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.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Ed	lucation Gran	ts Managerr	nent Sys	stem			
<	ñ	Opportunities	Applications	Grants	Monitoring	¢		
Q Search + Image: Tasks - My Tasks - Pending Tasks - Completed Tasks		Create Application /iew Current/Past /iew Current/Past /iew Current/Past /iew Current/Past /iew Current/Past EGMS ID: To acces	a: Click the Oppo Applications: (Grants: Click th Amendments: Payments: Clic Progress Repo ss a specific reco	ortunities Click the A e Grants Click the C k the Mon orts: Click rd in the s	module in the t pplications mo module in the t frants module itoring module the Monitoring ystem, Search	op menu dule in the op menu in the top i in the top module in the EGMS	e top menu menu menu the top menu 5 ID in the left menu	
Activities –		Task Summar	y By Phase				Task Summary By Due Date	
Organization -		Opportunities				0	Late	17
Organization Profile ORecently Viewed –		Applications				10	Due within 7 Days	0
Technical Support –		Grants				0	Due within 30 Days	0
Organizational Administrator Contact Us		Monitoring				8	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.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Manageme	nt System		
<	Opportunities Applications	Grants Monitoring 🕏		
Q Search + Tasks - My Tasks - Pending Tasks Completed Tasks	Create Application: Click the Opport View Current/Past Applications: Click View Current/Past Amediations: Click the View Current/Past Payments: Click View Current/Past Payments: Click View Current/Past Payments: Click View Current/Past Payments: Click	unities module in the top menu Is the Applications module in the Grants module in the top menu ick the Grants module in the top n the Monitoring module in the top Is Click the Monitoring module in in the system, Search the EGMS	top menu nenu menu Ib top menu ID in the left menu	
🟳 Activities –	Task Summary By Phase		Task Summary By Due Date	
Organization -	Opportunities	0	Late	17
Organization Profile	Applications	10	Due within 7 Days	0
Recently Viewed -	Grants	0	Due within 30 Days	0
Organizational Administrator Contact Us	Monitoring	8	Due in more than 30 Days	1



Washington Office of Superintendent of **PUBLIC INSTRUCTION**

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.

2. Program of	Interest: To receive tasks	and notification	ons for a specific grant program, associate the Program of Interest in the Organi	zation Profile		
Search		Q				
howing 1 to 10 of	18 records					Page 1 of 2
EGMS ID	Туре	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	-
PRGT00256- 001	Complete Progress Report	Not Started	Complete Progress Report for Award AD688	Ivan	07/16/2024	•
				Ivan	07/16/2024	•

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

Washington Office of Superintendent of PUBLIC INSTRUCTION	Б	ducation Grants Managen	nent Syste	m				Gran
<	ñ	Opportunities Applications	Grants N	Monitoring 🕓				
Q Search +		EGMS ID		Status		Subaward ID		
📑 Tasks 🛛 –		PRG100256-001		Created		AU688		
My Tasks _		Complete Progress Report:		view m	ore			
Pending Tasks		Complete all Mandatory forms	in the forms a	and files tab. Report title				
Completed Tasks		opioad any mes that anglis to	une i Togress i	report and				
🔎 Activities 🛛 🗕		0				0		
Organization -		Created	Sub	omitted to Grantor		Sent Back to Subrecipient	Submitted for Approval	
Organization Profile		-						* Required to Save
 Recently Viewed – 		Overview Serms a	nd Files	D History	Collab			
FP 672-Financial Literacy			Ind T lice	C motory	oondo			
Technical Support –		A Report Overview						
Organizational Administrator		Organization Name				Reporting Period Start Date		
Contact Us		Brinnon School District				6/16/2024		
		Report Frequency				Reporting Period End Date		
		One-time				6/16/2024		
		Budget Period				Budget Period Number		
		6/16/2024 - 4/30/2025				BP01		
		Progress Report Due Date 7/16/2024				Changes Needed		
		▲ System Information						
		Created By		Created Date	1	Last Modified By	Last Mod	ified Date
		Ivan		8/21/2024	4:17 PM	Ivan	8/21/202	24 4:17 PM

5. Click the blue pencil to edit the form. Complete the required fields and save the form.

	ment System					Grants Portal 🗸 [🚨
Opportunities Applications	Grants Monitoring	¢			65463	
ogress Report P 672 - Financial Literacy	PD - EoY FY25					Cancel Save
GMS ID	Status		Subaward ID			<u> </u>
PRGT00256-001	Create	ed	AD688			
Complete Progress Report Complete all Mandatory form Upload any files that aligns to	t: vi ns in the forms and files tab. o the Progress Report title	iew more				
0	0	45		2.01	-0	0
Created	Submitted to Gran	ntor Sei	t Back to Subrecipient	Subm	itted for Approval	Approved
					Required to Sa	ive 🔺 Required to Si
Overview Forms All Forms	and Files Distory	🏶 Collab			* Required to Sa	ive 🔺 Required to Si
Overview Forms All Forms Search	and Files ⁹ History	n Collab			 Required to Sa 	ve A Required to Su
Overview Forms All Forms Search Showing 0 to 0 of 0 records	and Files D History	Collab			 Required to Sa 	ve A Required to Su
Overview Forms All Forms Search Showing 0 to 0 of 0 records Sequence Number †	and Files D History	Collab	Mandatory?	Last Modified By	 Required to Sa Last Modified Date 	Required to Su
Overview Forms All Forms Search Showing 0 to 0 of 0 records Sequence Number †	and Files Thistory	Collab	Mandatory? No Records Found	Last Modified By	Required to Sa Last Modified Date	Actions
Overview Forms All Forms Search Showing 0 to 0 of 0 records Sequence Number †	and Files D History	Collab	Mandatory? No Records Found	Last Modified By	Required to Sa Last Modified Date	Required to S
Overview Forms All Forms Search Showing 0 to 0 of 0 records Sequence Number 1 Progress Report Files	and Files D History	Collab	Mandatory? No Records Found	Last Modified By	Required to Sa Last Modified Date	Actions
Overview Forms All Forms Search Showing 0 to 0 of 0 records Sequence Number † Progress Report Files Showing 0 to 0 of 0 records	and Files D History	Collab	Mandatory? No Records Found	Last Modified By	Required to Sa Last Modified Date	Actions