

Accessing and Submitting a Progress Report within the Education Grants Management System (EGMS)

1. Login and begin on the Home tab. Within the Task Summary By Phase table, click the hyperlink number next to Monitoring.

The screenshot shows the EGMS interface with the 'Monitoring' link in the 'Task Summary By Phase' table highlighted. The interface includes a navigation menu on the left and a top menu with 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Task Summary By Phase' table has the following data:

Phase	Count
Opportunities	0
Applications	10
Grants	0
Monitoring	8

The 'Monitoring' row is highlighted in blue, and the number '8' is circled in orange. The 'Task Summary By Due Date' table shows the following data:

Category	Count
Late	17
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	1

Tip! You can also access Progress Reports in two other ways.

2. The second way to find Progress Reports is to start on the Home tab and click Pending Tasks on the left navigation bar.

The screenshot shows the EGMS interface with the 'Pending Tasks' link in the left navigation bar highlighted. The interface includes a navigation menu on the left and a top menu with 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Task Summary By Phase' table has the following data:

Phase	Count
Opportunities	0
Applications	10
Grants	0
Monitoring	8

The 'Monitoring' row is highlighted in blue, and the number '8' is circled in orange. The 'Task Summary By Due Date' table shows the following data:

Category	Count
Late	17
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	1



Tip! To find Progress Reports a third way, click the Monitoring tab at the top and then "Progress Reports" from the left navigation panel.

3. Find the record you want to open and click the green triangle to begin editing.

1. Search: To find a task, search the EGMS ID provided in notifications from the system.
2. Program of Interest: To receive tasks and notifications for a specific grant program, associate the Program of Interest in the Organization Profile

Showing 1 to 10 of 18 records

EGMS ID	Type	Status	Subject	Created By	Due Date	Actions
				Brinnon Admin	05/05/2023	▶
				Brinnon Admin	09/01/2023	▶
				Brinnon Admin	05/30/2024	▶
				Brinnon Admin	06/06/2024	▶
				Brinnon Admin	06/13/2024	▶
				Brinnon Admin	06/28/2024	▶
				Ivan	07/02/2024	▶
				Brinnon Admin	07/12/2024	▶
PR-GT--00256-001	Complete Progress Report	Not Started	Complete Progress Report for Award AD--688	Ivan	07/16/2024	▶
				Ivan	07/16/2024	▶

Show 10 Entries Total Records: 18 Page 1 of 2

4. Click the "Forms and Files" tab to find the Progress Report.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants Monitoring

EGMS ID PR-GT--00256-001 Status Created Subaward ID AD--688

Complete Progress Report [view more](#)
Complete all Mandatory forms in the forms and files tab.
Upload any files that aligns to the Progress Report title...

Created Submitted to Grantor Sent Back to Subrecipient Submitted for Approval

Overview **Forms and Files** History Collab

Report Overview

Organization Name	Brinnon School District	Reporting Period Start Date	6/16/2024
Report Frequency	One-time	Reporting Period End Date	6/16/2024
Budget Period	6/16/2024 - 4/30/2025	Budget Period Number	BP01
Progress Report Due Date	7/16/2024	Changes Needed	

System Information

Created By	Ivan	Created Date	8/21/2024 4:17 PM	Last Modified By	Ivan	Last Modified Date	8/21/2024 4:17 PM
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5. Click the blue pencil to edit the form. Complete the required fields and save the form.

Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Progress Report
FP 672 - Financial Literacy PD - EoY FY25 Cancel Save

EGMS ID: PR-GT-00256-001 Status: Created Subaward ID: AD-688

Complete Progress Report. [view more](#)
Complete all Mandatory forms in the forms and files tab.
Upload any files that aligns to the Progress Report title...

Created Submitted to Grantor Sent Back to Subrecipient Submitted for Approval Approved

Required to Save Required to Submit

Overview Forms and Files History Collab

All Forms

Search...

Showing 0 to 0 of 0 records

Sequence Number ↑	Form Name	Is Form Completed?	Mandatory?	Last Modified By	Last Modified Date	Actions
No Records Found						

Progress Report Files Add Files

Showing 0 to 0 of 0 records * Records are sorted by Last Modified Date ascending order

Title	Classification	File Extension	Description	Actions
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