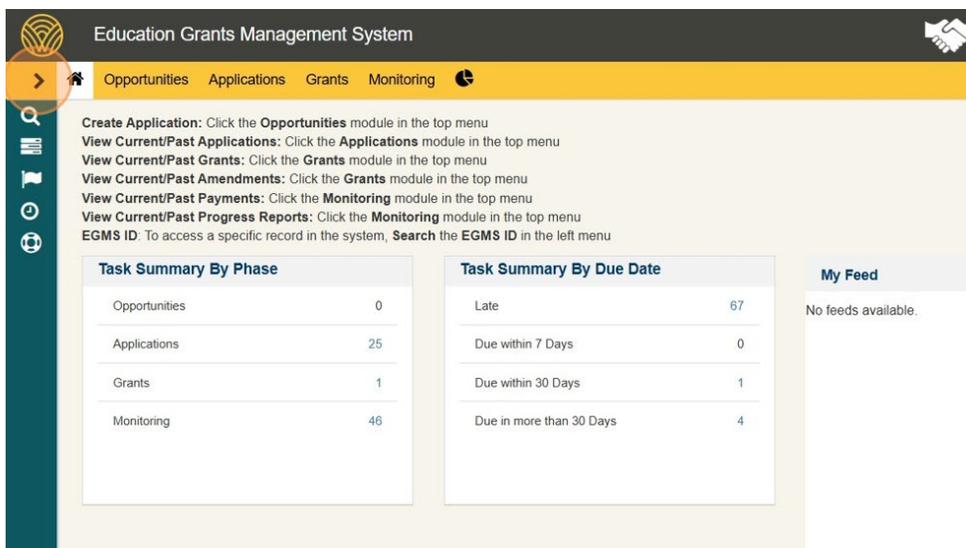


How to submit application revisions within the Education Grants Management System (EGMS)

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.



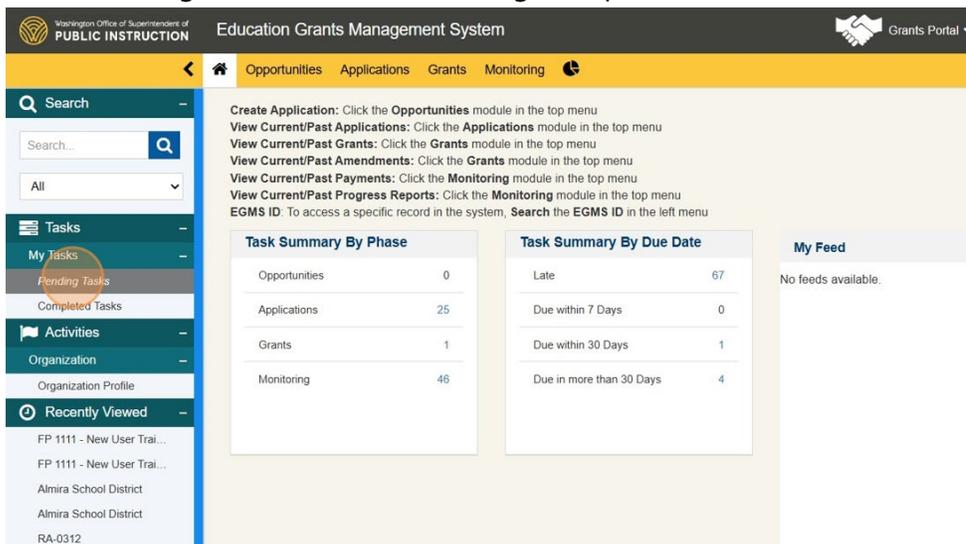
The screenshot shows the Education Grants Management System interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left navigation panel is minimized, and an arrow points to the expand button. The main content area displays instructions for various actions and two summary tables.

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.

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



The screenshot shows the Education Grants Management System interface with the left navigation panel expanded. The 'Pending Tasks' option is highlighted in the navigation menu. The main content area displays instructions for various actions and two summary tables.

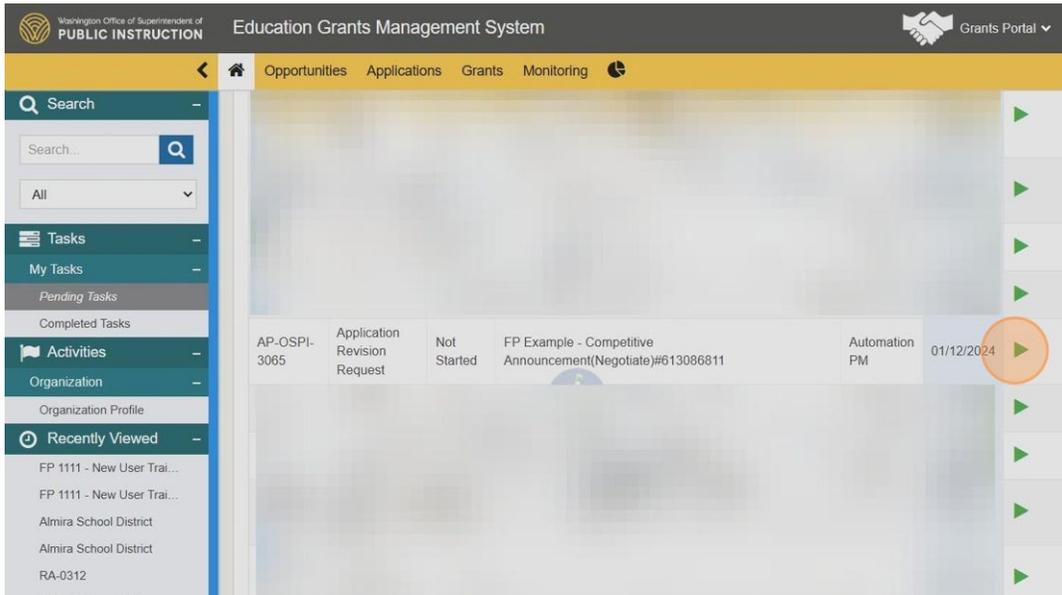
Task Summary By Phase	
Opportunities	0
Applications	25
Grants	1
Monitoring	46

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

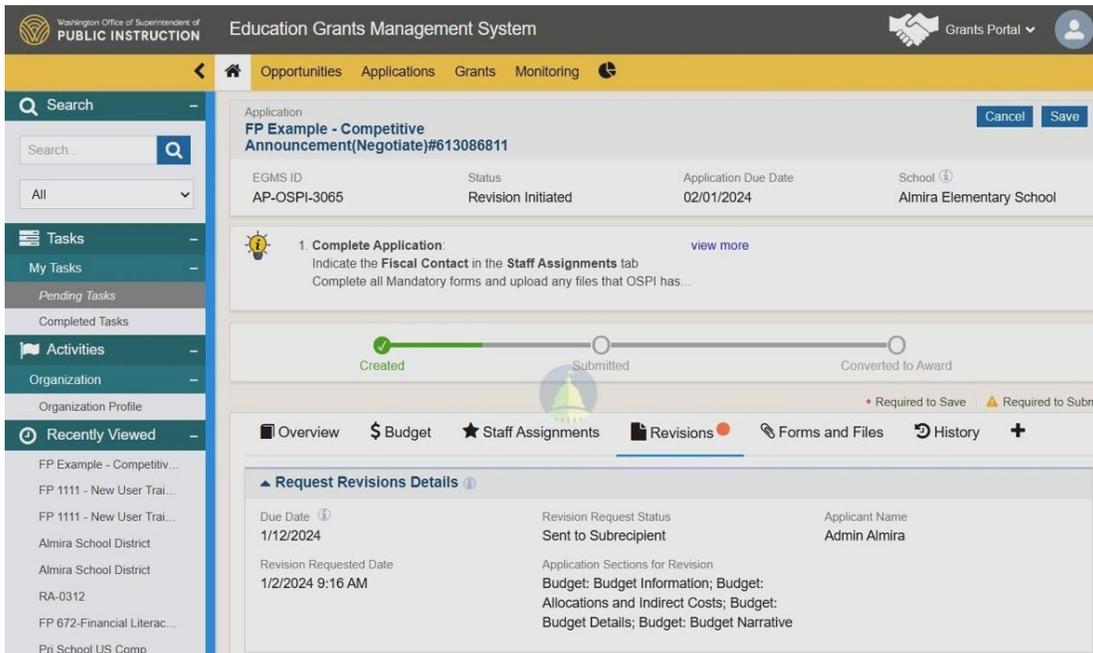
My Feed
No feeds available.



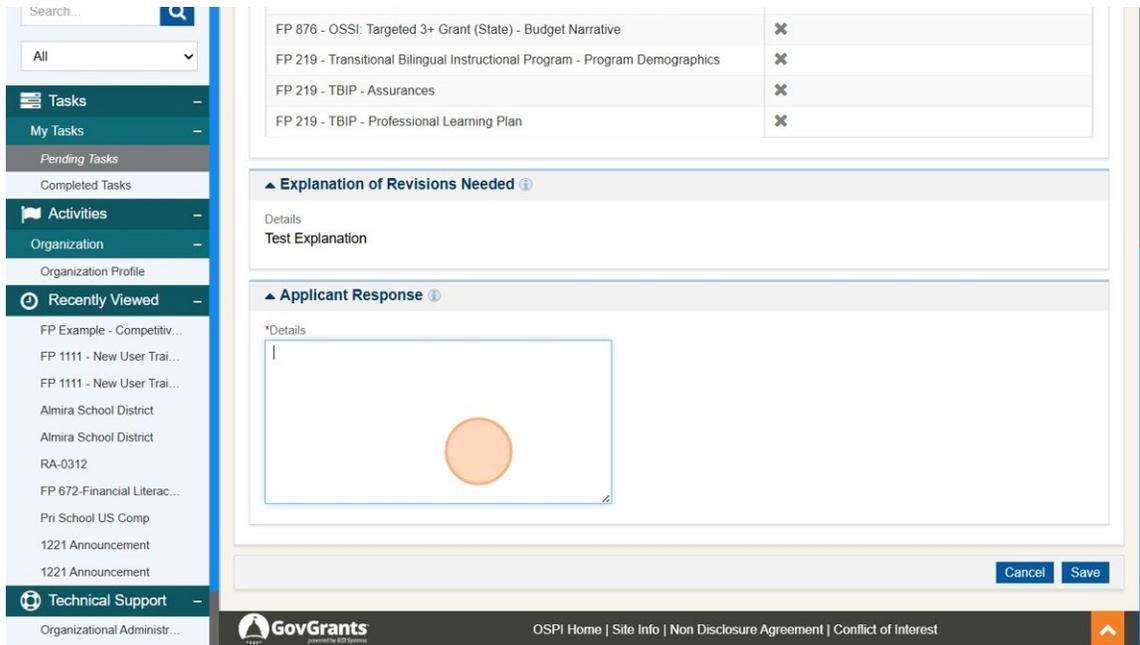
3. Scroll to find the application revision request and click the green triangle to begin.



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

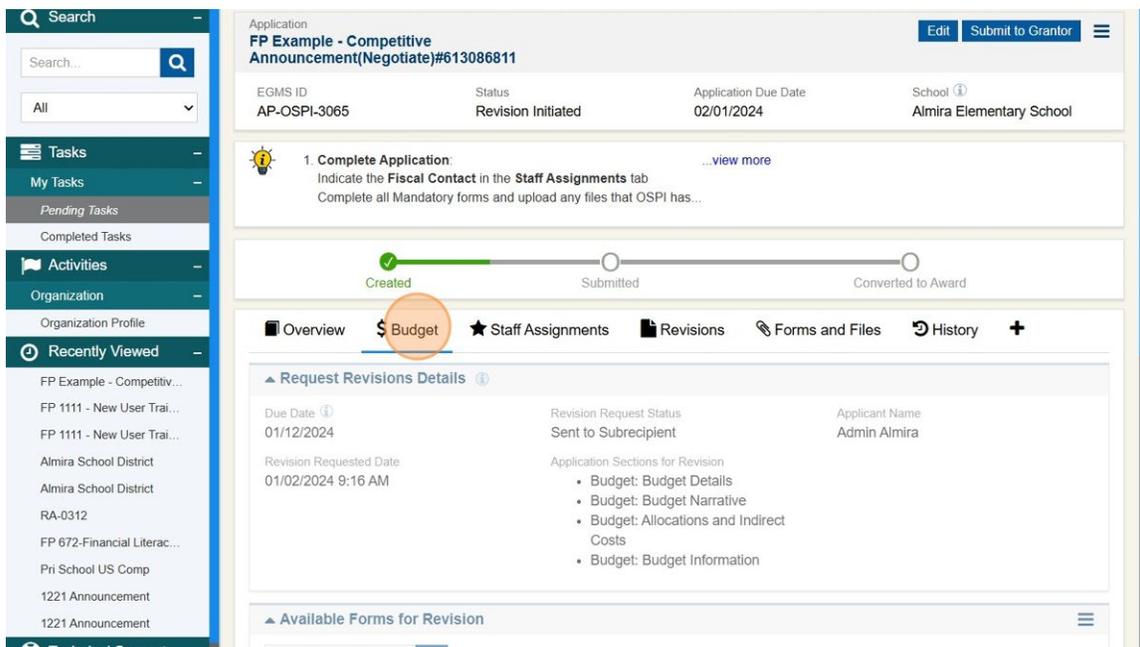


5. Scroll down to enter a response in the "Applicant Response" box.



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.



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 Education Grants Management System Grants Portal

Opportunities Applications Grants Monitoring

Please enter whole numbers only.
Enter Indirect Amount:
Multiple Focus Area Grant: Click **Edit** in the **Allocations and Indirect Costs** table
Other Grants: Click **Edit** in the **Budget Information** table

Budget Information Save

* Records are sorted by **Last Modified Date ascending order**

Allocation Amount	Requested Indirect Amount	Budgeted Indirect Expenditures	Budgeted Direct Expenditures	Allowed Budgeted Direct Expenditures	Total Budgeted Expenditures	Unbudgeted Amount	Actions
\$10,000.00	0	\$0.00	\$10,000.00	10,000.00	\$10,000.00	0.00	

Budget Details Download in Excel Upload Excel

1. Click the **'Download in Excel'** button to download the Excel template that you should use to enter the budget. After entering the budget in Excel, save the Excel on your computer. Next, click the **'Upload Excel'** button to upload the budget in the Budget Details section.

Search...

* Records are sorted by **Focus Area ascending order, Category Name ascending order**

Showing 1 to 1 of 1 records

Category Name	Debit Transfer (0)	Credit Transfer (1)	Salaries Certificated (2)	Salaries Classified (3)	Benefits & Payroll Taxes (4)	Supplies Instr. Resources, & Non-Capitalized (5)	Purchaser Services (7)

GovGrants OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest

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

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System Grants Portal

Opportunities Applications Grants Monitoring

Please enter whole numbers only.
Enter Indirect Amount:
Multiple Focus Area Grant: Click **Edit** in the **Allocations and Indirect Costs** table
Other Grants: Click **Edit** in the **Budget Information** table

Budget Information Save

* Records are sorted by **Last Modified Date ascending order**

Allocation Amount	Indirect Rate	Maximum Indirect Allowed	Requested Indirect Amount	Budgeted Indirect Expenditures	Budgeted Direct Expenditures	Allowed Budgeted Direct Expenditures	Total Budgeted Expenditures
\$10,000.00	7.50%	\$697.00	697	\$0.00	\$10,000.00	10,000.00	\$10,000.00

Budget Details Download in Excel Upload Excel

1. Click the **'Download in Excel'** button to download the Excel template that you should use to enter the budget. After entering the budget in Excel, save the Excel on your computer. Next, click the **'Upload Excel'** button to upload the budget in the Budget Details section.

Search...

* Records are sorted by **Focus Area ascending order, Category Name ascending order**

Showing 1 to 1 of 1 records

Category Name	Debit Transfer (0)	Credit Transfer (1)	Salaries Certificated (2)	Salaries Classified (3)	Benefits & Payroll Taxes (4)	Supplies	Purchaser Services (7)

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 Education Grants Management System Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... All

Tasks My Tasks Pending Tasks Completed Tasks Activities Organization Organization Profile Recently Viewed

FP Example - Competitiv... FP 1111 - New User Trai... FP 1111 - New User Trai... Almira School District Almira School District RA-0312 FP 672-Financial Literac...

Budget Details Download in Excel Upload Excel Save

1. Click the "Download in Excel" button to download the Excel template that you should use to enter the budget. After entering the budget in Excel, save the Excel on your computer. Next, click the "Upload Excel" button to upload the budget in the Budget Details section.

Search... * Records are sorted by Focus Area ascending order, Category Name ascending order

Showing 1 to 1 of 1 records

Category Name	Debit Transfer (0)	Credit Transfer (1)	Salaries Certificated (2)	Salaries Classified (3)	Benefits & Payroll Taxes (4)	Supplies Instr. Resources, & Non-Capitalized (5)	Purchased Services (7)
Focus Area : FP Example - Competitive Announcement(Negotiate)#613086811							
15 Human Resources	0	0	0	0	0	0	
Total - Focus Area : FP Examp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Records:1

Budget Narrative

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

Opportunities Applications Grants Monitoring

Search

Search... All

Tasks My Tasks Pending Tasks Completed Tasks Activities Organization Organization Profile Recently Viewed

FP Example - Competitiv... FP 1111 - New User Trai... FP 1111 - New User Trai... Almira School District Almira School District RA-0312 FP 672-Financial Literac... Pri School US Comp 1221 Announcement

Budget Details Download in Excel Upload Excel Save

1. Click the "Download in Excel" button to download the Excel template that you should use to enter the budget. After entering the budget in Excel, save the Excel on your computer. Next, click the "Upload Excel" button to upload the budget in the Budget Details section.

Search... * Records are sorted by Focus Area ascending order, Category Name ascending order

Showing 1 to 1 of 1 records

Category Name	Benefits Payroll Taxes (4)	Supplies Instr. Resources, & Non-Capitalized (5)	Purchased Services (7)	Travel (8)	Capital Outlay (9)	Award Total	EGMS ID	Actions
ate)#613086811								
15 Human Resources	0	0	0	0	0	\$0.00	AC-18712	
Total - Focus Area : FP Examp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Total Records:1

Budget Narrative

Budget Comments

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

The screenshot shows the 'Budget Details' page in the Education Grants Management System. The page header includes the Washington Office of Superintendent of Public Instruction logo and the system name. The navigation bar shows 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains a search bar and a list of tasks and activities. The main content area displays a table with columns for 'Category Name', 'Transfer', 'Credit Transfer (1)', 'Salaries Certified (2)', 'Salaries Classified (3)', 'Benefits & Payroll Taxes (4)', 'Supplies Instr. Resources, & Non-Capitalized (5)', and 'Purchased Services (7)'. The table shows a total of \$0.00 for each category. A red circle highlights the 'Save' button in the top right corner of the table area.

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

The screenshot shows the 'Confirm' page in the Education Grants Management System. The page header includes the Washington Office of Superintendent of Public Instruction logo and the system name. The navigation bar shows 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains a search bar and a list of tasks and activities. The main content area displays a confirmation dialog for the application 'FP Example - Competitive Announcement(Negotiate)#613086811'. The dialog includes a 'No' button and a 'Yes' button. A red circle highlights the 'Submit to Grantor' button in the top right corner. Below the dialog, there is a progress bar showing the application status: 'Created' (checked), 'Submitted', and 'Converted to Award'. The 'Instructions' section provides guidance on entering whole numbers and indirect amounts.

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

The screenshot displays the Education Grants Management System interface. At the top, a confirmation dialog asks, "The application will no longer be editable. Are you sure you are ready to submit the Revisions to the Grantor?" with "No" and "Yes" buttons. The "Yes" button is circled in orange. Below this, the application details for "FP Example - Competitive Announcement(Negotiate)#613086811" are shown, with a status of "Revision Initiated" and an application due date of "02/01/2024". A green rectangle highlights a progress bar with three stages: "Created" (marked with a green checkmark), "Submitted", and "Converted to Award". The interface also includes a sidebar with navigation options like "Search", "Tasks", "My Tasks", "Activities", and "Organization Profile". A "Budget" tab is selected, showing instructions and budget information. A "GovGrants" logo and footer information are visible at the bottom.

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