

# How to qualify for an opportunity and begin an application in the Education Grants Management System (EGMS)

1. Begin on the home tab once you have logged in and click "Opportunities."

Education Grants Management System

Search

Tasks

My Tasks

Activities

Organization

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

| Phase         | Count |
|---------------|-------|
| Opportunities | 0     |
| Applications  | 46    |
| Grants        | 1     |
| Monitoring    | 88    |

| Due Date                 | Count |
|--------------------------|-------|
| Late                     | 112   |
| Due within 7 Days        | 1     |
| Due within 30 Days       | 6     |
| Due in more than 30 Days | 16    |

My Feed

No feeds available.

2. Click the green eye icon to open a record.

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 |         |         |
|                  | Formula     | No                        | 04/15/2025               | 10/31/2025           | Published |         |         |
|                  | Formula     | No                        | 07/25/2024               | 07/23/2025           | Published |         |         |
|                  | Competitive | No                        | 07/23/2024               | 07/23/2025           | Published |         |         |
|                  | Competitive | No                        | 06/14/2024               | 06/30/2025           | Published |         |         |
|                  | Competitive | No                        | 04/11/2025               | 06/30/2025           | Published |         |         |
|                  | Competitive | No                        | 06/14/2024               | 06/30/2025           | Published |         |         |
|                  | Formula     | Yes                       | 02/18/2025               | 05/30/2025           | Published |         |         |
|                  | Directed    | No                        | 12/16/2024               | 05/30/2025           | Published |         |         |
|                  | Directed    | No                        | 03/03/2025               | 05/01/2025           | Published |         |         |

Total Records: 10

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3. Click “view more” to review the instructions.

The screenshot shows the Education Grants Management System (EGMS) interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar has a search bar and a list of tasks and activities. The main content area displays the details for a funding opportunity with EGMS ID AN-OSPI-7636, Status Published, Pre-Application (SAS) Due Date, and Application Due Date 06/30/2025. A message states: "This funding opportunity has not yet been qualified by your organization. If the opportunity is still open, and you want to pursue this..." with a "view more" link circled in orange. Below the message are tabs for Overview, Financials, Files, and Collab. The Overview tab is active, showing Opportunity Information and Opportunity Specific Settings.

| Opportunity Information         |                                     |   |
|---------------------------------|-------------------------------------|---|
| Opportunity Name                | Type                                | Program ID  |
|                                 | Competitive                         | PG-OSPI-1458  |
| Maximum # Applications Allowed  | Program Type                        | Form Package Type                                   |
| 1                               | Formula and Competitive Grants      | Federal grant                                       |
| Authorizing Statute             | Link to Authorizing Statute         | Is this Federal Grant for Research and Development? |
|                                 |                                     | No  |
| School Board Approval Required? | Federal Award Identification Number | Federal Award Date                                  |
| No                              | ABC123                              | 07/01/2024  |

| Opportunity Specific Settings |                          |   |
|-------------------------------|--------------------------|---|
| Match Allowed                 | Program Income Allowed   | Pre-Application (SAS) Required                  |
| No                            | No                       | No  |
| Focus Area Required           | Risk Assessment Required | Are Expense Details Required on Reimbursements? |
| No                            | No                       | No  |
| Negotiations Allowed          |                          |   |
| Yes                           |                          |   |

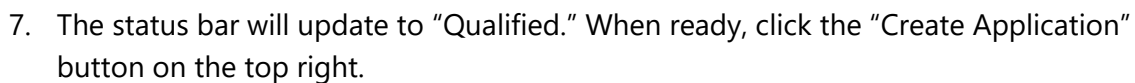
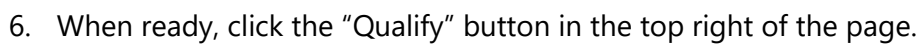
4. Click the “Files” tab to view the documents associated with the opportunity.

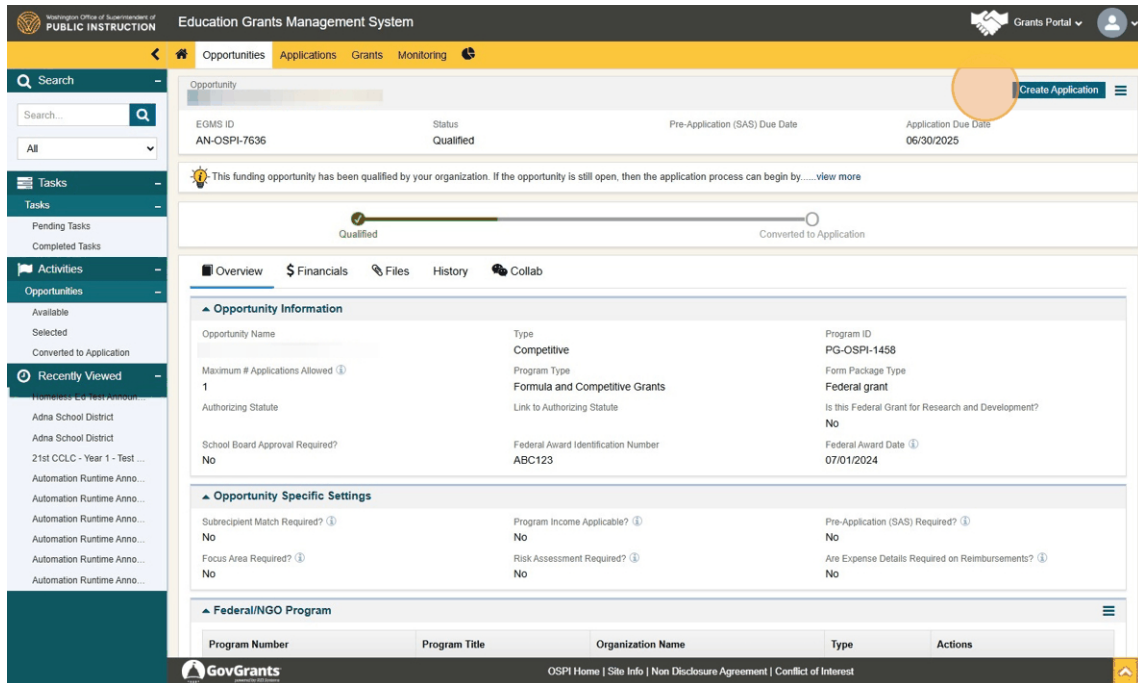
The screenshot shows the Education Grants Management System (EGMS) interface with the 'Files' tab selected. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar has a search bar and a list of tasks and activities. The main content area displays the details for a funding opportunity with EGMS ID AN-OSPI-7636, Status Published, Pre-Application (SAS) Due Date, and Application Due Date 06/30/2025. A message states: "This funding opportunity has not yet been qualified by your organization. If the opportunity is still open, and you want to pursue this opportunity, click on 'Quality' view less". Below the message are tabs for Overview, Financials, Files, and Collab. The Files tab is circled in orange. The Overview tab is active, showing Opportunity Information and Opportunity Specific Settings.

| Opportunity Information         |                                     |   |
|---------------------------------|-------------------------------------|---|
| Opportunity Name                | Type                                | Program ID  |
|                                 | Competitive                         | PG-OSPI-1458  |
| Maximum # Applications Allowed  | Program Type                        | Form Package Type                                   |
| 1                               | Formula and Competitive Grants      | Federal grant                                       |
| Authorizing Statute             | Link to Authorizing Statute         | Is this Federal Grant for Research and Development? |
|                                 |                                     | No  |
| School Board Approval Required? | Federal Award Identification Number | Federal Award Date                                  |
| No                              | ABC123                              | 07/01/2024  |

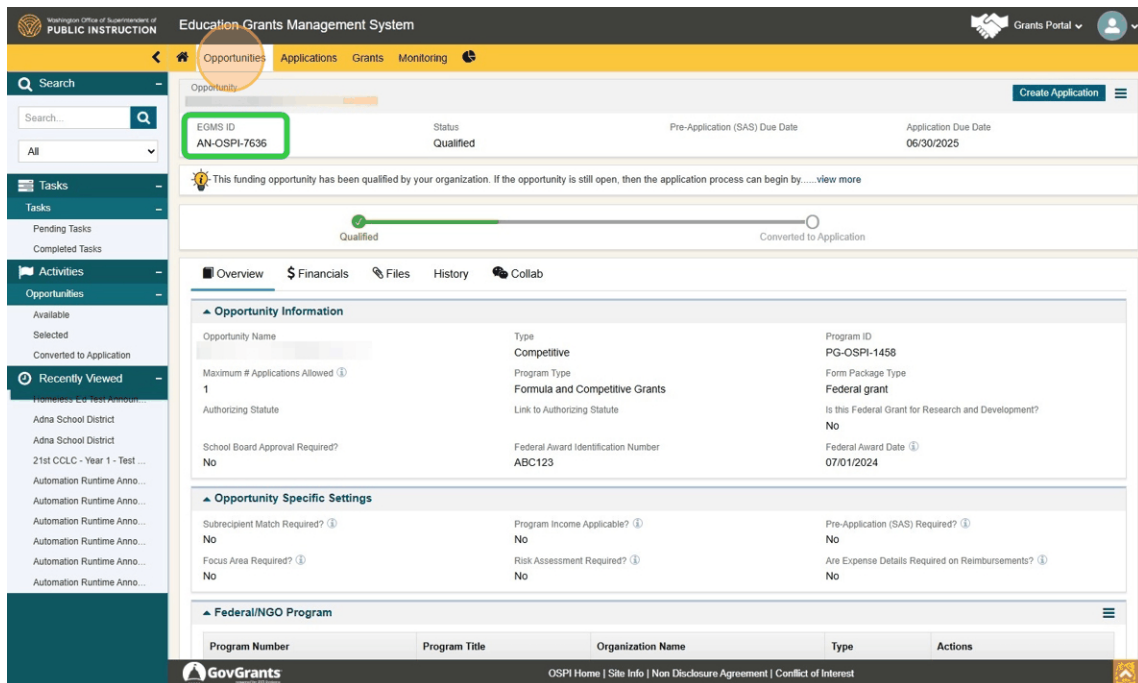
| Opportunity Specific Settings |                          |   |
|-------------------------------|--------------------------|---|
| Match Allowed                 | Program Income Allowed   | Pre-Application (SAS) Required                  |
| No                            | No                       | No  |
| Focus Area Required           | Risk Assessment Required | Are Expense Details Required on Reimbursements? |
| No                            | No                       | No  |
| Negotiations Allowed          |                          |   |
| Yes                           |                          |   |

5. Click the “Financials” tab to see the budget period and other financial details.






8. If you need to pause this process and complete your application at another time, you can return to the record by clicking the "Opportunities" tab on the gold tool bar and then "Selected" on the left navigation panel.





9. You can either type the EGMS ID (shown in the green rectangles in the image above and below) into the search bar on the left, or you can click "Selected" from the left navigation

panel. The opportunity you qualified for will be in this list.



Oregon Office of Superintendent of  
PUBLIC INSTRUCTION

Education Grants Management System

 Grants Portal 

Opportunities

Applications

Grants

Monitoring

Search

Search...

All

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

Available

Selected

Converted to Application

Recently Viewed

Adna School District

Adna School District

21st CCLC - Year 1 - Test ...

Automation Runtime Anno...

Automation Runtime Anno...

Automation Runtime Anno...

Automation Runtime Anno...

Automation Runtime Anno...

Automation Runtime Anno...










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

Search...

Showing 1 to 9 of 9 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 | AN-OSPI-7295 |  |
|                  | Formula     | No                        | 04/15/2025               | 10/31/2025           | Published | AN-OSPI-7640 |  |
|                  | Competitive | No                        | 07/23/2024               | 07/23/2025           | Published | AN-OSPI-7319 |  |
|                  | Formula     | No                        | 07/25/2024               | 07/23/2025           | Published | AN-OSPI-7320 |  |
|                  | Competitive | No                        | 06/14/2024               | 06/30/2025           | Published | AN-OSPI-7283 |  |
|                  | Competitive | No                        | 06/14/2024               | 06/30/2025           | Published | AN-OSPI-7284 |  |
|                  | 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 |  |

Total Records: 9

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