Date	EGMS ID	Actions
SY24-25 (TEST) FP910 [2]	10/31/2024	Fife Admin	Fife Elementary School	Converted to Application	05/09/2024 04:56 PM	PR-OSPI-1260	
SY24-25 (TEST) FP910	10/31/2024	Fife Admin	Fife Elementary School	Converted to Application	05/09/2024 02:23 PM	PR-OSPI-1259	
SY24-25 (TEST) FP873	10/31/2024	Fife Elementary Principal	Fife Elementary School	Converted to Application	05/09/2024 12:51 PM	PR-OSPI-1257	
SY24-25 (TEST) FP873	10/31/2024	Fife Elementary	Fife Elementary	Converted to	05/09/2024 02:38 PM	PR-OSPI-1258	

Once you have converted a “pre-application” into an “application,” you will need to complete the various requirements as part of that stage of the process. Additional information on what is required for OSSI applications can be found in our [OSSI Grants Application Guide](#).

## Where can I find information on additional requirements for an OSSI grant?

Additional information on OSSI requirements can be found on the [OSSI CI resources page on the OSPI website](#). For information about our grants, you can navigate to the “OSSI Grants and Fiscal Guidance” drop-down menu.

By clicking to expand the drop-down menu, you will see resource links about OSSI grants and associated supports.

The [OSSI Grants Application Guide](#) indicates specific requirements for ALL grants, as well as those pertaining to specific WSIF identification statuses.

## What are the spending windows (i.e., period of availability) for grants, and when are the claims deadlines?

This information can be found on p.2 of the [OSSI Grants Fact Sheet](#).