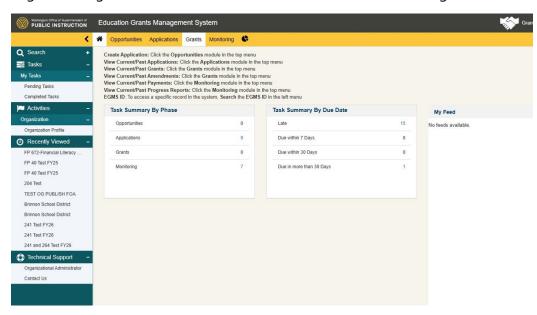
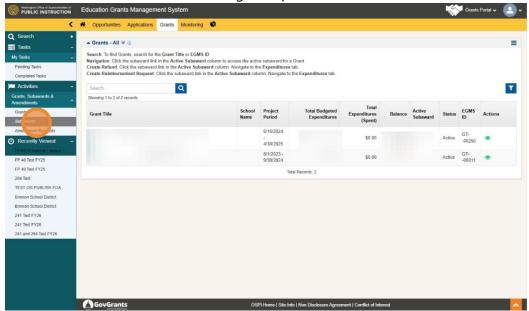
## Accessing the Progress Report Schedule within the Education Grants Management System (EGMS)

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

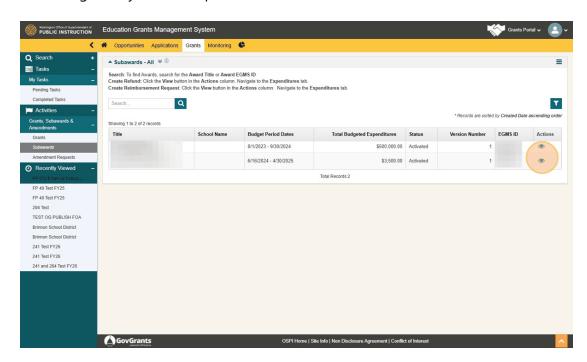


2. Click "Subawards" from the left navigation panel.

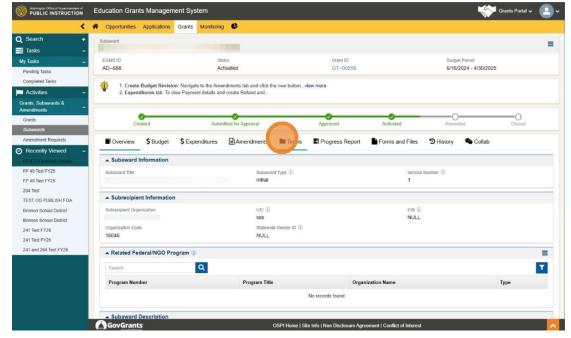




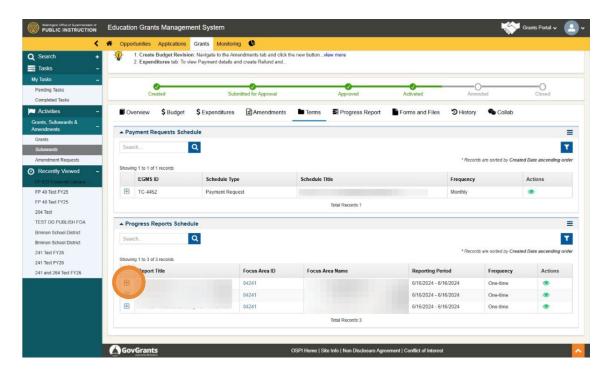
3. Click the green eye icon to open the record.



4. Click the "Terms" tab.



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



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.