

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

You can find your application in multiple ways (steps 1-2 and steps 3-4).

1. Begin on the Home tab. Click the hyperlink number on the Application line.

Washington Office of Superintendent of PUBLIC INSTRUCTION

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

Opportunities	0
Applications	10
Grants	0
Monitoring	7

Late	16
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	1

My Feed  
No feeds available.

2. Click the green triangle icon to open the record.
3. Alternatively, on the Home tab, click "Pending Tasks" from the left navigation panel.

Washington Office of Superintendent of PUBLIC INSTRUCTION

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

Opportunities	0
Applications	10
Grants	0
Monitoring	7

Late	16
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	1

My Feed  
No feeds available.



- Find the record you would like to open and click the green triangle button to begin the application.

**Education Grants Management System**

Opportunities Applications Grants Monitoring

**Pending Tasks (Assigned To Me)**

1. Search: To find a task, search the EGMS ID provided in notifications from the system.  
2. Program of Interest: To receive tasks and notifications for a specific grant program, associate the Program of Interest in the Organization Profile

Showing 1 to 10 of 17 records

EGMS ID	Type	Status	Subject	Created By	Due Date	Actions
MON-00053	Complete and Submit Program Review	Not Started		Ivan	07/02/2024	▶
AP-OSPI-4014	Complete Application	Not Started		Brinnon AAENSON	05/30/2024	▶
AP-OSPI-4050	Complete Application	Not Started		Brinnon AAENSON	06/13/2024	▶
AP-OSPI-4074	Complete Application	In Progress		Brinnon AAENSON	06/06/2024	▶
AP-OSPI-4091	Complete Application	In Progress		Brinnon AAENSON	08/31/2024	▶
AP-OSPI-4123	Complete Application	Not Started		Brinnon AAENSON	06/28/2024	▶
AP-OSPI-4141	Complete Application	In Progress		Brinnon AAENSON	07/12/2024	▶
AP-OSPI-4224	Complete Application	Not Started		Brinnon AAENSON	12/31/2025	▶
AP-OSPI-4348	Complete Application	Not Started		Brinnon AAENSON	02/28/2025	▶
PR-1546	Complete Payment Request	In Progress		Ivan	09/15/2024	▶

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

- Click the budget tab.

**Education Grants Management System**

Opportunities Applications Grants Monitoring

**Application**

FP 40 Test FY25

EGMS ID: AP-OSPI-4348 Status: Created Application Due Date: 02/28/2025

1. Complete Application: Indicate the Fiscal Contact in the Staff Assignments tab. Complete all Mandatory forms and upload any files that OSPI has...

Created Submitted Converted to Award

Overview Budget Staff Assignments Forms and Files History Collab

**Information**

Applicant Organization	Address	EIN
		NULL

UEI: \$\$\$

**Opportunity Overview**

Opportunity ID	Opportunity Title	Funding Organization	Subaward Floor
AN-OSPI-7463	FP 40 Test FY25	Washington State Office of Superintendent of Public Instruction	\$1.00

Subaward Ceiling	Estimated Project Period Start Date	Estimated Project Period End Date	Match Allowed
\$100.00			No

Program Income Allowed? No

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

- Scroll to the Budget Details table and click the blue pencil to edit the line items. EGMS automatically calculates the maximum indirect amount in the Budget Information table

(above the Budget Details table) which can be edited by clicking the blue pencil in that section.

**Budget Details**

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)	Travel (8)	Capital Outlay (9)	Award Total	EGMS ID	Action
Focus Area : FP 40 Test FY25												
27 Teaching	\$96.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.00	AC-24371	
Total - Focus Area : FP 40 Test	\$96.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.00		
Grand Total	\$96.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$96.00		

Total Records: 1

**Budget Narrative**

Budget Comments

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

- If you prefer, you can download the budget details in Excel and upload your changes (steps 6-8). Within the Budget Details table, click the "Download in Excel" button.

**Budget Information**

\* 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	Unbudgeted Amount	Actions
\$100.00	5.00%	\$4.00	\$5.00	\$5.00	\$95.00	\$95.00	\$100.00	0.00	

**Budget Details**

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)	Travel (8)	Capital Outlay (9)	Award Total	EGMS ID	Actions
Focus Area : 204 Test												
27 Teaching	0	0	95	0	0	0	0	0	0	\$95.00	AC-23043	
Total - Focus Area : 204 Test	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00		
Grand Total	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00		

Total Records: 1

- Once you've made your changes to the Excel spreadsheet and saved the file, click the "Upload Excel" button.

Department of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

### Budget Information

\* 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	Unbudgeted Amount	Actions
\$100.00	5.00%	\$4.00	\$5.00	\$5.00	\$95.00	\$95.00	\$100.00	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)	Purchased Services (7)	Travel (8)	Capital Outlay (9)	Award Total	EGMS ID	Actions
Focus Area : 204 Test												
27 Teaching	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00	AC-23043	
Total - Focus Area : 204 Test	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00		
Grand Total	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00		

Total Records: 1

- Click the "Choose File" field to upload the file. The page will refresh and update your budget table.

Department of PUBLIC INSTRUCTION Education Grants Management System

### Upload Application Budget

Instructions:  
Click the "Choose File" button to select the Excel (.xlsx or .xls) file on your computer from which you wish to upload data. Once you select the file, please click the "Upload File" button to begin uploading the data.

Choose File No file chosen

Upload File

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)	Travel (8)	Capital Outlay (9)	Award Total	EGMS ID	Actions
Focus Area : 204 Test												
27 Teaching	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00	AC-23043	
Total - Focus Area : 204 Test	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00		
Grand Total	\$0.00	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$95.00		

Total Records: 1

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

The screenshot shows the 'Education Grants Management System' interface. The left sidebar contains navigation options like Search, Tasks, My Tasks, Pending Tasks, Completed Tasks, Activities, Organization, and Technical Support. The main content area is titled 'Budget Details' and includes a table with columns: Allocation Amount, Indirect Rate, Maximum Indirect Allowed, Requested Indirect Amount, Budgeted Indirect Expenditures, Budgeted Direct Expenditures, Allowed Budgeted Direct Expenditures, Total Budgeted Expenditures, and Unbudgeted Amount. Below this is a 'Budget Narrative' section with a 'Budget Comments' field. At the bottom right, there are 'Edit' and 'Submit Application' buttons. A blue 'Save' button is circled in orange in the top right corner of the 'Budget Details' section.

10. You can add additional staff contacts to a specific application. If you would like to do this, click the "Staff Assignments" tab.

The screenshot shows the 'Education Grants Management System' interface for application '204 Test'. The left sidebar is the same as in the previous screenshot. The main content area shows the application details, including EGMS ID (AP-OSPI-4141), Status (Created), and Application Due Date (07/12/2024). Below this is a progress bar with stages: Created, Submitted, and Converted to Award. The 'Staff Assignments' tab is circled in orange. Below the tabs, there are sections for 'Instructions' and 'Budget Information'. The 'Budget Information' section contains a table with columns: Allocation Amount, Indirect Rate, Maximum Indirect Allowed, Requested Indirect Amount, Budgeted Indirect Expenditures, Budgeted Direct Expenditures, Allowed Budgeted Direct Expenditures, Total Budgeted Expenditures, and Unbudgeted Amount.

11. Within the Application Contacts table, click the "Associate" button.

The screenshot shows the 'Application Contacts' section of a web application. At the top, there is a progress bar with three stages: 'Created' (checked), 'Submitted', and 'Converted to Award'. Below this, there are tabs for 'Overview', 'Budget', 'Staff Assignments', 'Forms and Files', 'History', and 'Collab'. The 'Staff Assignments' tab is active. A section titled 'Peer Reviewers' provides instructions on how to give edit access, change the application owner, and complete a peer review. Below this, the 'Application Contacts' section is expanded, showing a search bar and a table with two records. The 'Associate' button is circled in orange.

Project Role	Name ↑	Email	Is User	Actions
Fiscal Contact	Brinnon AAENSON		✓	
Other	Brinnon Admin	brinnonggg@yopmail.com	✓	

Total Records: 2

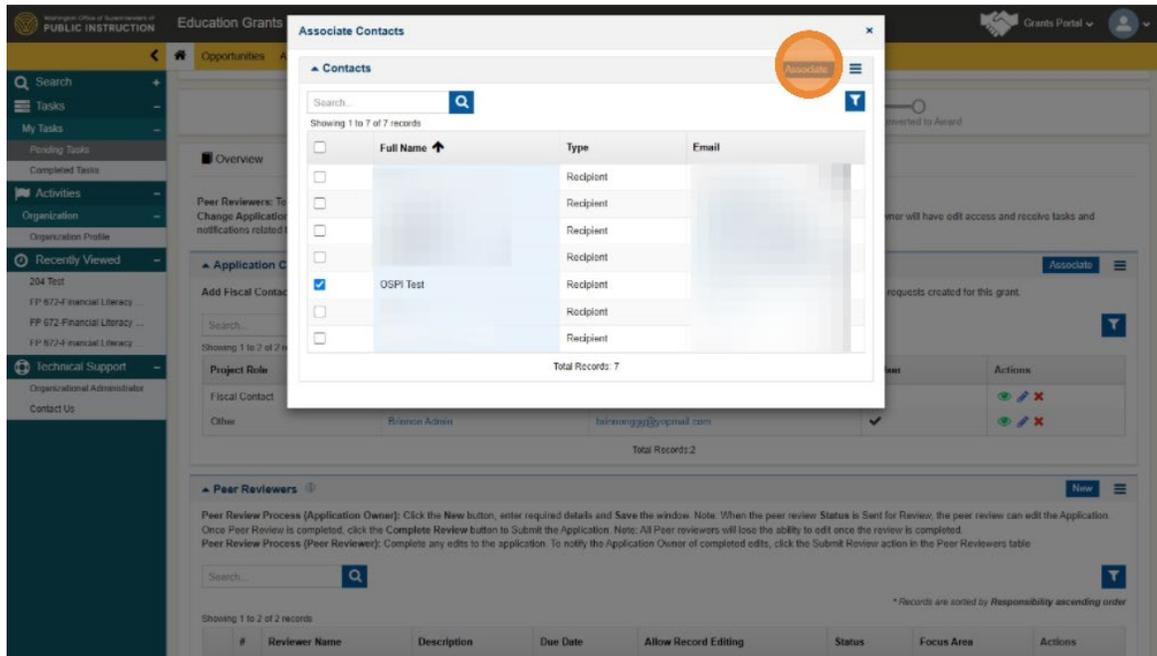
12. Select the user you would like to associate with this application.

The screenshot shows the 'Associate Contacts' dialog box overlaid on the main application page. The dialog box has a search bar and a table with 7 records. The 'OSPI Test' contact is selected, and its checkbox is circled in orange. The background shows the 'Application Contacts' table from the previous screenshot.

<input type="checkbox"/>	Full Name ↑	Type	Email
<input type="checkbox"/>		Recipient	
<input type="checkbox"/>		Recipient	
<input type="checkbox"/>		Recipient	
<input type="checkbox"/>	OSPI Test	Recipient	
<input type="checkbox"/>		Recipient	
<input type="checkbox"/>		Recipient	

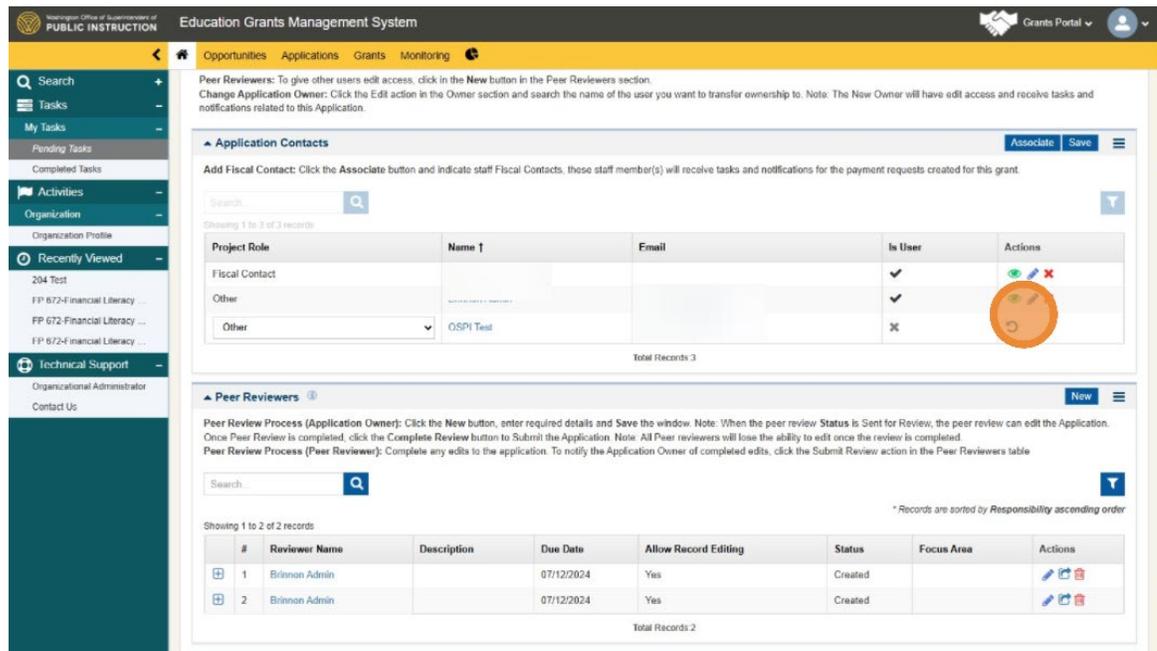
Total Records: 7

13. Click the "Associate" button.



14. Click the "X" to close the pop-up window.

15. Click the blue pencil to edit.



16. Select the Project Role from the drop down menu and click save.

**Application Contacts**

Add Fiscal Contact: Click the Associate button and indicate staff Fiscal Contacts, these staff member(s) will receive tasks and notifications for the payment requests created for this grant.

Project Role	Name	Email	Is User	Actions
Fiscal Contact			✓	
Other			✓	
Fiscal Contact	OSPI Test		✗	

Total Records 3

---

**Peer Reviewers**

Peer Review Process (Application Owner): Click the New button, enter required details and Save the window. Note: When the peer review Status is Sent for Review, the peer review can edit the Application. Once Peer Review is completed, click the Complete Review button to Submit the Application. Note: All Peer reviewers will lose the ability to edit once the review is completed.

Peer Review Process (Peer Reviewer): Complete any edits to the application. To notify the Application Owner of completed edits, click the Submit Review action in the Peer Reviewers table

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Focus Area	Actions
1	Brinnon Admin		07/12/2024	Yes	Created		
2	Brinnon Admin		07/12/2024	Yes	Created		

Total Records 2

*Tip! If you see an orange dot next to a tab, it means there are required fields in that section which have not been addressed.*

**OSPI\_FN-0158**

Form Name: [redacted] | Is Form Validated?: Yes | Last Modified By: Kim Hoss | Last Modified Date: 07/11/2024 2:02 PM

Application ID: [redacted] | Application Title: 204 Test | Application Due Date: 07/12/2024 | Last Submitted Date: [redacted]

Organization Code: 16046 | Organization Name: Brinnon School District

Information and Assurances | Tutor and Student Selection | Service Structure and Measuring Impact

Information

Assurances

Required to Save | Required to Submit

17. Click through each tab to make sure you have completed all required fields. Be sure to click save! Once you are done adding content, click the "Complete Form" button on the top right.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Form saved successfully

OSPI\_FN-0158

Ed Submit Application Back

FP 204 - 121 Intensive Tutoring

Form Name: [Redacted] Is Form Validated? No Last Modified By: Brinnon Admin Last Modified Date: 03/18/2025 5:37 PM

Application ID: [Redacted] Application Title: 204 Test Application Due Date: 07/12/2024 Last Submitted Date:

Organization Code: 16046 Organization Name: Brinnon School District

Information and Assurances Tutor and Student Selection Service Structure and Measuring Impact

High-Dosage Tutoring

Measuring Impact

18. Once you're ready, click the blue "Submit Application button."

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Recently Viewed

204 Test

FP 672-Financial Literacy ...

FP 672-Financial Literacy ...

FP 672-Financial Literacy ...

Technical Support

Organizational Administrator

Contact Us

Application 204 Test

Ed Submit Application

EGMS ID AP-OSPI-4141 Status Created Application Due Date 07/12/2024

1. Complete Application. Indicate the Fiscal Contact in the Staff Assignments tab. Complete all Mandatory forms and upload any files that OSPI has... [...view more](#)

Created Submitted Converted to Award

Overview Budget Staff Assignments Forms and Files History Collab

Application Instructions

Forms

Search...

Showing 1 to 1 of 1 records

Sequence Number	Form Name	Is Form Completed?	Mandatory?	Last Modified By	Last Modified Date	Version	Actions
1	[Redacted]	Yes	Yes	Brinnon Admin	03/18/2025 5:37 PM	FY25	[Eye icon] [Edit icon]

Total Records: 1

Supporting Documents Checklist

Search...

19. The system will ask you to confirm your application submission with a pop-up window. Once you've submitted your application, the page will refresh and the status bar will update to "Submitted."

The screenshot displays the Education Grants Management System interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains navigation options like 'Search', 'Tasks', 'My Tasks', 'Activities', and 'Organization Profile'. The main content area shows application details for 'FP 40 Test FY25' with EGMS ID 'AP-OSPI-4348' and a status of 'Submitted to Grantor'. A progress bar indicates the application has moved from 'Created' to 'Submitted' (highlighted with an orange circle) and is next to 'Converted to Award'. Below this, a 'Field History' table lists changes to various fields.

EGMS ID	Changed Field	New Value	Old Value	Changed By	Changed On
AP-OSPI-4348	Status	Submitted to Grantor	Created		04/17/2025 11:40 AM
AP-OSPI-4348	Total Budget Requested	\$96.00	\$100.00		11/25/2024 04:41 PM
AP-OSPI-4348	Total Budget Requested	\$100.00	\$102.00		11/25/2024 04:36 PM
AP-OSPI-4348	Requested Indirect Amount	\$4.00	\$2.00		11/25/2024 04:36 PM
AP-OSPI-4348	Total Budget Requested	\$102.00	\$100.00		11/25/2024 04:35 PM
AP-OSPI-4348	Total Budget Requested	\$100.00	\$125.00		11/25/2024 04:33 PM
AP-OSPI-4348	Total Budget Requested	\$125.00	\$0.00		11/25/2024 04:19 PM
AP-OSPI-4348	Requested Indirect Amount	\$2.00	\$4.00		11/25/2024 04:19 PM
AP-OSPI-4348	Requested Indirect Amount	\$4.00	\$0.00		11/25/2024 04:16 PM
AP-OSPI-4348	Total Budget Requested	\$0.00			11/25/2024 04:16 PM