How to submit application revisions within the Education Grants Management System (EGMS)

You can access Pending Tasks in multiple ways. You can click the hyperlinked numbers in the Task Summary By Phase box on the Home tab or you can follow steps 1-2 below.

1. Begin on the home tab once you have logged in. If the left navigation panel is minimized, click this arrow to make it expand.

	gement System			
Opportunities Applications	Grants Monitori	ng 🤤		
Create Application: Click the Opp View Current/Past Applications: View Current/Past Grants: Click the View Current/Past Amendments: View Current/Past Payments: Cli View Current/Past Progress Rep EGMS ID: To access a specific rec	ortunities module in th Click the Applications the Grants module in th : Click the Grants modu ck the Monitoring mod orts: Click the Monitori ord in the system, Sear	e top menu module in the top menu le in prenu ule in the top menu ule in the top menu ing module in the top menu ch the EGMS ID in the left menu		
Task Summary By Phase		Task Summary By Due Date	My Feed	
Opportunities	0	Late	67	No feeds available.
Applications	25	Due within 7 Days	0	
01-	1	Due within 30 Days	1	
Grants				
Monitoring	46	Due in more than 30 Days	4	

2. Click "Pending Tasks" from the left navigation panel.





Washington Office of Superintendent of **PUBLIC INSTRUCTION**

Washington Office of Superintendent of PUBLIC INSTRUCTION	E	ducation G	Grants Mana	gement s	System	Ŵ	Grants	Portal 🗸
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Q Search –								•
SearchQ								
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📑 Tasks –								•
My Tasks –								
Completed Tasks								-
📁 Activities –		AP-OSPI- 3065	Revision	Not Started	FP Example - Competitive Announcement(Negotiate)#613086811	Automation PM	01/12/2024	•
Organization –			Request					
Organization Profile								
Recently Viewed –								•
FP 1111 - New User Trai								
Almira School District								•
Almira School District								
RA-0312								

3. Scroll to find the application revision request and click the green triangle to begin.

4. The orange dot on the Revisions tab let's us know there are fields we need to complete under that tab.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Manageme	ent System		Grants Portal 🗸 🙎
<	Opportunities Applications	Grants Monitoring		
Q Search – Search Q	Application FP Example - Competitive Announcement(Negotiate)#61	3086811		Cancel Save
All 🗸	EGMS ID AP-OSPI-3065	Status App Revision Initiated 02/	lication Due Date 01/2024	School (1) Almira Elementary School
📑 Tasks 🛛 –	-	vie	ew more	
My Tasks 🗕	Indicate the Fiscal Cont	act in the Staff Assignments tab		
Pending Tasks	Complete all Mandatory	forms and upload any files that USPI has		
Completed Tasks				
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FP Example - Competitiv				
FP 1111 - New User Trai	 Request Revisions Detail 	S 🕧		
FP 1111 - New User Trai	Due Date 🛈	Revision Request Status	Applica	int Name
Almira School District	1/12/2024	Sent to Subrecipient	Admin	Almira
Almira School District	Revision Requested Date	Application Sections for Revision	on	
RA-0312	1/2/2024 9:16 AM	Budget: Budget Information	n; Budget:	
FP 672-Financial Literac		Budget Details; Budget: Bu	Idget Narrative	
Pri School US Comp				

5. Scroll down to enter a response in the "Applicant Response" box.

Search		
	FP 876 - OSSI: Targeted 3+ Grant (State) - Budget Narrative	×
All	FP 219 - Transitional Bilingual Instructional Program - Program Demogra	aphics 🗙
📑 Tasks –	FP 219 - TBIP - Assurances	×
My Tasks –	FP 219 - TBIP - Professional Learning Plan	×
Pending Tasks		
Completed Tasks	Explanation of Revisions Needed (1)	
🕈 Activities 🛛 🗕	Details	
Organization –	Test Explanation	
Organization Profile		
Recently Viewed –	Applicant Response (1)	
FP Example - Competitiv	*Details	
FP 1111 - New User Trai	Ľ	
FP 1111 - New User Trai		
Almira School District		
Almira School District		
RA-0312		
FP 672-Financial Literac	A	
Pri School US Comp		
1221 Announcement		
1221 Announcement		Cancel Save
Technical Support –		
Organizational Administr	OSPI Home Site Info No	n Disclosure Agreement Conflict of Interest

The Request Revisions Details section will tell you which sections and forms need adjustments, such as the Forms and Files tab.

6. Click the Budget tab.

	FONSID	Status	And in the Date	Cohord (1)	
~	AP-OSPI-3065	Revision Initiated	02/01/2024	Almira Elementary School	ool
Tasks –	-	cation	view more		
Tasks –	Indicate the Fisc	al Contact in the Staff Assignments t	ab		
ending Tasks	Complete all Mar	idatory forms and upload any files that	OSPI has		
ompleted Tasks					
Activities –	Ø-	0_		O	
anization –	Created	Submittee	i	Converted to Award	
rganization Profile		Anot + Staff Assignments	Bovisions & Form		
rganization Profile Recently Viewed –	Overview \$Buc	dget 🖈 Staff Assignments	Revisions SForm	ns and Files 🏵 History 🕇	
rganization Profile Recently Viewed – P Example - Competitiv	Overview Buc Request Revisions	tget ★ Staff Assignments Details ③	Revisions S Form	ns and Files 🕲 History 🕇	
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rganization Profile – Recently Viewed – P Example - Competitiv P 1111 - New User Trai P 1111 - New User Trai mira School District	Overview Successful A Request Revisions Due Date O1/12/2024 Revision Requested Date	tget ★ Staff Assignments Details ③ Revision Reque Sent to Subre Application Sect	Revisions Soft	Applicant Name Admin Almira	
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On certain tables you will need to scroll horizontally to reach the blue pencil used to edit.

7. You can adjust the indirect amount in the Budget Information table. All other budget revisions are done in the Budget Details section.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Ed	lucation Gra	nts Managem	ient System			Ļ	Grants Port	al 🗸 🙋
<	ñ	Opportunities	Applications	Grants Mon	itoring 🕓				
C Search –		Please enter v Enter Indirect Multiple Focus Other Grants:	whole numbers or Amount: Area Grant: Click I Click Edit in the Br	nly. Edit in the Alloca udget Informatio	tions and Indirect n table	Costs table			
All 🗸		Budget In	formation	1				S	ave 📃
🖥 Tasks –						* Reco	ords are sorted by Las	Modified Date asce	nding order
My Tasks – Pending Tasks Completed Tasks		Allocation Amount	Requested Indirect Amount	Budgeted Indirect Expenditures	Budgeted Direct Expenditures	Allowed Budgeted Direct	Total Budgeted Expenditures	Unbudgeted Amount	Actions
Activities –				ר	•	Expenditures			
Organization –		\$10,000.0	0	\$0.0	\$10,000	.00 10,000.00	\$10,000.00	0.00	5
Organization Profile									
Recently Viewed –		- Budget D	otaile				Download in	Excel Unload E	vcol
FP Example - Competitiv		A Budget D	etalis				Download II		
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FP 1111 - New User Trai		LACCI, 3	ave the Excertion y	our computer. Ne	AL, CICK THE OPION	EXCEL DUILON TO UPIONO	the budget in the bu	uger Details section	
Almira School District		Search	Q						
									T
Almira School District					* Record	Is are sorted by Focus Ar	ea ascending order, (Category Name asce	ending order
Almira School District RA-0312		Showing 1 to 1	of 1 records		* Record	is are sorted by Focus An	ea ascending order, (Category Name asce	ending order
Almira School District RA-0312 FP 672-Financial Literac		Showing 1 to 1	of 1 records		* Record	is are sorted by Focus Ar	ea ascending order, (Benefits	Category Name asce	ending order
Almira School District RA-0312 FP 672-Financial Literac Pri School US Comp		Showing 1 to 1	of 1 records	Debit	* Record	is are sorted by Focus Ar	ea ascending order, d Benefits &	Category Name asce Supplies Instr. Resources.	ending order Purchased
Almira School District RA-0312 FP 672-Financial Literac Pri School US Comp 1221 Announcement		Showing 1 to 1	of 1 records	Debit Transfer (0)	* Record Credit Sa Transfer Ce (1) (2)	is are sorted by Focus Arr laries Salaries rtificated Classifie	Benefits & Payroll	Category Name asco Supplies Instr. Resources, & Non-	Purchased Services
Almira School District RA-0312 FP 672-Financial Literac Pri School US Comp 1221 Announcement 1221 Announcement		Showing 1 to 1	of 1 records	Debit Transfer (0)	* Record Credit Sa Transfer Ce (1) (2)	laries Salaries rtificated (3)	Benefits & Payroll Taxes (4)	Supplies Instr. Resources, & Non- Capitalized	Purchased Services (7)
Almira School District RA-0312 FP 672-Financial Literac Pri School US Comp 1221 Announcement 1221 Announcement 1221 Announcement Technical Support –		Showing 1 to 1	of 1 records	Debit Transfer (0)	* Record Credit Transfer (1) (2)	laries Salaries rtificated (3)	Benefits Benefits Benefits A Payroll Taxes (4)	Supplies Instr. Resources, & Non- Capitalized (5)	Purchased Services (7)

8. Once you've made your edits, click "Save."

Washington Office of Superintendent of PUBLIC INSTRUCTION	Ed	lucation Grant	s Manage	ment Syster	n			Gra	nts Portal 🗸 🔔 🕻
<	Â	Opportunities	Applications	Grants M	onitoring				
Q Search – Search Q		Please enter wh Enter Indirect An Multiple Focus An Other Grants: Cli	ole numbers mount: rea Grant: Clic ck Edit in the	only. k Edit in the Allc Budget Informa	ocations and Ind tion table	irect Costs table			
All 🗸		A Budget Info	rmation						Save 📃 🚍
📑 Tasks –							* Records are sorte	d by Last Modified D	ate ascending order
My Tasks –								Allowed	
Pending Tasks		Allocation	Indirect	Maximum Indirect	Requested	Bund	Budgeted	Budgeted	Total Budgeted
Completed Tasks		Amount	Rate	Allowed	Amount	Exponentures	Expenditures	Direct Expenditures	Expenditures
🛋 Activities 🛛 🗕									
Organization –		\$10,000.00	7.50%	\$697.00	697	\$0.00	\$10,000.00	10,000.00	\$10,000.00
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Recently Viewed –									
FP Example - Competitiv		Budget Deta	ails				Dov	wnload in Excel U	pload Excel
FP 1111 - New User Trai		1. Click the 'I	Download in I	Excel' button to a	download the Exc	el template that you	should use to enter t	he budget. After ente	ering the budget in
FP 1111 - New User Trai		Excel, sav	e the Excel or	your computer.	Next, click the 'U	pload Excel' button to	o upload the budget i	n the Budget Details	section.
Almira School District		Search	Q						T
Almira School District				0	* <i>R</i>	ecords are sorted by F	ocus Area ascending	g order, Category Na	me ascending order
RA-0312		Showing 1 to 1 of	1 records						
FP 672-Financial Literac							P	Supplies	

9. To edit your budget, scroll down to the Budget Details table. Scroll horizontally to the right to click the blue pencil icon and then make your edits.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Ed	ucation Grants Manageme	ent System				2	Grants Por	tal 🗸 🙆 🗸	
<	Â	Opportunities Applications	Grants Mor	nitoring 🕓						
Q Search –		▲ Budget Details				Down	load in Excel	Upload Excel	Save 📃	
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All 🗸		Search	earch. Q							
📑 Tasks –				* R	ecords are sorted b	y Focus Area asc	ending order, C	ategory Name asc	ending order	
My Tasks –		Showing 1 to 1 of 1 records								
Pending Tasks							Benefits	Supplies		
Completed Tasks			Debit	Credit	Salaries	Salaries	&	Instr. Resources	Purchased	
🍽 Activities –		Category Name	Transfer (0)	Transfer (1)	Certificated (2)	Classified (3)	Payroll Taxes	& Non-	Services (7)	
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FP Example - Competitiv		15 Human Resources	0	0	q	0	0	0		
FP 1111 - New User Trai		Total - Focus Area : FP Exampl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	SC	
FP 1111 - New User Trai		Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	sc	
Almira School District										
Almira School District					Total Records:1					
RA-0312										
FP 672-Financial Literac		 Budget Narrative 								

10. If you need to undo your changes, click the circular arrow.

Search –					_				
	Budget Details					Download in E	Excel Uplo	ad Excel S	ave
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Activities –	Category Name	ixes	& Non-	Services (7)	(8)	Outlay (9)	Total	ID	Actions
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FP Example - Competitiv	To Human Resources						00.00	110-101 12	-
FP 1111 - New User Trai	Total - Focus Area : FP Examp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
FP 1111 - New User Trai	Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Almira School District									
Imira School District				Total Records:1					
A-0312	Budget Negrative								
P 672-Financial Literac									
	Budget Comments								

PUBLIC INSTRUCTION	Education Grants Manageme	in Sys	lem				Grant			
< 1	Opportunities Applications	Grants	Monitoring	Ģ						
Search –	▲ Budget Details					Download in Ex	cel Upload Exc	el Save		
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i 🗸	Search Q									
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r Tasks –	Showing 1 to 1 or 1 records						0 mm llar			
Pending Tasks		.14	Canadià	Calarian	Calarian	Benefits	Instr.	Durchesed		
Completed Tasks	Category Name	nsfer	Transfer	Certific	Classified	∝ Payroll	Resources,	Services		
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ganization –						(4)	(5)			
organization Profile	us Area : FP Example - Competi	tive Anno	ouncement(Ne	gotiate)#6130868	11					
Recently Viewed –	15 Human Resources	0	0	9,303	0	0	0	0		
P Example - Competitiv	Total - Focus Area : FP Examp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
P 1111 - New User Trai										
P 1111 - New User Trai	Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Imira School District				Total Records	-					
				rolai Necolu:	2.1					
Imira School District										

11. Click the blue "save" button on that table.

12. When you've made all your changes and are ready, click the "Submit to Grantor" button at the top right of the page.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Confirm Education Grants Managemen	t System	×	Grants Portal 🗸 🔹 🗸
<	Opportunitiestor?Applications Gi	rants Monitoring	rready to submit the Revisions to	
Q Search –	Application FP Example - Competitive Announcement(Negotiate)#6130	986811	No Yes	Edit Submit to Grantor =
All	EGMS ID AP-OSPI-3065	Status Revision Initiated	Application Due Date 02/01/2024	School (1) Almira Elementary School
📑 Tasks –	-		view more	
My Tasks –	Indicate the Fiscal Contact	in the Staff Assignments tab		
Pending Tasks	Complete all Mandatory for	its and upload any lifes that Os	set nas	
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Organization –	Created	Submitted	Conve	erted to Award
Organization Profile	Overview S Budget	Staff Assignments	Revisions S Forms and Files	Э History +
 Recently Viewed – 		_		
FP Example - Competitiv	▲ Instructions			
FP 1111 - New User Trai	Please enter whole numbers only.			
FP 1111 - New User Trai	Enter Indirect Amount:			
Almira School District	Other Grants: Click Edit in the Budg	et Information table	ct Costs table	
Almira School District				
RA-0312				
FP 672-Financial Literac	Saved Successfully!			×

13. Respond to the confirmation by selecting "yes" or "no."



You can see the status of your revision in the green rectangle show in the image above.