## 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."

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Management Sys	stem				Grar
<	Opportunities Applications Grants	Monitoring				
Q Search - Search Q All ~	Create Application: Click the Opportunities View Current/Past Applications: Click the Ap View Current/Past Amendments: Click the Grants View Current/Past Amendments: Click the Mon View Current/Past Payments: Click the Mon View Current/Past Progress Reports: Click EGMS 10: To access a specific record in the sy	pplications module in th module in the top menu irants module in the top itoring module in the top the Monitoring module i	menu menu n the top menu			
Tasks -	Task Summary By Phase		Task Summary By Due Date		My Feed	
My Tasks - Pending Tasks	Opportunities	0	Late	112	No feeds available.	
Completed Tasks	Applications	46	Due within 7 Days	1		
📁 Activities 🛛 –	Grants	1	Due within 30 Days	6		
Organization -	Monitoring	88	Due in more than 30 Days	16		
Organization Profile	wontoning	00	Due in nore than 50 Days	10		
Recently Viewed -     Adna School District						
Adna School District						
21st CCLC - Year 1 - Test						
Automation Runtime Anno						
Automation Runtime Anno						
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Technical Support –						

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

ch Q V iasks - s -	Published Opportunities     The set Application: Cick the View action to navigate to the     Z. Note for School-based Application: If the Opportunity is an     Search.     Rowing 1 to 10 of 10 records		ck the Selected Opp	ortunities in the left	menu			-
✓ asks – s –	2. Note for School-based Application: If the Opportunity is no Search		ck the Selected Opp	ortunities in the left	menu			_
iasks – s –								
is –								T
	Opportunity Name	Туре	Pre-Application Required?	Opportunity Release Date	Application Due Date	Status	EGMS ID	Actions
nding Tasks mpleted Tasks		Competitive	No	06/21/2024	12/31/2025	Published		۲
ctivities –		Formula	No	04/15/2025	10/31/2025	Published		۲
ortunities –		Formula	No	07/25/2024	07/23/2025	Published		۲
ailable		Competitive	No	07/23/2024	07/23/2025	Published		۲
lected		Competitive	No	06/14/2024	06/30/2025	Published		۲
nverted to Application tecently Viewed –		Competitive	No	04/11/2025	06/30/2025	Published		۲
na School District		Competitive		06/14/2024	06/30/2025	Published		
na School District		Formula	Yes	02/18/2025	05/30/2025	Published		۲
st CCLC - Year 1 - Test		Directed	No	12/16/2024	05/30/2025	Published		۲
tomation Runtime Anno		Directed	No	03/03/2025	05/01/2025	Published		۲
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omation Runtime Anno								
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- Wootington Office of Supermembers of Education Grants Management System Grants Portal 🗸 K 🔿 Opportunities Applications Grants Monitoring 🕏 Q Search Qualify Q Search EGMS ID Status Published Pre-Application (SAS) Due Date plication Due Date 06/30/2025 AN-OSPI-7636 All ~ 📑 Tasks Pending Tasks 🖬 Overview 💲 Financials 📑 Files 🇠 Collab Opportunity Information Opportunity Name Type (1) Competitive PG-OSPI-1458 Selected Program Type Formula and Competitive Grants Converted to As Maximum # Applications Allowed (3) Form Package Type Federal grant ② Recently Viewed Authorizing Statute Link to Authorizing Statute Is this Federal Grant for Research and Developm ess Ed Test A No Adna School District School Board Approval Required? Federal Award Identification Number Federal Award Date (1) Adna School District No ABC123 07/01/2024 21st CCLC - Year 1 - Test . ▲ Opportunity Specific Settings Automation Runtime Anno Automation Runtime Anno... Match Allowed ③ No ogram Income Allowed? (1) Pre-Application (SAS) Required? Prog No No Automation Runtime Anno... Focus Area Required? (1) No Automation Runtime Anno. Risk Assessment Required? (3) No Are Expense Details Required on Reimbursements? (1) No Automation Runtime Anno. ons Allowed? 🕕 Nego Yes Automation Runtime Anno ▲ Federal/NGO Programs ④ ≡ GovGrants nt | Conflict of Ir
- 4. Click the "Files" tab to view the documents associated with the opportunity.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Management System			🤝 Grants Portal 🗸 🙎 🗸
<	Opportunities Applications Grants Mor	iltoring 🕓		
Q Search -	Opportunity			Qualify
Search Q				
	EGMS ID AN-OSPI-7636	Status Published	Pre-Application (SAS) Due Date	Application Due Date 06/30/2025
All 🗸				
📑 Tasks 🗕		ied by your organization. If the opportunity is still open, a Download form package instructions in Opportunity Files		".view less
Tasks –		Use Create Application to create an application for ea		
Pending Tasks				
Completed Tasks				
🛋 Activities 🛛 🗕		-		
Opportunities –	Overview \$ Financials	Collab		
Available	▲ Opportunity Information			
Selected				
Converted to Application	Opportunity Name	Type ③ Competitive	Program ID PG-OSPI-1458	
<ul> <li>Recently Viewed –</li> </ul>	Maximum # Applications Allowed (1)	Program Type	Form Package Ty	
Homeless Ed Test Announ	1	Formula and Competitive Grant		
Adna School District	Authorizing Statute	Link to Authorizing Statute		ant for Research and Development?
Adna School District			No	
21st CCLC - Year 1 - Test	School Board Approval Required? No	Federal Award Identification Number ABC123	Federal Award Da 07/01/2024	te ①
Automation Runtime Anno	110	ADCI23	0/10/1/2024	
Automation Runtime Anno	▲ Opportunity Specific Settings			
Automation Runtime Anno	Match Allowed ③	Program Income Allowed?	Pre-Application (S	AS) Required? ①
Automation Runtime Anno	No	No	No	
Automation Runtime Anno	Focus Area Required? (3)	Risk Assessment Required?		ails Required on Reimbursements? (3)
	No Negotiations Allowed?	No	No	
	Yes			
	GovGrants	OSPI Home   Site Info   N	on Disclosure Agreement   Conflict of Interest	

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

3. Click "view more" to review the instructions.

	Education Grants Mar	agement System			Grants Portal 🗸 🛃
<	Gopportunities Applic	ations Grants Monitoring 🔮			
Search –	Opportunity				Qualify
Search Q					
All Y	EGMS ID AN-OSPI-7636	Status Published	Pre-Applic		Application Due Date 06/30/2025
Tasks –	1. Form Package	Instructions: Files tab, Download form packa		to pursue this opportunity, click on "Qualify".vi	aw less
isks –	2. School Pre-Ap	plications/Applications: Use Create Applications	tion to create an application for each school		
Pending Tasks					
Completed Tasks		<u> </u>			
Activities – pportunities –	Overview \$ Fir	ancials 📑 Files 🧠 Collab			
Available					
elected	<ul> <li>Opportunity Files</li> </ul>	0			=
Converted to Application				* Record	are sorted by Last Modified Date ascending orde
Recently Viewed -	Showing 0 to 0 of 0 records				
Homeless Ed Test Announ	Title	Classification	File Extension	Description	Actions
Adna School District			No Records Found		
Adna School District					
21st CCLC - Year 1 - Test	A Notes				=
Automation Runtime Anno					
Automation Runtime Anno	Title	Description	Created Date ↓	Crei	ated By
Automation Runtime Anno			No Records Found		
Automation Runtime Anno					
Automation Runtime Anno					
					Qual

6. When ready, click the "Qualify" button in the top right of the page.

Washington Office of Supermendent of PUBLIC INSTRUCTION	Education Grants Management Systemet	em			ݤ Grants Portal 🗸 💿 🗸
<	Opportunities Applications Grants	Monitoring 🕓			$\sim$
Q Search -	Opportunity				Qualify
Search Q	EGMS ID AN-OSPI-7636	Status Published	Pre-Application (SAS)	Due Date Application Due Date 06/30/2025	
All  Tasks - Tasks - Pending Tasks		ualified by your organization. If the opportu tab, Download form package instructions in ons: Use Create Application to create an	Opportunity Files	this opportunity, click on "Qualify", view less	
Completed Tasks					
<ul> <li>Activities –</li> <li>Opportunities –</li> </ul>	Overview \$ Financials	es 🇠 Collab			
Available Selected	Financial Details				
Converted to Application Converted to Application Converted to Application Homeless Ed Test Announ	Subaward Floor (1) \$1.00 Carryover Percent	Subaward Ceiling \$100.00	•	Indirect Rate Type D Not Allowed	
Adna School District	Budget Specific Settings				
Autor School District 21st CCLC - Year 1 - Test Automation Runtime Anno Automation Runtime Anno	Budgeting is Required for: (1) Only First Budget Period Project Period End Date 06/30/2025	Is a Detailed Bud No	get Required on the Application?	Project Period Start Date 04/11/2025	
Automation Runtime Anno	Budget Period Details				=
Automation Runtime Anno	Showing 1 to 1 of 1 records				
Automation Runtime Anno	Budget Period Name	Start Date †	End Date	Budget Revision Deadline	
	BP01	04/11/2025	06/30/2025 Total Records:1	09/15/2025	
		OSPI H	ome   Site Info   Non Disclosure Agreeme	ent   Conflict of Interest	^

7. The status bar will update to "Qualified." When ready, click the "Create Application" button on the top right.

Westington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Managemen	it System		Grants Portal 🗸 🙎
<	Opportunities Applications G	rants Monitoring 🗣		
Q Search -	Opportunity			Create Application
Search Q	EGMS ID	Status	Pre-Application (S	AS) Due Date Application Due Date
All	AN-OSPI-7636	Qualified	, to Abbatanan (o	06/30/2025
📑 Tasks 🛛 –	- This funding opportunity has been	qualified by your organization	. If the opportunity is still open, then the application process	s can begin byview more
Tasks –				
Pending Tasks Completed Tasks	Qual	ified	-	Converted to Application
🗖 Activities –	Overview \$ Financials	S Files History	🗣 Collab	
Opportunities –				
Available	<ul> <li>Opportunity Information</li> </ul>			
Selected	Opportunity Name		Туре	Program ID
Converted to Application	Maximum di Ameliantinan Allana d		Competitive	PG-OSPI-1458 Form Package Type
<ul> <li>Recently Viewed –</li> </ul>	Maximum # Applications Allowed (1)		Program Type Formula and Competitive Grants	Federal grant
Adna School District	Authorizing Statute		Link to Authorizing Statute	is this Federal Grant for Research and Development?
Adna School District	School Board Approval Required?		Federal Award Identification Number	Federal Award Date 🚯
21st CCLC - Year 1 - Test	No		ABC123	07/01/2024
Automation Runtime Anno	Opportunity Specific Settin	gs		
Automation Runtime Anno	Subrecipient Match Required? (1)		Program Income Applicable? (1)	Pre-Application (SAS) Required? (1)
Automation Runtime Anno	No		No	No
Automation Runtime Anno	Focus Area Required? (1)		Risk Assessment Required? (1)	Are Expense Details Required on Reimbursements? (1)
Automation Runtime Anno	No		No	No
	Federal/NGO Program			Ξ
	Program Number	Program Title	Organization Name	Type Actions
	GovGrants		OSPI Home   Site Info   Non Disclosure Agre	ement   Conflict of Interest

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.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Manageme	ent System			Grants Portal 🗸 🔷
<	Opportunities Applications	Grants Monitoring 🕏			
Q Search -	Opportunity				Create Application
Search Q	EGMS ID AN-OSPI-7636	Status Qualified	Pre-Application (	SAS) Due Date Application D 06/30/2025	ue Date
📑 Tasks 🛛 –	This funding opportunity has bee	n qualified by your organization	n. If the opportunity is still open, then the application proces	is can begin byview more	
Tasks – Pending Tasks Completed Tasks	Qu	alified		Converted to Application	
Activities – Opportunities –	Overview \$ Financials	Files History	Soliab		
Available	<ul> <li>Opportunity Information</li> </ul>				
Selected	Opportunity Name		Туре	Program ID	
Converted to Application			Competitive	PG-OSPI-1458	
Recently Viewed -	Maximum # Applications Allowed (1)		Program Type Formula and Competitive Grants	Form Package Type Federal grant	
Adna School District	Authorizing Statute		Link to Authorizing Statute	Is this Federal Grant for Research No	and Development?
Adna School District 21st CCLC - Year 1 - Test Automation Runtime Anno	School Board Approval Required? No		Federal Award Identification Number ABC123	Federal Award Date ③ 07/01/2024	
Automation Runtime Anno	▲ Opportunity Specific Setti	ngs			
Automation Runtime Anno Automation Runtime Anno	Subrecipient Match Required? (3) No		Program Income Applicable? (1) No	Pre-Application (SAS) Required? No	٢
Automation Runtime Anno	Focus Area Required? (1)		Risk Assessment Required?	Are Expense Details Required on	Reimbursements? (1)
Automation Runtime Anno	No		No	No	
	▲ Federal/NGO Program				≡
	Program Number	Program Title	Organization Name	Type Actio	ins
	GovGrants		OSPI Home   Site Info   Non Disclosure Agre	ement   Conflict of Interest	

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

<	Opportunities Applications	Grants Monitoring							
Search –									
Search =	A Published Opportunities								
earch Q	1 Create Application: Click th	e View action to navigate to the Publis	hed Eunding Opportunity						
		lication: If the Opportunity is not in this		k the Selected Opp	ortunities in the lef	t menu			
· ·	Search	Q							- 1
Tasks –	Showing 1 to 9 of 9 records								
sks –	Opportunity Name		Туре	Pre-Application	Opportunity	Application Due	Status	EGMS ID	Actions
ending Tasks				Required?	Release Date	Date 🔸			
ompleted Tasks			Competitive	No	06/21/2024	12/31/2025	Published	AN-OSPI-7295	۲
Activities –			Formula	No	04/15/2025	10/31/2025	Published	AN-OSPI-7640	۲
portunities –			Competitive	No	07/23/2024	07/23/2025	Published	AN-OSPI-7319	۲
vailable			Formula	No	07/25/2024	07/23/2025	Published	AN-OSPI-7320	۲
elected			Competitive	No	06/14/2024	06/30/2025	Published	AN-OSPI-7283	۲
			Competitive	No	06/14/2024	06/30/2025	Published	AN-OSPI-7284	۲
Recently Viewed -			Formula	Yes	02/18/2025	05/30/2025	Published	AN-OSPI-7277	۲
dna School District									
dna School District			Directed	No	12/16/2024	05/30/2025	Published	AN-OSPI-7516	۲
1st CCLC - Year 1 - Test			Directed	No	03/03/2025	05/01/2025	Published	AN-OSPI-7602	۲
utomation Runtime Anno				Total Records: 9					
utomation Runtime Anno									
utomation Runtime Anno									
utomation Runtime Anno									
utomation Runtime Anno									
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panel. The opportunity you qualified for will be in this list.