

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 Grants Management System

Opportunities Applications Grants Monitoring

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	25
Grants	1
Monitoring	46

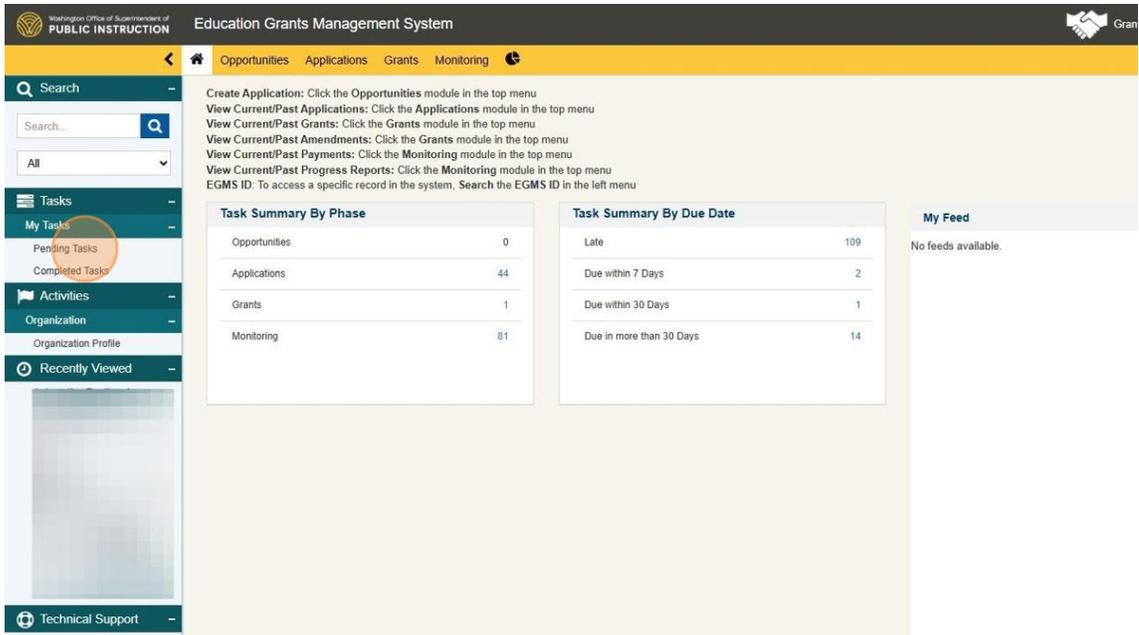
Task Summary By Due Date	
Late	67
Due within 7 Days	0
Due within 30 Days	1
Due in more than 30 Days	4

My Feed
No feeds available.

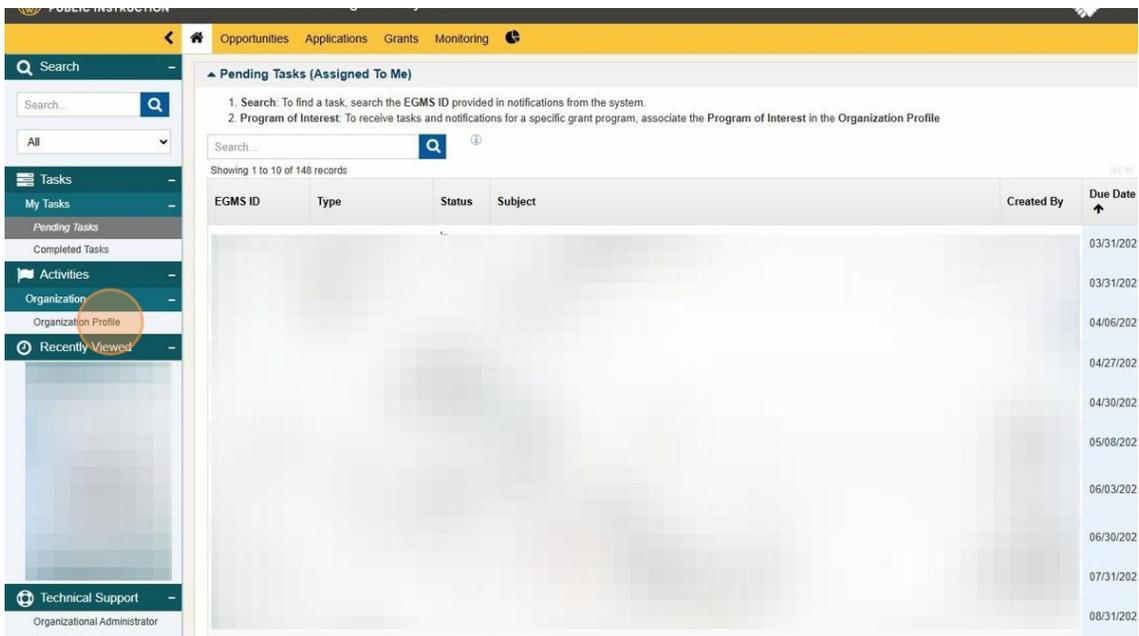
Please note that the left navigation bar is dynamic and changes based upon which tab you have selected in the gold bar.

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





- 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.



- The next tab is "Opportunities."

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Subrecipient Organization: Adna School District

Org Code: 21226 Status: Active EIN: NULL UEI: 123456

Tasks: My Tasks, Pending Tasks, Completed Tasks

Activities: Organization, Organization Profile, Recently Viewed

Technical Support

1. Add Program of Interest: Go to Contacts in the Overview tab. Click View action for your Contact...view more
 2. Complete General Assurances: Go to General...

Overview Collab Assurances Files

Details

Address Line 1 Address Line 2 City

State Washington Zip Code County NULL

Phone NULL Organization Type School District Statewide Vendor ID NULL

Organization Code Maximum Users Allowed 25 Organization DBA

Administrator Eligible for REAP No

ESD Organization

Additional Addresses

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

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Published Opportunities

1. Create Application: Click the View action to navigate to the Published Funding Opportunity
 2. Note for School-based Application: If the Opportunity is not in this Published list, please check the Selected Opportunities in the left menu

Showing 1 to 10 of 10 records

Opportunity Name	Type	Pre-Application Required?	Opportunity Release Date	Application Due Date	Status	EGMS ID	Actions
	Competitive	No	06/21/2024	12/31/2025	Published		
	Competitive	No	07/23/2024	07/23/2025	Published		
	Formula	No	07/25/2024	07/23/2025	Published		
	Competitive	No	06/14/2024	06/30/2025	Published		
	Competitive	No	06/14/2024	06/30/2025	Published		
	Directed	No	12/16/2024	05/30/2025	Published		
	Formula	Yes	02/18/2025	05/30/2025	Published		
	Directed	No	03/03/2025	05/01/2025	Published		
	Competitive	No	01/10/2024	03/17/2025	Published		
	Competitive	No	09/27/2024	03/14/2025	Published		

Total Records: 10

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

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants Monitoring

Search

Available - All

1. Create Application: Click the View action to navigate to the Published Funding Opportunity
 2. Note for School-based Application: If the Opportunity is not in this Published list, please check the Selected Opportunities in the left menu

Showing 1 to 10 of 103 records

Opportunity Name	Type	Pre-Application Required?	Opportunity Release Date	Application Due Date ↓	Status	EGMS ID
	Competitive	No	06/21/2024	12/31/2025	Published	AN-OSPI-7295
	Formula	No	07/25/2024	07/23/2025	Published	AN-OSPI-7320
	Competitive	No	07/23/2024	07/23/2025	Published	AN-OSPI-7319
	Competitive	No	06/14/2024	06/30/2025	Published	AN-OSPI-7284
	Competitive	No	06/14/2024	06/30/2025	Published	AN-OSPI-7283
	Formula	Yes	02/18/2025	05/30/2025	Published	AN-OSPI-7277
	Directed	No	12/16/2024	05/30/2025	Published	AN-OSPI-7516
	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 Entries Total Records: 103

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

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants Monitoring

Search

Selected - All

1. Create Application: Click the View action to navigate to the Qualified Funding Opportunity

Showing 1 to 10 of 12 records

Opportunity Name	Type	Pre-Application Required?	Opportunity Release Date	Application Due Date ↓	Status	EGMS ID
	Competitive	Yes	2024-06-28	2026-06-28	Qualified	AN-OSPI-7302
	Formula	Yes	2024-04-25	2025-04-30	Qualified	AN-OSPI-7234
	Formula	Yes	2024-05-07	2024-12-31	Qualified	AN-OSPI-7240
	Formula	Yes	2024-06-27	2024-08-01	Qualified	AN-OSPI-7301
	Formula	Yes	2024-03-11	2024-05-31	Qualified	AN-OSPI-6470
	Competitive	Yes	2023-08-08	2024-04-05	Qualified	AN-OSPI-5117
	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 Entries Total Records: 12

8. The next tab is for "Applications."

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants Monitoring

Search

Opportunities Converted to Application - All

1. View Opportunity: Click the View action to navigate to the Converted to Application Funding Opportunity

Showing 1 to 10 of 94 records

Opportunity Name	Type	Opportunity Release Date	Application Deadline	Opportunity Status	EGMS ID
	Competitive	2025-03-12	2026-10-31	Converted to Application	
	Competitive	2025-01-31	2026-01-31	Converted to Application	
	Competitive	2024-08-29	2025-08-29	Converted to Application	
	Competitive	2024-07-26	2025-07-31	Converted to Application	
	Directed	2025-02-11	2025-07-31	Converted to Application	
	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.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants Monitoring

Search

Applications - All

1. Search: To find applications, search for the Grant name or EGMS ID
2. School Applications: For School Applications, the School Name column shows the school which the application is created for

Showing 1 to 10 of 105 records

Application Title	Fiscal Year	Application Due Date	Submitted On	Owner	School Name	Status	Last Modified Date	EGMS ID
	2023	04/12/2025	03/13/2025 03:38 AM	Admin Adna		Converted to Award	03/13/2025 03:43 AM	AP-OSPI-4525
	2023	04/10/2025	03/11/2025 01:43 AM	Admin Adna		Converted to Award	03/11/2025 01:48 AM	AP-OSPI-4523
	2023	04/02/2025	03/03/2025 09:44 AM	Admin Adna		Converted to Award	03/03/2025 09:51 AM	AP-OSPI-4516
	2023	03/28/2025	02/26/2025 01:40 AM	Admin Adna		Converted to Award	02/26/2025 01:45 AM	AP-OSPI-4514
	2023	03/26/2025	02/24/2025 01:04 AM	Admin Adna		Converted to Award	02/24/2025 01:09 AM	AP-OSPI-4511
	2023	03/22/2025	02/20/2025 03:18 AM	Admin Adna		Converted to Award	02/20/2025 03:22 AM	AP-OSPI-4506
	2023	03/22/2025	02/20/2025 01:42 AM	Admin Adna		Converted to Award	02/20/2025 01:47 AM	AP-OSPI-4505
	2024	07/31/2025	02/11/2025 12:23 PM	Admin Adna		Converted to Award	02/11/2025 12:32 PM	AP-OSPI-4496
	2025	01/31/2026	01/31/2025 12:25 PM	Admin Adna		Not Recommended	02/17/2025 11:33 AM	AP-OSPI-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.

Opportunities Applications **Grants** Monitoring

Search

Pre-Applications - All

1. Search: To find Pre-Applications, search for the Grant name or EGMS ID
2. School Pre-Applications: For School Pre-Applications, the School Name column shows the school which the application is created for

Showing 1 to 10 of 25 records

Pre-Application Title	Pre-Application Due Date	Owner	School Name	Status	Last Modified Date	EGMS ID
	06/30/2024		Adna Elementary School	Revision Initiated	06/28/2024 02:53 AM	
	07/01/2024			Accepted	06/27/2024 06:10 AM	
	08/31/2024			Converted to Application	06/07/2024 03:38 PM	
	07/31/2024			Converted to Application	04/30/2024 04:44 PM	
	05/31/2024			Converted to Application	04/23/2024 04:37 PM	
	03/11/2025			Converted to Application	04/02/2024 01:33 PM	
	02/29/2024			Converted to Application	02/14/2024 12:02 PM	
	12/31/2024		Adna Middle/High School	Converted to Application	01/16/2024 06:48 AM	
	01/31/2025			Converted to Application	01/03/2024 05:41 AM	
	10/30/2023			Converted to Application	10/20/2023 04:53 AM	

Show 10 Entries Total Records: 25

11. Next is the Grants tab.

Washington Office of Superintendents of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications **Grants** Monitoring

Search

Applications - All

1. Search: To find applications, search for the Grant name or EGMS ID
2. School Applications: For School Applications, the School Name column shows the school which the application is created for

Showing 1 to 10 of 105 records

Application Title	Fiscal Year	Application Due Date	Submitted On	Owner	School Name	Status	Last Modified Date	EGMS ID
	2023	04/12/2025	03/13/2025 03:38 AM	Admin Adna		Converted to Award	03/13/2025 03:43 AM	
	2023	04/10/2025	03/11/2025 01:43 AM	Admin Adna		Converted to Award	03/11/2025 01:48 AM	
	2023	04/02/2025	03/03/2025 09:44 AM	Admin Adna		Converted to Award	03/03/2025 09:51 AM	
	2023	03/28/2025	02/26/2025 01:40 AM	Admin Adna		Converted to Award	02/26/2025 01:45 AM	
	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	
	2023	03/22/2025	02/20/2025 01:42 AM	Admin Adna		Converted to Award	02/20/2025 01:47 AM	
	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	
	2025	02/28/2025	11/25/2024 04:48 PM	Admin Adna		Submitted to Grantor	11/25/2024 04:48 PM	

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

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 27 records

Grant Title	School Name	Project Period	Total Budgeted Expenditures	Total Expenditures (Spent)	Balance	Active Subaward	Status	EGMS ID
		4/22/2025 - 3/13/2026		\$0.00	\$81,000.00	AD-812	Active	
		4/20/2025 - 3/11/2026		\$0.00	\$81,000.00	AD-811	Active	
		4/12/2025 - 3/3/2026		\$0.00	\$81,000.00	AD-810	Active	
		4/7/2025 - 2/26/2026		\$0.00	\$81,000.00	AD-809	Active	
		4/5/2025 - 2/24/2026		\$0.00	\$81,000.00	AD-808	Active	
		4/1/2025 - 2/20/2026		\$0.00	\$81,000.00	AD-807	Active	
		4/1/2025 - 2/20/2026		\$0.00	\$81,000.00	AD-806	Active	
		1/1/2024 - 2/28/2026		\$354.00	\$106,646.00	AD-666	Closed/Co...	
		1/1/2024 - 12/31/2025		\$4,586.00	\$101,414.00	AD-test-05	Closed/Co...	

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

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.

Showing 1 to 10 of 38 records

* Records are sorted by Create

Title	School Name	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	EGMS
Pri School User 3	Adna Elementary School	4/1/2023 - 1/26/2025		Closed	1	AD-3i
Pri School US Comp	Adna Elementary School	8/1/2023 - 12/30/2025		Amended	1	AD-yt
Pri School US Comp	Adna Elementary School	8/1/2023 - 12/30/2025		Activated	2	AD-yt
Pri 1 closeout		4/1/2023 - 9/19/2023		Closed	1	AD-3i
Pri 2 closeout		1/1/2023 - 9/20/2023		Closed	1	AD-3i
FP Example - Formula AnnouncementMill#3782280832		12/30/2023 - 12/29/2024		Closed	1	AD-3i
FP Example - Formula AnnouncementMIV#2007883034		12/30/2023 - 12/29/2024		Closed	1	AD-4i
pri test Directed Announcement 1		1/1/2024 - 1/30/2025		Amended	1	AD-tes
pri test Directed Announcement 1		1/1/2024 - 1/30/2025		Amended	2	AD-tes
pri test Directed Announcement 1		1/1/2024 - 1/30/2025		Closed	3	AD-tes

Show 10 Entries Total Records: 38

14. Click the Monitoring tab from the gold toolbar.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Opportunities Applications Grants **Monitoring**

Search

Amendment Requests - All

Search: To find Amendments, search for the Award Title or Award EGMS ID

Showing 1 to 10 of 28 records

Award Title	School Name	Request Type	Amendment Types	Initiated By	Status	EGMS ID	Award EGMS ID	Created Subaward EGMS ID
		Change Request	Budget Redirection; Scope of Work Change	Subrecipient	Submitted to Grantor			
	Adna Elementary School	Change Request	Budget Redirection	Subrecipient	Created			
		Change Request	Scope of Work Change	Subrecipient	Approved			
	Adna Elementary School	Carry forward	Carry Forward; Funding Change; Scope of Work Change	State	Approved			
		Change Request	Funding Change	State	Force Closed			
		Carry forward	Carry Forward; Funding Change; Scope of Work Change	State	Force Closed			
		Change	Budget Redirection;	Subrecipient	Approved			

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

Opportunities Applications Grants Monitoring

Search

Scheduled Activities - All

1. Filter: To see upcoming Payments and Progress Reports click and adjust the filter for the Scheduled Activities table

Showing 1 to 10 of 840 records

Subaward Title	Subaward ID	Type	Notification Date	Due Date ↑	Owner	EGMS ID
		Performance Progress Report	01/30/2023	02/01/2023	Automation FD	
		Payment Request	01/29/2023	02/15/2023	Automation FD	
		Performance Progress Report	02/27/2023	03/01/2023	Automation FD	
		Payment Request	02/26/2023	03/15/2023	Automation FD	
		Performance Progress Report	03/30/2023	04/01/2023	Automation FD	
		Payment Request	03/29/2023	04/15/2023	Automation FD	
		Performance Progress Report	04/29/2023	05/01/2023	Automation FD	
		Performance Progress Report	04/29/2023	05/01/2023	Automation FD	
		Payment Request	04/28/2023	05/15/2023	Automation FD	
		Payment Request	04/28/2023	05/15/2023	Automation FD	

Show 10 Entries Total Records: 840

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

18. Click "Refunds."

Search...

All

- Tasks
- My Tasks
- Pending Tasks
- Completed Tasks
- Activities
- Monitoring Activities
- Schedule
- Program Reviews
- Special Education Progr...
- Payments
- Reimbursements
- Refunds
- Reporting
- Progress Reports
- Recently Viewed
- Adna School District
- Adna School District
- Automation Runtime Ann...
- Consolidated Grant Annl...

Filter: To see pending Payments click and adjust the filter for the Reimbursements table for the Grant status

Search...

Showing 1 to 10 of 91 records

Subaward Grant Title	Subaward ID	Subrecipient Organization	School	Total Expenditures Requested	Payment Period	Submission Date	Status	Processing Status	EGMS ID
		Adna School District	Adna Elementary School		4/1/2023-8/31/2023		Force Closed		PR-922
		Adna School District	Adna Middle/High School		1/1/2024-1/31/2024	01/25/2024	Approved	Processed	PR-1136
		Adna School District	Adna Middle/High School		2/1/2024-2/29/2024		Force Closed		PR-1162
		Adna School District	Adna Middle/High School		2/1/2024-3/31/2024		Force Closed		PR-1206
		Adna School District			12/26/2023-3/31/2024		Force Closed		PR-1250
		Adna School District			4/1/2024-4/30/2024	04/25/2024	Approved	Processed	PR-1254
		Adna School District	Adna Middle/High School		2/1/2024-4/30/2024		Force Closed		PR-1259
		Adna School District			12/26/2023-4/30/2024		Force Closed		PR-1262
		Adna School District			3/1/2024-4/30/2024	05/02/2024	Approved	Processed	PR-1308
		Adna School District	Adna Middle/High School		2/1/2024-5/31/2024		Force Closed		PR-1312

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19. Click "Progress Reports."

Search...

All

- Tasks
- My Tasks
- Pending Tasks
- Completed Tasks
- Activities
- Monitoring Activities
- Schedule
- Program Reviews
- Special Education Progr...
- Payments
- Reimbursements
- Refunds
- Reporting
- Progress Reports
- Recently Viewed
- Adna School District
- Adna School District
- Automation Runtime Ann...
- Consolidated Grant Annl...

Filter: To see pending Payments click and adjust the filter for the Refunds table for the Grant status

Search...

Showing 1 to 7 of 7 records

Subaward Grant Title	Subaward ID	Subrecipient Organization	School	Total Expenditures Requested	Payment Period	Submission Date	Status	Processing Status	EGA ID
		Adna School District			1/1/2023-9/20/2023		Created		
		Adna School District	Adna Middle/High School		1/1/2024-1/31/2024	02/14/2024	Approved		
		Adna School District			4/1/2025-2/20/2026	02/25/2025	Submitted to Grantor		
		Adna School District	Adna Elementary School		8/1/2023-12/30/2025	08/16/2023	Approved		
		Adna School District			1/1/2023-8/31/2023		Created		
		Adna School District			1/1/2024-1/31/2024	01/05/2024	Approved		
		Adna School District			1/1/2024-2/29/2024	01/08/2024	Approved		

Total Records: 7

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

The screenshot shows the Education Grants Management System interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Monitoring' tab is active, and a pie chart icon is highlighted in a red circle. Below the navigation bar, there is a search bar and a dropdown menu set to 'All'. The main content area displays a table of Progress Reports. The table has columns for Subaward Title, Progress Report Title, Subaward ID, School, Due Date, Status, and EGMS ID. The table contains several rows of data, including reports for 'Adna Elementary School' and 'Pri School user Progress Report'.

Subaward Title	Progress Report Title	Subaward ID	School	Due Date	Status	EGMS ID
	PRo			02/01/2023	Submitted to Grantor	
	PRo			03/01/2023	Created	
	Pri School user Progress Report		Adna Elementary School	08/01/2023	Created	
	Pri School user Progress Report		Adna Elementary School	09/01/2023	Submitted to Grantor	
	PR		Adna Elementary School	09/01/2023	Created	
	PRo			09/21/2023	Created	
	PR		Adna Elementary School	10/01/2023	Created	
	PR		Adna Elementary School	11/01/2023	Created	

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

The screenshot shows the Education Grants Management System interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Monitoring' tab is active. The left navigation panel is visible, and the 'View Standard Reports' option is highlighted in a red circle. A 'Refine Filter' dropdown menu is open, showing options for 'By Phase' and a list of checkboxes for 'Opportunities', 'Applications', 'Grants', 'Monitoring', and 'All'.

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

The screenshot displays the Education Grants Management System interface. The top navigation bar includes the Oregon Department of Public Instruction logo, the system name, and a user profile icon. Below this is a secondary navigation bar with tabs for Opportunities, Applications, Grants, and Monitoring. A search bar is located on the left side of the main content area. The main content area is titled 'Standard Reports' and contains a table with 10 rows of report data. Each row has a green eye icon in the 'Actions' column, which is used to open the report.

Standard Reports Table:

#	Report Name	Description	Last Run	Actions
1	Progress Report Schedules		04/09/2025 03:24 PM	
2	Opportunities & Status		09/18/2024 05:06 PM	
3	Payment Request by Grant		04/08/2025 03:40 PM	
4	Payment Request Budget		09/19/2024 11:42 AM	
5	Pre-Applications, By Status	List of all Pre-Applications, by Status	07/29/2024 03:07 PM	
6	Application By Status	List of all Applications, By Status	10/02/2024 12:05 PM	
7	Amendment Requests with Awards	List of Amendment Request by Awards		
8	Amendments, By Status	List of Amendment requests and Status		
9	Awards, By Status & Funding Organization	List of all Awards, by Funding Organization, and Award Status	06/11/2024 12:05 PM	
10	Awards, by Status	List of all Awards, by Status	09/19/2024 09:54 AM	

Total Records: 19