

# Accessing the Payment Request schedule within the Education Grants Management System (EGMS)

1. Begin on the Home tab and click the "Grants" tab from the gold toolbar.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications **Grants** Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Recently Viewed

Announcement Test 439 282

Automation Runtime Anno...

ESEA Consolidated Grant ...

Automation Runtime Anno...

Automation Runtime Anno...

Adna School District

Adna School District

Consolidated Grant Applic...

Pri School US Comp

Create Application: Click the Opportunities module in the top menu  
View Current/Past Applications: Click the Applications module in the top menu  
View Current/Past Grants: Click the Grants module in the top menu  
View Current/Past Amendments: Click the Grants module in the top menu  
View Current/Past Payments: Click the Monitoring module in the top menu  
View Current/Past Progress Reports: Click the Monitoring module in the top menu  
EGMS ID: To access a specific record in the system, Search the EGMS ID in the left menu

Task Summary By Phase	
Opportunities	0
Applications	46
Grants	1
Monitoring	86

Task Summary By Due Date	
Late	115
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	18

My Feed

No feeds available.

2. Click "Subawards" from the left navigation panel.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants **Monitoring**

Search

Search... [Q]

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Grants, Subawards & Amendments

Grants

Subawards

Amendment Requests

Recently Viewed

Announcement Test 439 282

Automation Runtime Anno...

ESEA Consolidated Grant ...

Automation Runtime Anno...

Automation Runtime Anno...

Adna School District

Adna School District

Consolidated Grant Applic...

Pri School US Comp

Pri School User 3

Search: To find Grants, search for the Grant Title or EGMS ID  
Navigation: Click the subaward link in the Active Subaward column to access the active subaward for a Grant  
Create Refund: Click the subaward link in the Active Subaward column. Navigate to the Expenditures tab.  
Create Reimbursement Request: Click the subaward link in the Active Subaward column. Navigate to the Expenditures tab.

Showing 1 to 10 of 30 records

Grant Title	School Name	Project Period	Total Budgeted Expenditures	Total Expenditures (Spent)	Balance	Active Subaward	Status	EGMS ID	Actions
		4/3/2025 - 4/24/2035					Active		
		5/7/2025 - 3/28/2026					Active		
		5/4/2025 - 3/25/2026					Active		
		4/20/2025 -					Active		
		3/11/2026					Active		
		4/22/2025 -					Active		
		3/13/2026					Active		
		4/12/2025 - 3/3/2026					Active		
		4/7/2025 - 2/26/2026					Active		
		4/5/2025 - 2/24/2026					Active		
		4/1/2025 - 2/20/2026					Active		
		4/1/2025 - 2/20/2026					Active		

GovGrants

OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest



- Click the "Status" heading to sort the subawards. Always work within the activated subaward.

The screenshot shows the 'Subawards - All' view in the Education Grants Management System. The table displays the following data:

Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS ID	Actions
		4/1/2023 - 1/26/2025		Closed	1		
		8/1/2023 - 12/30/2025		Amended	1		
		8/1/2023 - 12/30/2025		Activated	2		
		4/1/2023 - 9/19/2023		Closed	1		
		1/1/2023 - 9/20/2023		Closed	1		
		12/30/2023 - 12/29/2024		Closed	1		
		12/30/2023 - 12/29/2024		Closed	1		
		1/1/2024 - 1/30/2025		Amended	1		
		1/1/2024 - 1/30/2025		Amended	2		
		1/1/2024 - 1/30/2025		Closed	3		

- Click the green eye icon to open the subaward record.

The screenshot shows the 'Subawards - All' view in the Education Grants Management System. The table displays the following data:

Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS ID	Actions
		8/1/2023 - 12/30/2025		Activated	2		
		2/1/2024 - 12/31/2024		Activated	1		
		12/26/2023 - 8/30/2025		Activated	1		
		4/1/2024 - 7/31/2025		Activated	1		
		3/1/2024 - 7/31/2025		Activated	1		
		3/1/2024 - 7/31/2025		Activated	1		
		6/1/2024 - 7/31/2025		Activated	1		
		10/22/2024 - 9/12/2025		Activated	1		

- Click the "Terms" tab.

The screenshot shows the 'Education Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains sections for 'Search', 'Tasks', 'My Tasks', 'Activities', and 'Recently Viewed'. The main content area displays the 'Terms' tab for subaward 'FP 1111 - New User Training Announcement'. A progress bar at the top indicates the workflow: Created, Submitted for Approval, Approved, Activated, Amended, and Closed. Below the progress bar, there are tabs for 'Overview', 'Budget', 'Expenditures', 'Amendments', 'Terms', 'Progress Report', 'Forms and Files', 'History', and 'Collab'. The 'Terms' tab is active, showing 'Subaward Information', 'Subrecipient Information', and 'Related Federal/NGO Program' sections. The 'Related Federal/NGO Program' section contains a table with one record:

Program Number	Program Title	Organization Name	Type	Actions
PG-007	Providing Educational Needs	test	NGO	

Total Records: 1

6. Within the Payment Request Schedule table, click the plus sign next to the Payment Request record.

The screenshot shows the 'Payment Requests Schedule' section of the EGMS interface. It includes a search bar and a table with the following data:

EGMS ID	Schedule Type	Schedule Title	Frequency	Actions
C-4359	Payment Request	FP 1111 - New User Training Announcement	Monthly	

Total Records: 1

Below this table is the 'Progress Reports Schedule' section, which also includes a search bar and a table with columns for Report Title, Focus Area ID, Focus Area Name, Reporting Period, and Frequency.

7. Now you can see the details for the payment requests associated with this record.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System Grants Portal

Opportunities Applications Grants Monitoring

Search

Showing 1 to 1 of 1 records \*Records are sorted by Created Date ascending order

EGMS ID	Schedule Type	Schedule Title	Frequency	Actions
TC-4359	Payment Request		Monthly	

Showing 1 to 10 of 19 records Page 1 of 2

EGMS ID	Reporting Period Start Date 1	Reporting Period End Date	User Notified	Due Date
SC-14811	03/01/2024	03/31/2024	✓	04/15/2024
SC-14812	04/01/2024	04/30/2024	✗	05/15/2024
SC-14813	05/01/2024	05/31/2024	✓	06/15/2024
SC-14814	06/01/2024	06/30/2024	✓	07/15/2024
SC-14815	07/01/2024	07/31/2024	✓	08/15/2024
SC-14816	08/01/2024	08/31/2024	✓	09/15/2024
SC-14817	09/01/2024	09/30/2024	✗	10/15/2024
SC-14818	10/01/2024	10/31/2024	✗	11/15/2024
SC-14819	11/01/2024	11/30/2024	✗	12/15/2024
SC-14820	12/01/2024	12/31/2024	✗	01/15/2025

Show 10 Entries Total Records: 19

Showing 1 to 1 of 1 records Page 1 of 2

Total Records: 1

Progress Reports Schedule

OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest