How to navigate the tabs within the Education Grants Management System (EGMS)

The tabs in the gold bar represent the grant life cycle from left to right. What starts as an Opportunity becomes an Application, which if approved becomes a Grant, which then has Monitoring Activities.

1. Once logged into EGMS, your homepage will look like this. If the left navigation panel is minimized, as it is in the image below, click the black arrow icon as shown in the image below to make the left panel expand.

	Education G	rants Manag	ement S	System				
> *	Opportunities	Applications	Grants	Monitoring	¢			
0 Ⅲ ≧ ⊙ €	Create Application View Current/Past View Current/Past View Current/Past View Current/Past View Current/Past EGMS ID: To acces	a: Click the Oppo Applications: C Grants: Click the Amendments: C Payments: Click Progress Repo	rtunities m lick the App e Grants m Click the Gr a the Monit rts: Click the d in the sys	nodule in the to plications mo lodule in the to ants module in oring module le Monitoring stem, Search to	op menu dule in the top menu op menu n the top menu in the top menu module in the top menu the EGMS ID in the left menu	ı		
	Task Summar	y By Phase			Task Summary By D	ue Date		My Feed
	Opportunities			0	Late	67	N	o feeds available.
	Applications			25	Due within 7 Days	(
	Grants			1	Due within 30 Days			
	Monitoring			46	Due in more than 30 Day	15 4		

Please note that the left navigation bar is dynamic and changes based upon which tab you have selected in the gold bar.

2. From the Home tab, you can also find pending tasks by clicking the hyperlink on the left navigation panel.



•	Copportunities Applications Gra	nts Monitoring 🕓				
L Search	Create Application: Click the Opportunit View Current/Past Applications: Click the View Current/Past Grants: Click the Gra View Current/Past Payments: Click the View Current/Past Payments: Click the View Current/Past Payments: Click the EGMS ID: To access a specific record in t	ties module in the top menu re Applications module in th ints module in the top menu the Grants module in the top Monitoring module in the top Click the Monitoring module the system, Search the EGM	e top menu menu menu the top menu S ID in the left menu			
a Tasks	Task Summary By Phase		Task Summary By Due Date		My Feed	
Pending Tasks	Opportunities	0	Late	109	No feeds available.	
Completed Tasks	Applications	44	Due within 7 Days	2		
Activities	Grants	1	Due within 30 Days	1		
rganization	Monitoring	81	Due in more than 30 Days	14		
Recently Viewed						

3. You can also access your Organization Profile by clicking the link on the left navigation panel. From the Organization Profile, you can make adjustments to staff users, complete general assurances, locate the maximum number of licenses for their organization, and update Programs of Interest.

-FOBLIC INSTRUCTIO						201
	< A Opportunities	s Applications G	Grants Monitoring	¢		
Q Search	Pending Ta	sks (Assigned To	Me)			
Search Q	1. Search: T 2. Program	fo find a task, search th of Interest: To receive	he EGMS ID provide a tasks and notificati	d in notifications from the system. Ins for a specific grant program, associate the Program of I	Interest in the Organization Profile	
All	Search		Q (i)			
Tasks	Showing 1 to 10 c	of 148 records				
My Tasks	_ EGMS ID	Туре	Status	Subject	Created By	Due Date
Pending Tasks Completed Tasks			ь.			03/31/20
Crassiantian	-					03/31/20
Organization Profile						04/06/20
Recently Viewed	-					04/27/202
						04/30/20
						05/08/20
						06/03/20
						06/30/20
						07/31/202
Technical Support	-					09/21/20
Organizational Administrator						08/31/20

4. The next tab is "Opportunities."

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Manageme	ent System		Gr
<	Opportunities Applications	Grants Monitoring 🕏		
Q Search –	Subrecipient Organization Adna School District			Associate Parent Org
Search Q	Org Code	Status	EIN	UEI 123456
All 🗸	21220	Active	NOLL	123430
📑 Tasks 🛛 🗕	1. Add Program of Interes	t Go to Contacts in the Overview tab. Click	View action for your Contactview more	
My Tasks 🗕	2. Complete General Asso	nances. Go to General		
Pending Tasks				
Completed Tasks	Overview Collab	Assurances % Files		
🛋 Activities 🛛 🗕 🗕	- Details			
Organization -	a Details			
Organization Profile	Address Line 1	Addres:	Line 2	City
Recently Viewed –	State	Zip Coo	e	County
No. of Concession, Name of Street, or other	Washington			NULL
	Phone	Organiz	ation Type	Statewide Vendor ID (1)
	NULL	Schoo	District	NULL
	Organization Code	Maximu	m Users Allowed 🚯	Organization DBA
		25		
	Administrator			Eligible for REAP
	ESD Organization			110
	and organization			
	Additional Addresses (
Technical Support –				

5. Click "Available" to see grant opportunities which are currently available.

	Education Grants	Management Syst	tem							Gri	ants Portal 🗸 🌘
<	Opportunities Ap	pplications Grants	Monitoring	G							
Search -											
Search	 Published Opport 	rtunities ①									
	1. Create Applicat 2. Note for Schoo	tion: Click the View action I-based Application: If	ion to navigate the Opportunit	to the Published F y is not in this Pub	unding Opportunity lished list, please cheo	k the Selected Opp	ortunities in the lef	tmenu			
	Search		Q								1
Tasks –	Showing 1 to 10 of 10 re	cords									1
esks –	Opportunity Name				Туре	Pre-Application Required?	Opportunity Release Date	Application Due Date	Status	EGMS ID	Actions
Completed Tasks					Competitive	No	06/21/2024	12/31/2025	Published		۲
Activities –					Competitive	No	07/23/2024	07/23/2025	Published		۲
portunities –					Formula	No	07/25/2024	07/23/2025	Published		۲
allable					Competitive	No	06/14/2024	06/30/2025	Published		۲
onverted to Application					Competitive	No	06/14/2024	06/30/2025	Published		۲
Recently Viewed -					Directed	No	12/16/2024	05/30/2025	Published		۲
					Formula	Yes	02/18/2025	05/30/2025	Published		۲
					Directed	No	03/03/2025	05/01/2025	Published		۲
					Competitive	No	01/10/2024	03/17/2025	Published		۲
					Competitive	No	09/27/2024	03/14/2025	Published		۲
						atal Danada: 40					

6. Click "Selected" to show opportunities which your organization has been invited to apply.

Washington Office of Superintenders of PUBLIC INSTRUCTION	Education Grants Management System						Gra
<	Applications Grants Monitoring	E .					
Q Search –	▲ Available - All 🛛 ③						
Search Q	1. Create Application: Click the View action to navigate to the 2. Note for School-based Application: If the Opportunity is n	e Published Funding Opportunity tot in this Published list, please cher	ck the Selected Opp	portunities in the lef	t menu		
All 🗸	Search Q						
📑 Tasks 🛛 🗕	Showing 1 to 10 of 103 records						
Tasks –	Opportunity Name	Туре	Pre-Application Required?	Opportunity Release Date	Application Due Date 🔸	Status	EGMS ID
Pending Tasks		Competitive	No	06/21/2024	12/31/2025	Published	AN-OSPI-7295
Completed Tasks		Formula	No	07/25/2024	07/23/2025	Published	AN-OSPI-7320
Opportunities –		Competitive	No	07/23/2024	07/23/2025	Published	AN-OSPI-7319
Available		Competitive	No	06/14/2024	06/30/2025	Published	AN-OSPI-7284
Selected		Competitive	No	06/14/2024	06/30/2025	Published	AN-OSPI-7283
Converted to Application		Formula	Yes	02/18/2025	05/30/2025	Published	AN-OSPI-7277
 Recently Viewed – 		Directed	No	12/16/2024	05/30/2025	Published	AN-OSPI-7516
Adna School Uisinci		Directed	No	03/03/2025	05/01/2025	Published	AN-OSPI-7602
		Competitive	No	01/10/2024	03/17/2025	Published	AN-OSPI-5226
		Competitive	No	09/27/2024	03/14/2025	Published	AN-OSPI-7355
	Show 10 V Entries	Т	otal Records: 103				

7. Click "Converted to Application" to see which pre-applications have been elevated to application status.

Q Search -	▲ Selected - All ≫ ⑤						
SearchQ	1. Create Application: Click the View action to navigate to	the Qualified Funding Opportunity					
All	Search Q						
	Showing 1 to 10 of 12 records						
Tasks – Tasks –	Opportunity Name	Туре	Pre- Application Required?	Opportunity Release Date	Application Due Date 🔸	Status	EGMS ID
Pending Tasks		Competitive	Yes	2024-06-28	2026-06-28	Qualified	AN-OSPI-7302
Activities -		Formula	Yes	2024-04-25	2025-04-30	Qualified	AN-OSPI-7234
Opportunities –		Formula	Yes	2024-05-07	2024-12-31	Qualified	AN-OSPI-7240
Available		Formula	Yes	2024-06-27	2024-08-01	Qualified	AN-OSPI-7301
Selected		Formula	Yes	2024-03-11	2024-05-31	Qualified	AN-OSPI-6470
Converted to Application		Competitive	Yes	2023-08-08	2024-04-05	Qualified	AN-OSPI-5117
Adas School Distort		Competitive	No	2023-12-29	2024-01-28	Qualified	AN-OSPI-5257
		Formula	Yes	2023-04-14	2023-12-01	Qualified	AN-OSPI-5081
		Formula	Yes	2023-04-14	2023-11-30	Qualified	AN-OSPI-5082
		Formula	Yes	2023-07-27	2023-09-30	Qualified	AN-OSPI-5074
	Show 10 V Entries	1	fotal Records: 12				

8. The next tab is for "Applications."

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Gra	nts Managem	ent System						- G
<	Opportunities	Applications	Grants Monitoring	¢					
Q Search -	▲ Opportunitie	es Converted to	Application - All ⊗	٢					
Search Q	1. View Opp	ortunity: Click the	View action to navigate t	o the Conver	ted to Application Funding	Opportunity			
All 🗸	Search Showing 1 to 10 o	f 94 records	Q						
= Tasks -	Opportunity Na	me			Туре	Opportunity Release Date	Application Deadline	Opportunity Status	EGMS ID
Pending Tasks					Competitive	2025-03-12	2026-10-31	Converted to Application	
Completed Tasks –					Competitive	2025-01-31	2026-01-31	Converted to Application	
Opportunities – Available					Competitive	2024-08-29	2025-08-29	Converted to Application	
Selected					Competitive	2024-07-26	2025-07-31	Converted to Application	
Recently Viewed -					Directed	2025-02-11	2025-07-31	Converted to Application	
Adna School District					Directed	2024-07-23	2025-06-14	Converted to Application	
					Formula	2024-06-11	2025-05-30	Converted to Application	
					Directed	2024-07-11	2025-05-15	Converted to Application	
					Formula	2025-03-13	2025-04-12	Converted to Application	
					Formula	2025-03-10	2025-04-10	Converted to Application	

9. On the Applications tab you can see the status of your applications and click the green eye icon next to a record to open it. Click "Pre-Applications" next.

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<	Applications Grants Monit	oring 🕓							
Q Search –	Applications All X @								
Search Q	Applications - All The search of the Gra School Applications: For School Applications	nt name or EGMS ID the School Name colu	imn shows the school	which the application	on is created	for			
All 🗸	Search Q								
Tasks -	Showing 1 to 10 of 105 records								
Application Tasks _	Application Title	Fiscal Year	Application Due Date	Submitted On	Owner	School Name	Status	Last Modified Date	EGMS IE
Completed Tasks		2023	04/12/2025	03/13/2025 03:38 AM	Admin Adna		Converted to Award	03/13/2025 03:43 AM	AP-OSPI 4525
Applications –		2023	04/10/2025	03/11/2025 01:43 AM	Admin Adna		Converted to Award	03/11/2025 01:48 AM	AP-OSP 4523
Pre-Applications Applications		2023	04/02/2025	03/03/2025 09:44 AM	Admin Adna		Converted to Award	03/03/2025 09:51 AM	AP-OSP 4516
 Recently Viewed – 		2023	03/28/2025	02/26/2025 01:40 AM	Admin Adna		Converted to Award	02/26/2025 01:45 AM	AP-OSP 4514
Auto Sunos Lisena		2023	03/26/2025	02/24/2025 01:04 AM	Admin Adna		Converted to Award	02/24/2025 01:09 AM	AP-OSP 4511
		2023	03/22/2025	02/20/2025 03:18 AM	Admin Adna		Converted to Award	02/20/2025 03:22 AM	AP-OSP 4506
		2023	03/22/2025	02/20/2025 01:42 AM	Admin Adna		Converted to Award	02/20/2025 01:47 AM	AP-OSP 4505
		2024	07/31/2025	02/11/2025 12:23 PM	Admin Adna		Converted to Award	02/11/2025 12:32 PM	AP-OSP 4498
and the second second		2025	01/31/2026	01/31/2025 12:25 PM	Admin Adna		Not Recommen	02/17/2025 11:33 AM	AP-OSP 4492
		2025	02/28/2025	11/25/2024 04:48 PM	Admin Adna		Submitted to Grantor	11/25/2024 04:48 PM	AP-OSPI 4349

10. In the Pre-Application section you can see the owner of the record, due date, and status. Click the green eye icon next to a record to open it.

Q Search –	▲ Pre-Applications - All ≫ ④						
Search Q	 Search: To find Pre-Applications, search for the 2. School Pre-Applications: For School Pre-App 	Grant name or EGMS ID lications, the School Name column shows th	he school which	n the application is crea	ited for		
All 🗸	Search						
Tacks	Showing 1 to 10 of 25 records						
Application Tasks _	Pre-Application Title	Pre-Application Due Date	Owner	School Name	Status	Last Modified Date	EGMS IC
Pending Tasks Completed Tasks		06/30/2024		Adna Elementary School	Revision Initiated	06/28/2024 02:53 AM	
Applications -	and the second se	07/01/2024			Accepted	06/27/2024 06:10 AM	
Pre-Applications		08/31/2024			Converted to Application	06/07/2024 03:38 PM	
Recently Viewed -		07/31/2024			Converted to Application	04/30/2024 04:44 PM	
Adna School District Adna School District		05/31/2024			Converted to Application	04/23/2024 04:37 PM	
Automation Runtime Anno		03/11/2025			Converted to Application	04/02/2024 01:33 PM	
Automation Runtime Anno		02/29/2024			Converted to Application	02/14/2024 12:02 PM	
Automation Runtime Anno Automation Runtime Anno		12/31/2024		Adna Middle/High School	Converted to Application	01/16/2024 06:48 AM	
Automation Runtime Anno		01/31/2025			Converted to Application	01/03/2024 05:41 AM	
Should Grann applic		10/30/2023			Converted to Application	10/20/2023 04:53 AM	

11. Next is the Grants tab.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Management System								Gr
<	Opportunities Applications Grants Monitoring	¢							
Q Search -	▲ Applications - All 🛛 🚯								
Search Q	 Search: To find applications, search for the Grant nan School Applications: For School Applications, the S 	me or EGMS ID ichool Name colu	mn shows the school	which the application	n is created	for			
All 🗸	Search Q								
Tasks -	Showing 1 to 10 of 105 records								
Application Tasks _	Application Title	Fiscal Year	Application Due Date	Submitted On	Owner	School Name	Status	Last Modified Date	EGMS ID
Pending Tasks Completed Tasks		2023	04/12/2025	03/13/2025 03:38 AM	Admin Adna		Converted to Award	03/13/2025 03:43 AM	1
Activities –		2023	04/10/2025	03/11/2025 01:43 AM	Admin Adna		Converted to Award	03/11/2025 01:48 AM	
Pre-Applications		2023	04/02/2025	03/03/2025 09:44 AM	Admin Adna		Converted to Award	03/03/2025 09:51 AM	
Recently Viewed -		2023	03/28/2025	02/26/2025 01:40 AM	Admin Adna		Converted to Award	02/26/2025 01:45 AM	:
Adna School District		2023	03/26/2025	02/24/2025 01:04 AM	Admin Adna		Converted to Award	02/24/2025 01:09 AM	
		2023	03/22/2025	02/20/2025 03:18 AM	Admin Adna		Converted to Award	02/20/2025 03:22 AM	1
		2023	03/22/2025	02/20/2025 01:42 AM	Admin Adna		Converted to Award	02/20/2025 01:47 AM	1
		2024	07/31/2025	02/11/2025 12:23 PM	Admin Adna		Converted to Award	02/11/2025 12:32 PM	
		2025	01/31/2026	01/31/2025 12:25 PM	Admin Adna		Not Recommen	02/17/2025 11:33 AM	1
		2025	02/28/2025	11/25/2024 04:48 PM	Admin Adna		Submitted to Grantor	11/25/2024 04:48 PM	

X Search –	▲ Grants - All ≫ ④								
Search Q	Search: To find Grants, search for the Grant Titt Navigation: Click the subaward link in the Activ	le or EGMS ID e Subaward column to access the	active subaward fo	r a Grant					
All 🗸	Create Refund: Click the subaward link in the A Create Reimbursement Request: Click the sub	ctive Subaward column. Navigate award link in the Active Subaward	to the Expenditure I column. Navigate	es tab. to the Expenditures ta	ab.				
📑 Tasks 🛛 🗕									
My Tasks _	Search	< .							
Pending Tasks	Showing 1 to 10 of 27 records								
Completed Tasks	Grant Title	School Name	Project Period	Total Budgeted Expenditures	Expenditures (Spent)	Balance	Active Subaward	Status	EGM ID
Activities –					(spend)				
Grants, Subawards & Amendments			4/22/2025 - 3/13/2026		\$0.00	\$81,000.00	AD812	Active	
Grants Subewards			4/20/2025		\$0.00	\$81,000.00	AD811	Active	
Amendment Requests			4/12/2025		\$0.00	\$81,000.00	AD810	Active	
Adna School District			4/7/2025 -		\$0.00	\$81,000.00	AD809	Active	
Adna School District Automation Runtime Anno			4/5/2025 - 2/24/2026		\$0.00	\$81,000.00	AD808	Active	
Automation Runtime Anno Automation Runtime Anno			4/1/2025 - 2/20/2026		\$0.00	\$81,000.00	AD807	Active	
Automation Runtime Anno			4/1/2025 -		\$0.00	\$81,000.00	AD806	Active	
Automation Runtime Anno			1/1/2024 -		505.4.00		10.000	01 1/0	
Automation Runtime Anno			2/28/2026		ə354.00	\$100,646.00	AU066	Closed/Co	
Consolidated Grant Applic			1/1/2024 - 12/31/2025		\$4,586.00	\$101,414.00	AD-test-05	Closed/Co	

12. Click the "Subawards" link on the left navigation panel.

13. Next click "Amendment Requests" from the left navigation panel.

	Search: To find Awards, search for the Create Refund: Click the View button Create Reimbursement Request: Cli	Award Title or Award EGMS in the Actions column. Naviga ck the View button in the Action	ID te to the Expenditures tab. ns column. Navigate to the Expen	ditures tab.			
Fasks -	Search Q						
– My Tasks –						* Records are sorted l	by Create
Pending Tasks	Showing 1 to 10 of 38 records	School Name	Rudget Period Dates	Total Budgeted Expenditures	Status	Varaian Number	ECMS
Completed Tasks	Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS
Activities –	Pri School User 3	Adna Elementary School	4/1/2023 - 1/26/2025		Closed	1	AD3
Grants, Subawards &	Pri School US Comp	Adna Elementary School	8/1/2023 - 12/30/2025		Amended	1	AD-yt-
Amendments	Pri School US Comp	Adna Elementary School	8/1/2023 - 12/30/2025		Activated	2	AD-yt-
Suboursele .	Pri 1 closeout		4/1/2023 - 9/19/2023		Closed	1	AD-3
Amendment Requests	Pri 2 closeout		1/1/2023 - 9/20/2023		Closed	1	AD-3
Recently Viewed -	FP Example - Formula AnnouncementMIII#3782280832		12/30/2023 - 12/29/2024		Closed	1	AD-3
Adna School District Adna School District	FP Example - Formula AnnouncementMIV#2007883034		12/30/2023 - 12/29/2024		Closed	1	AD-4
Automation Runtime Anno	pri test Directed Announcement 1		1/1/2024 - 1/30/2025		Amended	1	AD-tes
Automation Runtime Anno	pri test Directed Announcement 1		1/1/2024 - 1/30/2025		Amended	2	AD-tes
Automation Runtime Anno	pri test Directed Announcement 1		1/1/2024 - 1/30/2025		Closed	3	AD-tes
Automation Runtime Anno	Show 10 🖌 Entries		То	tal Records:38			
Automation Runtime Anno							
Automation Runtime Anno							
Consolidated Grant Applic							

14. Click the Monitoring tab from the gold toolbar.

Washington Office of Superimendent of PUBLIC INSTRUCTION	Education Grants Management S	ystem							Gran
<	A Opportunities Applications Grants	Monitoring							
Q Search –	▲ Amendment Requests - All ⊗								
Search Q	Search: To find Amendments, search for the	Award Title or Award E	GMS ID						
All	Search	Q							
	Showing 1 to 10 of 28 records								
📑 Tasks 🛛 –		Cabaal	Demuset	American				Aunard ECME	Created
My Tasks 🗕	Award Title	Name	Type	Types	Initiated By	Status	EGMS ID	ID	Subaward EGMS
Pending Tasks									ID
Completed Tasks			Change	Budget Redirection		Submitted to			
📁 Activities 🛛 🗕			Request	Scope of Work	Subrecipient	Grantor			
Grants, Subawards &				Change					
Amendments		Adna	Change	Budget	Subraciniant	Created			
Grants		School	Request	Redirection	oubreapient	oreated			
Subawards			Change	Scope of Work					
Amendment Requests			Request	Change	Subrecipient	Approved			
Recently Viewed -		Adna		Carry Forward;					
Adna School District		Elementary	Carry forward	Funding Change; Scope of Work	State	Approved			
Adna School District		School		Change					
Automation Runtime Anno			Change	Eupling Change	State	Force Closed			
Automation Runtime Anno			Request	r anding change	State	Turce closed			
Automation Runtime Anno				Carry Forward;					
Automation Runtime Anno			Carry forward	Funding Change; Scope of Work	State	Force Closed			
Automation Runtime Anno				Change					
Automation Runtime Anno				Budget					
Automation Runtime Anno			Change	Redirection;	Subrecipient	Approved			

15. Click "Program Reviews" from the left navigation panel.

Sect. I. ther. To see upcoming Payments and Progress Reports dick and adjust the filter for the Scheduled Activities table Name Ny tasks Ornelide Tasks Ny tasks Completed Tasks Activities Paring Tasks Completed Tasks Paring Tasks Paring Ta	Q Search –	Scheduled Activities - All	*					
Ali Stack Taks My Taks Completed Taks Pagena Reguest Pagena Reguest Pagena Reguest Out/During Adv/Reguest Pagena Reguest Out/During Adv/Reguest Pagena Reguest Out/During Adv/Reguest Pagena Reguest Out/During Adv/Reguest Out/During A	Search Q	1. Filter: To see upcoming Pay	yments and Progress Reports click an	d adjust the filter for the Scheo	duled Activities table			
Showing 1 to 10 of 840 records Subward Title Subward ID Type Notification Date Due Date Owner Edm Pending Tasks - <t< th=""><th>All w</th><th>Search</th><th>Q</th><th></th><th></th><th></th><th></th><th></th></t<>	All w	Search	Q					
Tasks n My Tasks n My Tasks n Pending Tasks n Completed Tasks n Montoring Activities n Schedule n Porgans Reviews n Speak Ending n Porgans Reviews n Schedule n Porgans Reviews n Porgans Reviews n Schedule n Porgans Reviews n	All	Showing 1 to 10 of 840 records						
My Tasks _ Pending Tasks	🚽 Tasks 🛛 🗕	Subaward Title	Subaward ID	Туре	Notification Date	Due Date 🛧	Owner	EGMS ID
Completed Tasks Payment Request 0/12/02.03 0.01/520.34 Automation FD Kativities Payment Request 0/22/20.23 0.001/20.23 Automation FD Social Encryption Payment Request 0/22/20.23 0.01/520.34 Automation FD Social Encryption Payment Request 0/22/20.23 0.01/520.34 Automation FD Social Encryption 0/30/20.23 0/10/20.34 Automation FD Payment Request 0/22/20.23 0/10/20.34 Automation FD Reinbursements Payment Request 0/29/20.23 0/10/20.34 Automation FD Payment Request 0/29/20.23 0/10/20.34 Automation FD Progress Report 0/29/20.23 0/01/20.23 Automation FD Payment Request 0/29/20.23 0/501/20.23 Automation FD Reinbursements Payment Request 0/29/20.23 0/501/20.23 Automation FD Payment Request 0/29/20.23 0/501/20.23 Automation FD Adna School District Automation FD Payment Request 0/29/20.23 0/51/20.23 Automation FD Adna School District Automation FD Payment Request 0/29/20.23 0/51/52.2	ly Tasks Pending Tasks			Performance Progress Report	01/30/2023	02/01/2023	Automation FD	
Activities - Kontivities - Kontivities - Schoule - Pogram Reverses - Remoursements - Returds - Pograms Report - Pograment Request	Completed Tasks			Payment Request	01/29/2023	02/15/2023	Automation FD	
Popum Reverse Special Education Progr Payment Request 0/26/2023 0/15/2023 Automation FD Popum Reverse Special Education Progr Performance Progress Report 0/3/3/2023 0/10/2023 Automation FD Reimbursements Returds Performance Progress Report 0/29/2023 0/01/2023 Automation FD Progress Report 0/29/2023 0/01/2023 Automation FD Performance Progress Report 0/29/2023 0/01/2023 Automation FD Addamation FD Performance Progress Report 0/29/2023 0/01/2023 Automation FD Addamation FD Performance Progress Report 0/29/2023 0/01/2023 Automation FD Addamation Runtime Ann Automation Runtime Ann Automation Runtime Ann Automation Runtime Ann Automation Runtime Ann	Activities –			Performance Progress Report	02/27/2023	03/01/2023	Automation FD	
Performance 03/30/2023 04/01/2023 Automation FD Performance 03/30/2023 04/01/2023 Automation FD Reinbursements Performance 03/30/2023 04/01/2023 Automation FD Reinbursements Performance 04/29/2023 05/01/2023 Automation FD Automation FD Performance 04/29/2023 05/01/2023 Automation FD Automation FD Performance 04/29/2023 05/01/2023 Automation FD Automation FD Performance 04/29/2023 05/01/2023 Automation FD Automation FU Payment Request 04/28/2023 05/01/2023 Automa	Schedule	The second s		Payment Request	02/26/2023	03/15/2023	Automation FD	
ayments Payment Request 03/29/2023 04/15/2023 Automation FD Rembursements Performance 04/29/2023 05/01/2023 Automation FD epoting - Performance 04/29/2023 05/01/2023 Automation FD Progress Report 04/29/2023 05/01/2023 Automation FD Progress Report 04/29/2023 05/01/2023 Automation FD Adna School District 04/29/2023 05/01/2023 Automation FD Automation Runtime Ann 10 v Entries Total Records: 840 V	Program Reviews			Performance Progress Report	03/30/2023	04/01/2023	Automation FD	
Reinbursements Reinburse Reinbursements Reinburse Reinbursements Reinbursements Reinbursements Reinburse Reinburse	ayments –			Payment Request	03/29/2023	04/15/2023	Automation FD	
Recently Viewed Performance Progress Report 04/29/2023 05/01/2023 Automation FD Recently Viewed Payment Request 04/28/2023 05/15/2023 Automation FD Adna School District Automation Runtime Ann No 10 • Entries Total Records: 840 School Viewed School Viewed Automation Runtime Ann Automation Runtime Ann No School Viewed <	Reimbursements Refunds			Performance Progress Report	04/29/2023	05/01/2023	Automation FD	
Progress Reports Payment Request 04/28/2023 05/15/2023 Automation FD Adna School District Payment Request 04/28/2023 05/15/2023 Automation FD Adna School District Now 10 • Entries Total Records: 840 Total Records: 840	eporting –			Performance Progress Report	04/29/2023	05/01/2023	Automation FD	
Recently Viewed - Adma School District Payment Request 04/28/2023 05/15/2023 Automation FD Adma School District Show 10 • Entries Total Records: 840 - Automation Runtime Ann Automation Runtime Ann - - - Automation Runtime Ann - - - - - Automation Runtime Ann - - - - - - Automation Runtime Ann - <td>Progress Reports</td> <td></td> <td></td> <td>Payment Request</td> <td>04/28/2023</td> <td>05/15/2023</td> <td>Automation FD</td> <td></td>	Progress Reports			Payment Request	04/28/2023	05/15/2023	Automation FD	
dna School District dna School District utomation Runtime Ann utomation Runtime Ann	Recently Viewed –			Payment Request	04/28/2023	05/15/2023	Automation FD	
utomation Runtime Ann utomation Runtime Ann	idna School District	Show 10 Entries		т	otal Records: 840			
Automation Runtime Ann Automation Runtime Ann	Automation Runtime Ann							
Automation Runtime Ann	Automation Runtime Ann							
	Automation Runtime Ann							
Automation Runtime Ann	Automation Runtime Ann							

16. Click "Special Education Program Review" from the left navigation panel.

A Program	n Reviews - All 🛛 🗧						
Search	Q						
Showing 1 to	23 of 23 records					* Records ar	e sorted by Last Modifi
EGMS ID	Review Type	Program Review Title	Program Review Dates	OSPI Team Lead	Organization Team Lead	Organization	Status
	Program		9/16/2022 - 9/16/2023	PMInternal Ross	Admin Adna	Adna School District	Closed
	Program & Fiscal		5/1/2024 - 11/30/2024	PMInternal Ross	Admin Adna	Adna School District	Sent to Organizat Response
	Program & Fiscal		6/1/2024 - 2/28/2025	PMInternal Ross	Admin Adna	Adna School District	Sent to Organizat Response
	Program & Fiscal		6/1/2024 - 8/31/2024	PMInternal Ross	Admin Adna	Adna School District	Sent to Organizat Response
	Program & Fiscal		7/1/2024 - 12/31/2024	PMInternal Ross	Admin Adna	Adna School District	Closed
	Program		8/1/2024 - 8/31/2024	PMInternal Ross	Admin Adna	Adna School District	Sent to Organizat Response
	Program & Fiscal		8/1/2024 - 8/31/2024	PMInternal Ross	Admin Adna	Adna School District	Submitted to Gra
			1	fotal Records:23			
	► Program Search Showing 1 to EGMS ID	Program Reviews - All Search C Showing 1 to 223 records EGMS Program 4. Fiscal Program 4. Fiscal	Program Reviews - All Search Search Construct of the search	Program Reviews - All Program Review Title Program	Program Reviews - All Search Search Converse Ito 2:3 records Forgram Review Title Program Review Title Program Review Title Program & Fiscal Program &	Program Reviews - All Search Search Construct of to 23 records Fonds Review Type Program Review Title Program Review Title Program Review Title Program & Fiscal Program &	Program Reviews - All * Search Control 10 22 records EGMS Review Type Program Review Title Program Review Market OSP1 Team Lead Organization Team Lead Organization Team District Program 8. Fiscal Program 8. Fiscal 9/16/2022 - 9/16/2023 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 1/1/30/2024 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 2/20/2025 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 1/2/31/2024 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 8/31/2024 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 8/31/2024 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 8/31/2024 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 8/31/2024 PMInternal Ross Admin Adna Adma School District Program 8. Fiscal 6/1/2024 - 8/31/2024 PMInternal Ross Admin Adna Adma School Dis

17. Click "Reimbursements" from the left navigation panel.

Search Q	Search	Q					
All 🗸	Showing 1 to 15	of 15 records				* Recon	is are sorted by Last Modifie
📑 Tasks 🛛 🗕	EGMS ID	Review Type	Program Review Title	OSPI Team Lead	Organization Team Lead	Organization	Status
My Tasks 🗕				PMInternal Ross	Admin Adna	Adna School District	Submitted to Grantor
Pending Tasks Completed Tasks	1			PMInternal Ross	Admin Adna	Adna School District	Submitted to Grantor
🏳 Activities –				PMInternal Ross	Admin Adna	Adna School District	Submitted to Grantor
Monitoring Activities –				lvan	Admin Adna	Adna School District	Submitted to Grantor
Program Reviews				Jennifer Story	Admin Adna	Adna School District	Closed
Special Education Progr				PMInternal Ross	Admin Adna	Adna School District	Report Sent to Organizat
Reimbursements				PMInternal Ross	Admin Adna	Adna School District	Sent to Organization for Response
Refunds -				Jennifer Story	Admin Adna	Adna School District	Report Sent to Organizat
Progress Reports							Sent to Organization for
 Recently Viewed – 	1			Total Rec	cords:15		Control organization for
Adna School District							
Adna School District							
Automation Runtime Ann							
Automation Runtime Ann							
Automation Runtime Ann							
Automation Runtime Ann							
Automation Runtime Ann							
Automation Runtime Ann							
Automation Runtime Ann	GovGra	ants		OSPI Home Site Info No	on Disclosure Agreement Confli	ct of Interest	

18. Click "Refunds."

	Showing 1 to 10 of 91 records									
📲 Tasks 🛛 🗕		Subaward	Subrecipient		Total	Payment	Submission		Processing	EGMS
My Tasks _	Subaward Grant Title	ID	Organization	School	Expenditures	Period	Date	Status	Status	ID
Pending Tasks					Requested					
Completed Tasks			Adna School	Adna Elementary		4/1/2023-		Force		PR-
Activities –			District	School		-8/31/2023		Closed		-922
onitoring Activities –			Adna School	Adna		1/1/2024-		-	-	PR-
Schedule			District	Middle/High School		-1/31/2024	01/25/2024	Approved	Processed	-1136
rogram Reviews				Adna						
Special Education Progr			Adna School District	Middle/High		2/1/2024-		Force		PR-
yments –			District	School		DEGIEGEN		010300		TIOL
teimbursements			Adna School	Adna Middle/High		2/1/2024-		Force		PR-
efunds			District	School		-3/31/2024		Closed		-1206
ioning –			Adna School			12/26/2023-		Force		PR-
ess Reports			District			-3/31/2024		Closed		-1250
Recently Viewed –			Adna School District			4/1/2024-	04/25/2024	Approved	Processed	PR-
dna School District			Distinct	Adaa		4.3012024				12.54
dna School District			Adna School	Middle/High		2/1/2024-		Force		PR-
Itomation Runtime Ann			District	School		-4/30/2024		Closed		-1200
utomation Runtime Ann			Adna School			12/26/2023-		Force		PR-
utomation Runtime Ann			District			-4/30/2024		Closed		-1262
utomation Runtime Ann			Adna School District			-4/30/2024-	05/02/2024	Approved	Processed	-1308
tomation Runtime Ann			and there is	Adna		1.000		24		
tomation Runtime Ann			Adna School District	Middle/High		2/1/2024-		Force Closed		PR- -1312
Automation Runtime Ann	GovGrants		OSI	PI Home Site Info	Non Disclosure A	greement Con	lict of Interest			
Consolidated Grant Appli	eee* ganderal hy KD Systems									

All	~	Search	Q								
		Showing 1 to 7 of 7 records									
Tasks My Tasks	-	Subaward Grant Title	Subaward ID	Subrecipient Organization	School	Total Expenditures Requested	Payment Period	Submission Date	Status	Processing Status	EG ID
Pending Tasks Completed Tasks				Adna School District			1/1/2023- -9/20/2023		Created		
Activities Monitoring Activities	-			Adna School District	Adna Middle/High School		1/1/2024- -1/31/2024	02/14/2024	Approved		
Schedule Program Reviews	roor			Adna School District	Calou		4/1/2025- -2/20/2026	02/25/2025	Submitted to Grantor		
Payments Reimbursements	-			Adna School District	Adna Elementary School		8/1/2023- -12/30/2025	08/16/2023	Approved		
Refunds				Adna School District			1/1/2023- -8/31/2023		Created		
Progress Reports				Adna School District			1/1/2024- -1/31/2024	01/05/2024	Approved		
Adna School District	- bs			Adna School District			1/1/2024- -2/29/2024	01/08/2024	Approved		
Adna School District	400				Tota	I Records: 7					
Automation Runtime	Ann										
Automation Runtime	Ann										
Automation Runtime	Ann										
Automation Runtime	Ann										
Automation Runtime	Ann	•									
Consolidated Grant A	Annli			OS	PI Home Site Info) Non Disclosure A	greement Con	flict of Interest			

20. Click the pie chart icon on the gold toolbar.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Management System						Gran
<	A Opportunities Applications Grants Monitoring						
Q Search –	▲ Progress Reports - All 🗧						
Search Q	1. Search: To find Progress Reports, search for the Subaward Title of	r EGMS ID					
All	Search Q						
All	Showing 1 to 10 of 89 records						
📑 Tasks 🛛 🗕	Subaward Title	Progress Report Title	Subaward ID	School	Due Date	Status	EGMS ID
My Tasks - Pending Tasks		PRo			02/01/2023	Submitted to Grantor	
Completed Tasks –	and the second se	PRo			03/01/2023	Created	
Monitoring Activities – Schedule		Pri School user Progress Report		Adna Elementary School	08/01/2023	Created	
Program Reviews Special Education Progr Payments –		Pri School user Progress Report		Adna Elementary School	09/01/2023	Submitted to Grantor	
Reimbursements Refunds		PR		Adna Elementary School	09/01/2023	Created	
Reporting – Progress Reports	100 B 100	PRo			09/21/2023	Created	
Recently Viewed – Adna School District		PR		Adna Elementary School	10/01/2023	Created	
Adna School District Automation Runtime Ann Automation Runtime Ann		PR		Adna Elementary School	11/01/2023	Created	

21. Click View Standard Reports from the left navigation panel.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Management System	💙 Gri
<	A Opportunities Applications Grants Monitoring C	
Q Search –	Refine Filter	
Search Q	By Phase -	Ap
All 🗸	Opportunities	
Activities -	Applications Grants	
Reports -	Monitoring	
View My Reports		
view standard Reports		

22. Use the green eye icon to open a report.

Woshington Office of Superintendent of PUBLIC INSTRUCTION	Educati	on Grants Management System			, second s	🔆 Grants Portal 🗸 🙎 🗸
<	A Opp	ortunities Applications Grants Monitoring	6			
Q Search -	Refine	Filter				
Search Q	By Pt	1880 v				Apply Filter Clear All
All 🗸	🔺 Stan	idard Reports (1)				=
Activities – Reports –	These a Note: W	are the Standard Reports containing data of the respective Then saving reports, please save them to the report folde	e entity. These are filtered by Phases. Only OSPI r "My Personal Custom Reports".	System Administrator can create these reports.		
View My Reports	Search	h Q				
View Standard Reports	Showing	g 1 to 10 of 19 records				i≪i≪i Page 1 of 2 ₩₩
	#	Report Name	Description	Last Run	Actions	
	1	Progress Report Schedules		04/09/2025 03:24 PM	۲	
	2	Opportunities & Status		09/18/2024 05:06 PM	۲	
	3	Payment Request by Grant		04/08/2025 03:40 PM	۲	
	4	Payment Request Budget		09/19/2024 11:42 AM	۲	
	5	Pre-Applications, By Status	List of all Pre-Applications, by Status	07/29/2024 03:07 PM	۲	
	6	Application By Status	List of all Applications, By Status	10/02/2024 12:05 PM	۲	
	7	Amendment Requests with Awards	List of Amendment Request by Awards		۲	
	8	Amendments, By Status	List of Amendment requests and Status		۲	
	9	Awards, By Status & Funding Organization	List of all Awards, by Funding Organization, and Award Status	06/11/2024 12:05 PM	۲	
	10	Awards, by Status	List of all Awards, by Status	09/19/2024 09:54 AM	۲	
			Total Records	x 19		kt 🕊 Page 1 of 2 🍽 🛏