

Accessing the Progress Report Schedule within the Education Grants Management System (EGMS)

1. Login and begin on the Home tab. Click the “Grants” tab from the gold toolbar.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants Monitoring

Search Tasks My Tasks Pending Tasks Completed Tasks Activities Organization Profile Recently Viewed Technical Support

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	9
Grants	0
Monitoring	7

Task Summary By Due Date	
Late	15
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	1

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 Tasks My Tasks Pending Tasks Completed Tasks Activities Grants, Subawards & Amendments Recently Viewed

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 2 of 2 records

Grant Title	School Name	Project Period	Total Budgeted Expenditures	Total Expenditures (\$pent)	Balance	Active Subaward	Status	EGMS ID	Actions
		6/16/2024 - 4/30/2025		\$0.00			Active	GT-00256	
		8/1/2023 - 9/30/2024		\$0.00			Active	GT-00011	

Total Records: 2

GovGrants

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- Click the green eye icon to open the record.

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Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Tasks

My Tasks

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Completed Tasks

Activities

Grants, Subawards & Amendments

Grants

Subawards

Amendment Requests

Recently Viewed

FP 372 Financial Literacy

FP 40 Test FY25

FP 40 Test FY25

204 Test

TEST OG PUBLISH FOA

Brimmon School District

Brimmon School District

241 Test FY26

241 Test FY26

241 and 264 Test FY26

Subawards - All

Search: To find Awards, search for the Award Title or Award EGMS ID
Create Refund: Click the View button in the Actions column. Navigate to the Expenditures tab.
Create Reimbursement Request: Click the View button in the Actions column. Navigate to the Expenditures tab.

Search...

Showing 1 to 2 of 2 records

* Records are sorted by Created Date ascending order

Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS ID	Actions
		8/1/2023 - 9/30/2024	\$500,000.00	Activated	1		
		6/16/2024 - 4/30/2025	\$3,500.00	Activated	1		

Total Records: 2

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- Click the "Terms" tab.

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Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

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FP 40 Test FY25

FP 40 Test FY25

204 Test

TEST OG PUBLISH FOA

Brimmon School District

Brimmon School District

241 Test FY26

241 Test FY26

241 and 264 Test FY26

Subaward

EGMS ID: AD-688

Status: Activated

Grant ID: GT-00256

Budget Period: 6/16/2024 - 4/30/2025

1. Create Budget Revision: Navigate to the Amendments tab and click the new button...view more

2. Expenditures tab: To view Payment details and create Refund and...

Created Submitted for Approval Approved Activated Amended Closed

Overview Budget Expenditures Amendments Terms Progress Report Forms and Files History Collab

Subaward Information

Subaward Title: Subaward Type: Initial Version Number: 1

Subrecipient Information

Subrecipient Organization: UEI: SSS EIN: NULL

Organization Code: 16046 Statewide Vendor ID: NULL

Related Federal/NGO Program

Search...

Program Number Program Title Organization Name Type

No records found

Subaward Description

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- Scroll down to the Progress Reports Schedule table. Click the plus button to expand the details.

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Education Grants Management System

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FP 602 Financial Literacy

FP 40 Test FY25

FP 40 Test FY25

204 Test

TEST OG PUBLISH FOA

Brinnon School District

241 Test FY26

241 Test FY26

241 and 264 Test FY26

1. Create Budget Revision: Navigate to the Amendments tab and click the new button...view more

2. Expenditures tab: To view Payment details and create Refund and...

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Overview Budget Expenditures Amendments Terms Progress Report Forms and Files History Collab

Payment Requests Schedule

Search

* Records are sorted by Created Date ascending order

Showing 1 to 1 of 1 records

EGMS ID	Schedule Type	Schedule Title	Frequency	Actions
TC-4452	Payment Request		Monthly	

Total Records: 1

Progress Reports Schedule

Search

* Records are sorted by Created Date ascending order

Showing 1 to 3 of 3 records

Report Title	Focus Area ID	Focus Area Name	Reporting Period	Frequency	Actions
	04241		6/16/2024 - 6/16/2024	One-time	
	04241		6/16/2024 - 6/16/2024	One-time	
	04241		6/16/2024 - 6/16/2024	One-time	

Total Records: 3

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6. Once you click the plus button, you can see the reporting period, due date, and task creation date. You can also check the Payment Request Schedule from this same screen.