## 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<br>PUBLIC INSTRUCTION | Education Grants Management System   |   |    |                    |
|--|--|---|----|--------------------|
| <  | Opportunities Applications Grants Monitori   | ng C  |    |                    |
| Q Search +   | Create Application: Click the Opportunities module in t  | the top menu  |    |                    |
| 📑 Tasks 🛛 🗕  | View Current/Past Applications: Click the Applications<br>View Current/Past Grants: Click the Grants module in t | s module in the top menu<br>he top menu             |    |                    |
| My Tasks _   | View Current/Past Amendments: Click the Grants mod   | lule in the top menu                                |    |                    |
| Pending Tasks  | View Current/Past Payments: Click the Monitoring mo<br>View Current/Past Progress Reports: Click the Monito      | dule in the top menu<br>ring module in the top menu |    |                    |
| Completed Tasks  | EGMS ID: To access a specific record in the system, Sea  | rch the EGMS ID in the left menu                    |    |                    |
| Activities –   | Task Summary By Phase  | Task Summary By Due Date                            |    | My Feed            |
| Organization -   | Opportunities  | 0 Late  | 16 | No feeds available |
| Organization Profile   | Applications   | 10 Due within 7 Dave                                | 0  |                    |
| Recently Viewed -  | Applications   | Due within 7 Days                                   | U  |                    |
| TEST OG PUBLISH FOA  | Grants   | 0 Due within 30 Days                                | 0  |                    |
| Brinnon School District                                      | Monitoring   | 7 Due in more than 30 Days                          | 1  |                    |
| Brinnon School District                                      |  |   |    |                    |
| 241 Test FY26  |  |   |    |                    |
| 241 Test FY26  |  |   |    |                    |
| 241 and 264 Test FY26  |  |   |    |                    |
| FP 672-Financial Literacy                                    |  |   |    |                    |
| FP 672-Financial Literacy                                    |  |   |    |                    |
| RA-0327  |  |   |    |                    |
| Technical Support -  |  |   |    |                    |
| Organizational Administrator                                 |  |   |    |                    |
| Contact Us   |  |   |    |                    |

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

| Washington Office of Superintendent of<br>PUBLIC INSTRUCTION            | Education Grants Management Sy  | vstem   |   |    |                     |
|---|---|---|---|----|---------------------|
| <   | Opportunities Applications Grants   | Monitoring 🕓  |   |    |                     |
| Q Search +<br>Tasks -<br>My Tasks -<br>Perding Tasks<br>Completed Tasks | Create Application: Click the Opportunities<br>View Current/Past Applications: Click the <i>I</i><br>View Current/Past Grants: Click the Grants<br>View Current/Past Grants: Click the Mo<br>View Current/Past Progress Reports: Click<br>EGMS ID: To access a specific record in the<br>Tack Summary EM base | s module in the top menu<br>Applications module in th<br>module in the top menu<br>Grants module in the top<br>nitoring module in the top<br>the Monitoring module is<br>system, Search the EGM | e top menu<br>menu<br>o menu<br>n the top menu<br>S ID in the left menu<br>Tack Summary By Duo Dato |    |                     |
| Organization –  | lask summary by Phase   |   | lask Summary By Due Date  |    | My Feed             |
| Organization Profile  | Opportunities   | 0   | Late  | 10 | No feeds available. |
| Recently Viewed –   | Applications  | 10  | Due within 7 Days   | 0  |                     |
| FP 672-Financial Literacy   | Grants  | 0   | Due within 30 Days  | 0  |                     |
| FP 672-Financial Literacy<br>FP 672-Financial Literacy                  | Monitoring  | 7   | Due in more than 30 Days  | 1  |                     |
| Organizational Administrator  |   |   |   |    |                     |
| Contact Us  |   |   |   |    |                     |



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

| Washington Office of Supermembers of<br>PUBLIC INSTRUCTION | Education Grant      | s Management Sys                      | tem              |  | ų                  | Grants     | Portal 🗸 🙆      |
|--|----------------------|---------------------------------------|------------------|--|--------------------|------------|-----------------|
| <  | Opportunities        | Applications Grants                   | Monitoring       | ¢  |                    |            |                 |
| Q Search +   | A Pending Task       | s (Assigned To Me)                    | Click            | Reset Table' under the menu icon to refresh the table's default values                 |                    |            | =               |
| 🛁 Tasks 🛛 🗕  | 1 Search: To fi      | ind a task search the EGM             | S ID provided    | in notifications from the system   |                    |            |                 |
| My Tasks _   | 2. Program of        | Interest: To receive tasks a          | and notification | is for a specific grant program, associate the Program of Interest in the Organization | on Profile         |            |                 |
| Pending Tasks  | Search               |                                       | Q 🕕              |  |                    |            | T               |
| Completed Tasks  | Showing 1 to 10 of 1 | 7 records                             |                  |  |                    |            | Page 1 of 2     |
| Activities -   | EGMS ID              | Туре 🛧                                | Status           | Subject  | Created By         | Due Date   | Actions         |
| Organization –<br>Organization Profile                     | MON-00053            | Complete and Submit<br>Program Review | Not<br>Started   |  | Ivan               | 07/02/2024 | •               |
| Recently Viewed -  | AP-OSPI-4014         | Complete Application                  | Not<br>Started   |  | Brinnon<br>AAENSON | 05/30/2024 | •               |
| TEST OG PUBLISH FOA  | AP-OSPI-4050         | Complete Application                  | Not<br>Started   |  | Brinnon<br>AAENSON | 06/13/2024 | •               |
| Brinnon School District                                    | AP-OSPI-4074         | Complete Application                  | In<br>Progress   |  | Brinnon<br>AAENSON | 06/06/2024 | •               |
| 241 Test FY26<br>241 Test FY26                             | AP-OSPI-4091         | Complete Application                  | In<br>Progress   |  | Brinnon<br>AAENSON | 08/31/2024 | •               |
| 241 and 264 Test FY26<br>FP 672-Financial Literacy         | AP-OSPI-4123         | Complete Application                  | Not<br>Started   |  | Brinnon<br>AAENSON | 06/28/2024 | •               |
| FP 672-Financial Literacy                                  | AP-OSPI-4141         | Complete Application                  | In<br>Progress   |  | Brinnon<br>AAENSON | 07/12/2024 | •               |
| <ul> <li>Technical Support –</li> </ul>                    | AP-OSPI-4224         | Complete Application                  | Not<br>Started   |  | Brinnon<br>AAENSON | 12/31/2025 | *               |
| Organizational Administrator<br>Contact Us                 | AP-OSPI-4348         | Complete Application                  | Not<br>Started   |  | Brinnon<br>AAENSON | 02/28/2025 | ▶ )             |
|  | PR1546               | Complete Payment<br>Request           | In<br>Progress   |  | Ivan               | 09/15/2024 | •               |
|  | Show 10 V E          | Entries                               |                  | Total Records: 17  |                    |            | Page 1 of 2 🕨 🗰 |
|  | Pending Tasks        | s (Assigned By Me) 🕕                  |                  |  |                    |            | =               |
|  | 1. Search: To fi     | ind a task, search the EGM            | S ID provided    | in notifications from the system.  | n                  |            |                 |
|  | GovGrants            | 5                                     |                  | OSPI Home   Site Info   Non Disclosure Agreement   Conflict of                         | of Interest        |            |                 |

4. Click the budget tab.

| Vestington Office of Supermanders of<br>PUBLIC INSTRUCTION   | Education Grants Management Syster   | n  |  | Grants Portal 🗸 🔷 🗸        |
|--|--|--|--|----------------------------|
| <  | Applications Grants M  | onitoring 🕏  |  |                            |
| Q Search +<br>⊒ Tasks -  | Application<br>FP 40 Test FY25   |  |  | Edit Submit Application    |
| My Tasks –<br>Pending Tasks  | EGMS ID<br>AP-OSPI-4348  | Status<br>Created  | Application Due Date<br>02/28/2025   |                            |
| Completed Tasks Activities - Organization -  | 1. Complete Application:<br>Indicate the Fiscal Contact in the Sta<br>Complete all Mandatory forms and upl | view more<br>ff Assignments tab<br>oad any files that OSPI has |  |                            |
| Organization Profile     Recently Viewed -     FP 40 Test FY25   | Created  | O  | Conv   | -O<br>erted to Award       |
| 204 Test<br>TEST OG PUBLISH FOA  | Overview \$Budget ★StaffA  | ssignments 🗞 Forms and Files 🏾 🏵 Histor                        | y 💊 Collab   |                            |
| Brinnon School District<br>Brinnon School District<br>241 Test FY26<br>241 Test FY26<br>241 and 264 Test FY26<br>FP 672-Financial Literacy | Applicant Organization UEI ① SSS   | Address  | EIN (1)<br>NULL  |                            |
| FP 672-Financial Literacy  | Opportunity Overview   |  |  |                            |
| Organizational Administrator<br>Contact Us   | Opportunity ID (1)<br>AN-OSPI-7463   | Opportunity Title<br>FP 40 Test FY25                           | Funding Organization<br>Washington State Office of Superintendent of<br>Public Instruction | Subaward Floor 3<br>\$1.00 |
|  | Subaward Ceiling 3<br>\$100.00<br>Program Income Allowed?<br>No  | Estimated Project Period Start Date                            | Estimated Project Period End Date  | Match Allowed<br>No        |
|  | Application Overview  GovGrants  | OSPI Home   Site Info  | Non Disclosure Agreement   Conflict of Interest  |                            |

5. 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.

| Benefits<br>Category Name     Debit<br>Transfer<br>(0)     Credit<br>(1)     Salaries<br>crificated<br>(2)     Salaries<br>classified<br>(2)     Benefits<br>classified<br>(3)     Supplies<br>histr.<br>Resources,<br>Capital<br>(2)     Purchased<br>(1)     Travel<br>(3)     Capital<br>Cultary<br>(1)     Award<br>Total     EGMS       Focus Area : FP 40 Test FY25     59:00     \$0:00   | Search                         | ٩                        |                           |                                 |                               |  | * Rec  | ords are sorted by i         | Focus Area a  | scending ord             | er, Category I | Vame ascend | ling on  |
|---|--------------------------------|--------------------------|---------------------------|---------------------------------|-------------------------------|--|--|------------------------------|---------------|--------------------------|----------------|-------------|----------|
| Focus Area : FP 40 Test FY25           27 Teaching         \$96.00         \$0.00   | Showing 1 to 1 of 1 records    | Debit<br>Transfer<br>(0) | Credit<br>Transfer<br>(1) | Salaries<br>Certificated<br>(2) | Salaries<br>Classified<br>(3) | Benefits<br>&<br>Payroll<br>Taxes<br>(4) | Supplies<br>Instr.<br>Resources,<br>& Non-<br>Capitalized<br>(5) | Purchased<br>Services<br>(7) | Travel<br>(8) | Capital<br>Outlay<br>(9) | Award<br>Total | EGMS<br>ID  | Acti     |
| 27 Teaching \$96.00 \$0.00 | 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    | <b>A</b> |
| Total - Focus Area : FP 40 Test         \$96.00         \$0.00  | Total - Focus Area : FP 40 Tes | t \$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 | 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   |                                |                          |                           |                                 | т                             | otal Records:1                           | •  |                              |               |                          |                |             |          |

6. 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.

| Opportunities Appl   | lications Gr  | rants Mon   | litoring 🕓  |  |   |  |   |  |   |   |  |                             |
|--|---|---|---|--|---|--|---|--|---|---|--|-----------------------------|
| <ul> <li>Budget Informat</li> </ul>  | tion  |   |   |  |   |  |   |  |   |   |  |                             |
|  |   |   |   |  |   |  |   | * Record   | s are sorted by I   | Last Modified                               | Date ascen   | ding on                     |
| Allocation In<br>Amount R  | ndirect<br>Rate   | Maximum<br>Indirect<br>Allowed  | Reque<br>Indirec<br>Amou  | ested<br>ct<br>nt  | Budgeted<br>Indirect<br>Expenditures  | Budgeted Direct<br>Expenditures  | Allowed Budgeted<br>Direct<br>Expenditures  | Total Exper  | Budgeted<br>Iditures  | Unbudget<br>Amount                          | ted  | Action                      |
| \$100.00   | 5.00%   | s   | 4.00  | \$5.00   | \$5.00  | \$95.0   | 9   | 5.00   | \$100.00  | 1   | 0.00   |                             |
|  |   |   |   |  |   |  |   |  |   |   |  |                             |
| 1. Click the 'Down<br>Excel' button to<br>Search.  | nload in Excel<br>oupload the but   | l' button to dou<br>idget in the Bu   | wnload the Ex<br>udget Details s  | cel template tha<br>section.   | t you should use to en  | ter the budget. After er   | tering the budget in Exc  | el, save the E                                       | xcel on your co   | omputer. Next,                              | , click the 'l   | Upload                      |
| 1. Click the 'Down<br>Excel' button to<br>Search   | nload in Excel<br>a upload the but  | F button to do<br>udget in the Bu   | wnload the Ex<br>udget Details s  | cel template tha<br>section.   | t you should use to en  | ter the budget. After er   | tering the budget in Exc<br>* Records are sorted i  | el, save the E<br>y Focus Area                       | xcel on your co<br>ascending ord  | omputer. Next,<br>er, Category N            | , click the 'l<br>lame ascen                           | Upload                      |
| 1. Click the 'Down<br>Excel' button to<br>Search<br>Showing 1 to 1 of 1 record   | nload in Excel<br>o upload the bu<br>Q<br>ords<br>D<br>Ti<br>(C                                       | F button to doi<br>udget in the Bu<br>Debit<br>(ransfer<br>D)               | wnload the Ex<br>udget Details s<br>Credit<br>Transfer<br>(1)                 | Salaries<br>Certificated<br>(2)  | t you should use to en<br>Salaries &<br>Classified F<br>(3) T               | Genefits<br>k<br>Payroll<br>4)<br>Supplie<br>Supplie<br>Instr.<br>& Resour<br>& Non-<br>Capital<br>(5) | * Records are sorted in<br>es,<br>ed (7)  | el, save the E<br>y Focus Area<br>Travel<br>(8)      | ascending ord<br>Capital<br>Outlay<br>(9)                                   | er, Category N<br>Award<br>Total            | , click the 'l<br>lame ascen<br>EGMS<br>ID             | Upload<br>ading on<br>Activ |
| 1. Click the 'Down<br>Excel' button to     Search  Showing 1 to 1 of 1 recor     Category Name  Focus Area : 204 Te  | nload in Excel<br>pupload the bu<br>ords<br>D<br>Tr<br>(C<br>est                                      | F button to do<br>udget in the Bu<br>Debit<br>Transfer<br>0)                | wnload the Ex<br>udget Details s<br>Credit<br>Transfer<br>(1)                 | Cel template that exection.  | t you should use to en<br>Salaries &<br>Classified F<br>(3) T<br>(5)        | Benefits<br>k<br>Avroll<br>Aves<br>4)<br>(5)   | ering the budget in Exc<br>*Records are sorted in<br>es,<br>Purchased<br>Services<br>()   | el, save the E<br>y Focus Area<br>Travel<br>(8)      | ascending ord<br>Capital<br>Outlay<br>(9)                                   | er, Category N<br>Award<br>Total            | , click the 'l<br>lame ascen<br>EGMS<br>ID             | Upload                      |
| Click the 'Down<br>Excel' button to     Search.     Showing 1 to 1 of 1 recor     Category Name     Focus Area : 204 Te     27 Teaching                          | nload in Excel<br>o upload the bu<br>Q<br>srds<br>B<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C<br>C | F button to doi<br>ddget in the Bi<br>Debit<br>Fransfer<br>0)               | wnload the Ex<br>udget Details s<br>Credit<br>Transfer<br>(1)<br>0            | cel template tha<br>section.<br>Salaries<br>Certificated<br>(2)<br>95          | t you should use to en<br>Salaries<br>Classified<br>(3)<br>0                | Benefits<br>k<br>k<br>4)<br>(5)<br>Supplie<br>Supplie<br>Instr.<br>Resour<br>& Copital<br>(5)          | ering the budget in Exc<br>* Records are corted in<br>es,<br>ed<br>Purchased<br>(7)<br>9<br>0<br>0  | el, save the E<br>y Focus Area<br>Travel<br>(8)      | capital<br>Outlay<br>(9)  | er, Category N<br>Award<br>Total<br>\$95.00 | , click the 'l<br>lame ascen<br>EGMS<br>ID<br>AC-23043 | Actic                       |
| Click the 'Down<br>Excel' button to<br>Search.     Showing 1 to 1 of 1 record     Category Name     Focus Area : 204 Te     27 Teaching     Total - Focus Area : | nload in Excel<br>pupload the built<br>ords<br>est<br>: 204 Test                                      | F button to do<br>ddget in the Bu<br>Debit<br>(ransfer<br>0)<br>0<br>\$0.00 | winload the Ex<br>udget Details s<br>Credit<br>Transfer<br>(1)<br>0<br>\$0.00 | cel template tha<br>eccion.<br>Salaries<br>Certificated<br>(2)<br>95<br>\$95.0 | t you should use to en<br>Salaries<br>Classified<br>(3)<br>0<br>0<br>\$0.00 | ter the budget. After er<br>Benefits<br>k<br>ayoroll<br>(axes<br>4)<br>0<br>\$0.00                     | ering the budget in Exc<br>* Records are sorted in<br>ess,<br>ed<br>Purchased<br>(7)<br>9<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 | el, save the E<br>y Focus Area<br>(8)<br>0<br>\$0,00 | xcel on your co<br>ascending ord<br>Capital<br>Outlay<br>(9)<br>0<br>\$0.00 | Award<br>Total<br>\$95.00                   | , click the 'U<br>lame ascen<br>EGMS<br>ID<br>AC-23043 | Actic                       |

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

| ñ | Opportunities A   | pplications  | Grants Mor                                   | hitoring 🕓   |   |  |  |   |  |  |   |  |                        |                       |
|---|---|--|--|--|---|--|--|---|--|--|---|--|------------------------|-----------------------|
|   | A Budget Inform   | nation   |  |  |   |  |  |   |  |  |   |  |                        | =                     |
|   |   |  |  |  |   |  |  |   |  | * Records  | are sorted by L   | Last Modified  | i Date ascen           | ding orde             |
|   | Allocation<br>Amount  | Indirect<br>Rate   | Maximum<br>Indirect<br>Allowed               | Requ<br>India<br>Amo   | ested<br>ect<br>unt   | Budgeted<br>Indirect<br>Expenditures   | Budgeted<br>Expendit   | d Direct Dures E  | llowed Budgeted<br>lirect<br>xpenditures   | Total B<br>Expend  | udgeted<br>ditures  | Unbudge<br>Amount  | eted                   | Actions               |
|   | \$100.00  | 5.00%  | 4  | \$4.00   | \$5.00  | \$5.0  | 10   | \$95.00   | 95.0   | 0  | \$100.00  | )  | 0.00                   |                       |
|   | 1. Click the 'Do<br>Excel' button<br>Search   | wnload in Exc<br>a to upload the                                     | el' button to do<br>budget in the B          | wnload the E:<br>udget Details   | xcel template tha<br>section.                                   | t you should use to e  | enter the budg   | et. After entering  | the budget in Excel,<br>Records are sorted by i  | save the Ex<br>Foc <i>us Area</i> a                              | Downloa   | ad in Excel<br>omputer. Nex<br>er, Category  | 1, click the L         | Jpload                |
|   | 1. Click the 'Do<br>Excel' button<br>Search<br>Showing 1 to 1 of 1 m  | ecords   | el' button to do<br>budget in the B          | wnload the E:<br>udget Details   | xcel template tha<br>section.                                   | t you should use to e  | enter the budg   | et. After entering<br>* 5   | the budget in Excel,<br>Records are sorted by i  | save the Ex<br>Focus Area a                                      | Downloa   | ad in Excel  | A, click the L         | Upload                |
|   | 1. Click the 'Do<br>Excel button<br>Search<br>Showing 1 to 1 of 1 m<br>Category Name  | ecords   | Debit<br>Transfer<br>(0)                     | Credit<br>Transfer<br>(1)  | section.<br>Salaries<br>Certificated<br>(2)                     | t you should use to e<br>Salaries<br>Classified<br>(3)                         | Benefits<br>&<br>Payroll<br>Taxes<br>(4)                     | * After entering<br>* A<br>Supplies<br>Instr.<br>Resources,<br>& Non-<br>Capitalized<br>(5)                       | the budget in Excel,<br>Records are sorted by I<br>Purchased<br>Services<br>(7)                  | save the Ex<br>Focus Area a<br>Travel<br>(8)                     | Capital<br>Outlay<br>(9)  | ad in Excel<br>omputer. Neo<br>er, Category<br>Award<br>Total  | A, click the L         | Upload                |
|   | 1. Click the 'Do<br>Excel button<br>Search<br>Showing 1 to 1 of 1 m<br>Category Name<br>Focus Area : 204                        | ecords   | Debit<br>Transfer<br>(0)                     | Credit<br>Transfer<br>(1)  | Salaries<br>Certificated<br>(2)                                 | t you should use to e<br>Salaries<br>Classified<br>(3)                         | Benefits<br>&<br>Payroll<br>Taxes<br>(4)                     | supplies<br>Instr.<br>Resources,<br>& Non-<br>Capitalized<br>(5)  | the budget in Excel,<br>Records are sorted by I<br>Purchased<br>Services<br>(7)                  | save the Ex<br>Focus Area a<br>Travel<br>(8)                     | Capital<br>Outlay<br>(9)  | ad in Excel<br>omputer. Neo<br>er, Category<br>Award<br>Total  | EGMS                   | Action                |
|   | 1. Click the 'Do<br>Excel button<br>Search<br>Showing 1 to 1 of 1 m<br>Category Name<br>Focus Area : 204<br>27 Teaching         | wwnload in Exx<br>to upload the<br>ecords                            | Debit<br>Transfer<br>(0)<br>\$0.00           | wwnload the E<br>uudget Details<br>Credit<br>Transfer<br>(1)<br>\$0.00 | Salaries<br>Certificated<br>(2)<br>\$95.0                       | t you should use to e<br>Salaries<br>Classified<br>(3)<br>0 \$0.00             | Benefits<br>& Payroll<br>Taxes<br>(4)<br>\$0.00              | et. After entering<br>* S<br>Supplies<br>Instr.<br>Resources,<br>& Non-<br>Capitalized<br>(5)<br>\$0.00           | the budget in Excel,<br>Records are sorted by I<br>Purchased<br>Services<br>(7)<br>50.00         | Save the Ex<br>Focus Area a<br>Travel<br>(6)<br>\$0.00           | Download<br>cel on your co<br>sscending order<br>Capital<br>Outlay<br>(9)<br>S0.00          | ad in Excel computer. Nex comp | EGMS<br>ID<br>AC-23043 | Action                |
|   | Click the 'Do<br>Excel button     Search  Showing 1 to 1 of 1 m  Category Name  Focus Area : 204 27 Teaching Total - Focus Area | wwnload in Exx<br>to upload the<br>ecords<br>4 Test<br>ea : 204 Test | Debit<br>Transfer<br>(0)<br>\$0.00<br>\$0.00 | winload the E<br>hudget Details<br>Credit<br>Transfer<br>(1)<br>\$0.00 | section.<br>Salaries<br>Certificated<br>(2)<br>\$95.0<br>\$95.0 | t you should use to e<br>Salaries<br>Classified<br>(3)<br>0 \$0.00<br>0 \$0.00 | Benefits<br>&<br>Payroll<br>Taxes<br>(4)<br>\$0.00<br>\$0.00 | et. After entering<br>* 6<br>Supplies<br>Instr.<br>Resources,<br>& Non-<br>Capitalized<br>(5)<br>\$0.00<br>\$0.00 | the budget in Excel,<br>Records are sorted by I<br>Purchased<br>Services<br>0 \$0.00<br>0 \$0.00 | save the Ex<br>Focus Area a<br>Travel<br>(8)<br>\$0.00<br>\$0.00 | Download<br>cel on your co<br>ascending order<br>Capital<br>Outlay<br>(9)<br>S0.00<br>S0.00 | ad in Excel<br>omputer. Neo<br>er, Category<br>Award<br>Total<br>\$95.00<br>\$95.00  | EGMS<br>ID             | Upload<br>Inding orde |

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

| Washington Office of Superintenders of Educ  | Upload Application Budg   | get  |  |  |        |               |        |        |        | ×             |  | Gran                         |
|--|---|--|--|--|--------|---------------|--------|--------|--------|---------------|--|------------------------------|
| Search     Tasks     A     Tasks     A     Tasks     A     Tasks     A     Tasks     Activities     Completed Tasks     Completed Tasks     Activities     Organization     Organization Profile     Perf2-Financial Literacy     FP 672-Financial     FP 672-Financial     FP | Instructions:<br>Click the "Choose File" but<br>computer from which you i<br>click the "Upload File" but<br>Choor | tton to select th<br>wish to upload<br>on to begin upl<br>se File No file<br>Uploa | e Excel (xisx data. Once you<br>coading the data<br>chosen<br>d File | or xis) file on you<br>select the file, pl<br>a. | rease  |               |        |        |        | 2)<br>.(1<br> | v Last Modifie<br>Unbudg<br>Amount<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00 | d Da<br>jeted<br>t<br>xt, cl |
|  | Focus Area : 204 Test   | _  | _  | _  | _      | _             | _      | _      | _      | _             | Total  |                              |
|  | 27 Teaching   | \$0.00   | \$0.00   | \$95.00  | \$0.00 | \$0.00        | \$0.00 | \$0.00 | \$0.00 | \$0.00        | \$95.00  | AC                           |
|  | 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  |                              |
|  |   | 20.00  | 53.00  | 0.0.00   | 20.00  |               | 50.00  | 30.00  | 23.00  | 20.00         | 200.00   |                              |
|  | Grand Total   | \$0.00   | \$0.00   | \$95.00  | \$0.00 | \$0.00        | \$0.00 | \$0.00 | \$0.00 | \$0.00        | \$95.00  |                              |
|  |   |  |  |  | To     | tal Records:1 |        |        |        |               |  |                              |

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

| earch +                  | Allocation<br>Amount              | Indirect<br>Rate | Maximum<br>Indirect<br>Allowed | Re<br>In<br>Ar             | equested<br>direct<br>mount          | Budgeted<br>Indirect<br>Expenditures | Budgete<br>Expendi | d Direct (<br>tures ( | Allowed Budgeted<br>Direct<br>Expenditures | Total<br>Exper | Budgeted<br>nditures   | Unbudge<br>Amount | eted           | Actions          |
|--------------------------|-----------------------------------|------------------|--------------------------------|----------------------------|--------------------------------------|--------------------------------------|--------------------|-----------------------|--|----------------|--|-------------------|----------------|------------------|
| isks –                   | \$100.00                          | 5.00%            |                                | \$4.00                     | \$5.00                               | \$5.0                                | 0                  | \$95.00               | 95   | .00            | \$100.00   |                   | 0.00           |                  |
| ding Tasks               |                                   |                  |                                |                            |                                      |                                      |                    |                       |  |                |  |                   | -              |                  |
| pleted Tasks             | D. J. J. D. L.                    | 2                | _                              |                            |                                      |                                      |                    |                       |  |                | and the Property of the Proper | a Laras           |                | STATES IN COLUMN |
| tivities –               | A Budget Detail                   | 5                |                                |                            |                                      |                                      |                    |                       |  |                | ownioad in Exc   | ei Upioad         | Later later    | ive )            |
| nization –               | 1. Click the 'Do<br>Excel' buttor | wnload in Exc    | el button to de                | ownload the<br>Budget Deta | e Excel template the<br>ails section | at you should use to e               | enter the budg     | get. After entering   | the budget in Exce                         | l, save the E  | xcel on your co  | mputer. Nex       | t, click the ? | Upload           |
| anization Profile        |                                   |                  |                                | Jooger Den                 |                                      |                                      |                    |                       |  |                |  |                   |                |                  |
| cently Viewed -          | Samon                             |                  |                                |                            |                                      |                                      |                    |                       |  |                |  |                   |                |                  |
| Test                     | Chapters 1 to 4 of 1 a            |                  |                                |                            |                                      |                                      |                    |                       | Records are sorted by                      | Focus Area     | ascending ord  | er, Category      | Name ascen     | nding on         |
| 72-Financial Literacy    | Showing a to 1 of 1 f             |                  |                                |                            |                                      |                                      |                    | Constant              |  |                |  |                   |                |                  |
| 72-Financial Literacy    |                                   |                  | Dahit                          | Condit                     | Falazina                             | Falazian                             | Benefits           | Instr.                | Durchanged                                 |                | Canital  |                   |                |                  |
| 72-Financial Literacy    | Category Name                     |                  | Transfer                       | Transfer                   | Certificated                         | Classified                           | P A                | Resources,            | Services                                   | Travel         | Outlay   | Award             | EGMS           | Actie            |
| chnical Support –        |                                   |                  | (0)                            | (1)                        | (2)                                  | (3)                                  |                    | Capitalized           | (7)  | (0)            | (9)  | Total             | ID.            |                  |
| nizational Administrator |                                   |                  |                                |                            |                                      |                                      | (4)                | (5)                   |  |                |  |                   |                |                  |
| act Us                   | Focus Area : 20                   | 4 Test           |                                |                            |                                      |                                      |                    |                       |  |                |  |                   |                |                  |
|                          | 27 Teaching                       |                  | 0                              |                            | 0 90                                 | 0                                    | 5                  | 0                     | 0  | 0              | 0  | \$95.00           | AC-23043       | 5                |
|                          | Total - Focus Ar                  | ea : 204 Test    | \$0.00                         | \$0.                       | .00 \$95.0                           | 50.00                                | \$0.00             | \$0.0                 | 0 \$0.00                                   | \$0.00         | \$0.00   | \$95.00           |                |                  |
|                          | Grand Total                       |                  | \$0.00                         | \$0.                       | .00 \$95.0                           | 50.00                                | \$0.00             | \$0.0                 | 0 \$0.00                                   | \$0.00         | \$0.00   | \$95.00           |                |                  |
|                          |                                   |                  |                                |                            |                                      | T                                    | otal Records:1     |                       |  |                |  |                   |                |                  |
|                          | Budget Narra                      | tive             |                                |                            |                                      |                                      |                    |                       |  |                |  |                   |                |                  |
|                          | Budget Comments                   |                  |                                |                            |                                      |                                      |                    |                       |  |                |  |                   |                |                  |
|                          |                                   |                  |                                |                            |                                      |                                      |                    |                       |  |                |  |                   |                |                  |

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

|  |  |   |                                      |  |   |  | _                                       |
|--|--|---|--------------------------------------|--|---|--|---|
| 204 Test   |  |   |                                      |  |   |  | Edit Sub                                |
| EGMS ID  |  | Status                                      |                                      | Application Due Date                       | a   |  |   |
| AP-OSPI-4141   |  | Created                                     |                                      | 07/12/2024                                 |   |  |   |
|  |  |   |                                      |  |   |  |   |
| - i Complet  | e Application:   | Sec. 66. A                                  | view more                            |  |   |  |   |
| Complete   | all Mandatory forms and                                  | upload any files that OSPI h                | 1as                                  |  |   |  |   |
| -  |  |   |                                      |  |   |  |   |
| Profile  |  |   | 0                                    |  |   | 0  |   |
| /iewed –   | Created  |   | Submitted                            |  |   | Converted to Award   |   |
|  |  |   |                                      |  |   |  |   |
| Cial Literacy  | \$ Budget \star Staff                                    | Assignments SFo                             | ms and Files D Histo                 | ry 🍖 Collab                                |   |  |   |
| cial Literacy  |  |   |                                      |  |   |  |   |
| A Instructions   |  |   |                                      |  |   |  |   |
| Support – Please enter who   | le numbers only.   |   |                                      |  |   |  |   |
| Administrator Enter Indirect Am  | ount:  |   |                                      |  |   |  |   |
| Multiple Focus Are   | a Grant: Click Edit in the<br>c Edit in the Budget Infor | Allocations and Indirect Co<br>mation table | osts table                           |  |   |  |   |
| Other Grants: Clic   |  |   |                                      |  |   |  |   |
| Other Grants: Clic   |  |   |                                      |  |   |  |   |
| Other Grants: Clic   | mation   |   |                                      |  |   |  |   |
| Other Grants: Clic   | mation   |   |                                      |  |   |  |   |
| Other Grants: Clic   | mation   |   |                                      |  |   | * Records are sorted by La   | st Modified Da                          |
| Other Grants: Clic<br>Budget Infor<br>Allocation                       | Indirect Maximu  | m Requested                                 | Budgeted                             | Budgeted Direct                            | Allowed Budgeted                                    | * Records are sorted by La<br>Total Budgeted                             | st Modified Dat                         |
| Other Grants: Clic<br>Budget Infor<br>Allocation<br>Amount             | Indirect<br>Rate<br>Maximu<br>Allower                    | Im Requested<br>Indirect<br>I Amount        | Budgeted<br>Indirect<br>Expenditures | Budgeted Direct<br>Expenditures            | Allowed Budgeted<br>Direct<br>Expenditures          | * Records are sorted by La<br>Total Budgeted<br>Expenditures             | st Modified Dai<br>Unbudgeted<br>Amount |
| Other Grants: Clic<br>Budget Infor<br>Allocation<br>Amount<br>\$100.00 | Indirect Indirect Allower                                | Im Requested<br>Indirect<br>Amount          | Budgeted<br>Indirect<br>Expenditures | Budgeted Direct<br>Expenditures<br>\$95.00 | Allowed Budgeted<br>Direct<br>Expenditures<br>95.00 | * Records are sorted by La<br>Total Budgeted<br>Expenditures<br>\$100.00 | st Modified Dai<br>Unbudgeted<br>Amount |

| Complete all Mandato  | ontact in the Staff Assignment<br>ry forms and upload any files the  | ts tab<br>hat OSPI has       |  |  |                      |
|---|--|------------------------------|--|--|----------------------|
| Crea  | ited   | O                            | tted   | Converted to Aw  | vard                 |
| Overview \$ Budget  | ★ Staff Assignments  | Forms and Files              | 🕲 History 🛛 🎕 Collab   |  |                      |
| Application Contacts     Add Fiscal Contact: Click the  | Associate button and indicate  | staff Fiscal Contacts, these | e staff member(s) will receive tasks and   | notifications for the payment requests crea            | ated for this grant. |
| Application Contacts     Add Fiscal Contact: Click the     Search Showing 1 to 2 of 2 records   | Associate button and indicate  | staff Fiscal Contacts, these | staff member(s) will receive tasks and   | notifications for the payment requests crea            | ated for this grant. |
| Application Contacts     Add Fiscal Contact: Click the     Search Showing 1 to 2 of 2 records     Project Role                              | Associate button and indicate  | staff Fiscal Contacts, these | staff member(s) will receive tasks and<br>Email  | notifications for the payment requests crea            | ated for this grant. |
| Application Contacts     Add Fiscal Contact: Click the     Search Showing 1 to 2 of 2 records     Project Role     Fiscal Contact           | Associate button and indicate Name 1 Brinnon AAENSON                 | staff Fiscal Contacts, these | staff member(s) will receive tasks and<br>Email  | notifications for the payment requests crea<br>Is User | Actions              |
| Application Contacts Add Fiscal Contact: Click the Search Showing 1 to 2 of 2 records Project Role Fiscal Contact Other                     | Associate button and indicate  Name 1  Brinnon AAENSON Brinnon Admin | staff Fiscal Contacts, these | e staff member(s) will receive tasks and<br>Email<br>brinnonggg@yopmail.com                    | notifications for the payment requests crea            | Actions              |
| Application Contacts     Add Fiscal Contact: Click the     Search Showing 1 to 2 of 2 records     Project Role     Fiscal Contact     Other | Associate button and indicate  | staff Fiscal Contacts, these | e staff member(s) will receive tasks and<br>Email<br>brinnonggg@yopmail.com<br>Total Records 2 | notifications for the payment requests crea            | Actions              |

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

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

| Caracha   Tasks    Tasks   | Coportunities A Coportunities A Coverview Peer Reviewers To Change Application notifications related Application C Add Fiscal Conta | Contacts     Search Showing 1 to 7                | Q<br>of 7 records<br>Full Name 1  | Type<br>Recipient<br>Recipient<br>Recipient<br>Recipient   | Associate  |   | werted to Award   | ees and receive tasks and                             |
|--|---|---|---|--|--|---|---|---|
| Search + Tasks - Tasks - Indra | Overview Peer Reviewers: To Change Application notifications related: Application C Add Flocal Conta                                | Search  | Q<br>of 7 records<br>Full Name 🛧  | Type<br>Recipient<br>Recipient<br>Recipient<br>Recipient   | Email  |   | o<br>werted to Award  | ess and receive tasks and                             |
| Tasks –<br>Tasks –<br>endrog Tasks –<br>endrog Tasks –<br>parkzafion –<br>genization Profile –<br>Recently Viewed –<br>Vi Test –<br>P 672-Francial Literacy –<br>P 672-Francial Literacy –   | Cverview Peer Reviewers: To Change Application notifications related: Application C Add Fiscal Conta                                | Search  | Q<br>of 7 records<br>Full Name ↑  | Type<br>Racipient<br>Recipient<br>Racipient<br>Racipient   | Email  |   | werted to Award   | iess and roceive tasks and                            |
| Taoks – ondrig Taoks – ondrig Taoks – ondrig Taoks – Activities – parkation – parkation – Polite – 44 Tast – 49 47 Tast – 96 72 4 mancial Literacy   | Overview Peer Reviewers: To Change Application notifications related Application C Add Flocal Contex                                | Showing 1 to 7                                    | Full Name 🛧   | Type<br>Racipient<br>Recipient<br>Racipient<br>Racipient   | Email  |   | ner will have edit acc  | ess and receive tasks and                             |
| onding Tasks<br>ompleted Tasks<br>Activities –<br>agarization –<br>rgarization Profile<br>Recently Viewed –<br>4 Tast<br>P 672-Francial Literacy P<br>672-Francial Literacy P  | Overview  Peer Reviewers: To Change Application notifications related t  Application C  Add Fiscal Conta                            |   | Full Name 🛧   | Type<br>Racipient<br>Recipient<br>Racipient<br>Racipient   | Email  | E   | ner will have edit acc  | ess and receive tasks and                             |
| Activities –<br>anization –<br>garization Profile<br>Recently Viewed –<br>4 Test<br>+672-Financial Literacy  | Peer Reviewers: To<br>Change Application<br>notifications related t<br>Application C<br>Add Fiscal Conta                            |   |   | Recipient<br>Recipient<br>Recipient<br>Recipient   |  |   | ner will have edit acc  | cess and receive tasks and                            |
| Activities –<br>Janization Profile<br>Recently Viewed –<br>4 Test<br>1672-Financial Literacy .<br>1672-Financial Literacy .  | Peer Reviewers: To<br>Change Application<br>notifications related to<br>Application C<br>Add Fiscal Conta                           |   |   | Recipient<br>Recipient<br>Recipient  |  |   | ner will have edit acc  | ess and receive tasks and                             |
| anization Profile ganization Profile Recently Viewed – Vi Test P 672-Financial Literacy P 072-Financial Literacy   | Change Application<br>notifications related t<br>Application C<br>Add Fiscal Conta  |   |   | Recipient  |  |   | ner will have edit acc  | ess and receive tasks and                             |
| ganization Profile Recently Viewed – 4 Test 9 672-Financial Literacy 9 672-Financial Literacy  | Application C     Add Fiscal Conta  |   |   | Recipient  |  |   |   |   |
| Recently Viewed –<br>4 Test<br>9 672-Financial Literacy<br>9 672-Financial Literacy  | Add Fiscal Conta  |   |   | Recipient  |  |   |   |   |
| 4 Test<br>672-Financial Literacy<br>672-Financial Literacy   | Add Fiscal Conta  | 1.1   |   |  |  |   |   | Associate   |
| 672-Financial Literacy   |   | a state of the second                             | OSPI Test   | Recipient  |  |   | equests created for t   | this grant.   |
|  | Reauth  |   |   | Recipient  |  |   |   |   |
| 672-Financial Literacy   | Search  |   |   | Recipient  |  |   |   |   |
| echnical Support -   | Project Role  |   |   | Total Records: 7   |  |   | er  | Actions   |
| ganizational Administrator   | Fiscal Contact  |   |   |  |  |   |   |   |
| ntact Us   | Other   |   | Brinnon Admin   | brinnonggg(  | Qyopmail.com   | ~   |   | . / X   |
|  |   |   |   | Total  | Records:2  |   |   |   |
|  | Peer Reviewers     Peer Review Process     Once Peer Review is     Peer Review Process  | Application O completed, click t s (Peer Reviewer | wner): Click the New button, e<br>the Complete Review button t<br>r): Complete any edits to the a | nter required details and Save the<br>o Submit the Application. Note: All<br>pplication. To notify the Application | e window. Note: When the peer review Sta<br>Peer reviewers will lose the ability to edit<br>n Owner of completed edits, click the Subi | itus is Sent fo<br>once the revi<br>nit Review ac | or Review, the peer re<br>ew is completed.<br>tion in the Peer Revi | New<br>eview can edit the Application<br>lowers table |
|  | Search  | Q   |   |  |  |   | * Records are sorted t  | by Responsibility ascending of                        |

## 13. Click the "Associate" button.

| PUBLIC INSTRUCTION        | Education Grants  | Associate  | Contacts  | ×   | Grants Portal 🗸 🙁 🖌  |   |   |                                   |  |
|---------------------------|---|--|---|---|--|---|---|-----------------------------------|--|
| Q Search +                | <ul> <li>Opportunities A</li> </ul>                                     | - Conta  | icts  |   |  | tooodata 🔳  |   |                                   |  |
| Tasks -                   |   | Search   | Q   |   | 2  |   | -0  |                                   |  |
| My Tasks -                |   | Showing 1  | to 7 of 7 records   |   |  | 1000  | nted to Award   |                                   |  |
| Pending Tasks             | Chaption  |  | Full Name 🛧   | Туре  | Email  |   |   |                                   |  |
| Completed Tasks           | Cverview  | D  |   | Recipient   |  |   |   |                                   |  |
| Market Activities -       | Peer Reviewers: To<br>Change Application<br>notifications related t     |  |   | Recipient   |  |   |   |                                   |  |
| Organization -            |   | -  |   |   |  | vner  | will have odit access a   | nd receive tasks and              |  |
| Organization Profile      |   | - U  |   | Recipient   |  |   |   |                                   |  |
| Recently Viewed -         | Application C   |  |   | Recipient   |  |   |   | Associato                         |  |
| 204 Test                  | Add Fiscal Contac   |  | OSPI Test   | Recipient   |  | req   | uests created for this gr   | ant.                              |  |
| FP 672-Financial Literacy | Transmission  |  |   | Recipiont   |  |   |   | _                                 |  |
| FP 672-Financial Literacy | Search  |  |   | Recipient   |  |   |   |                                   |  |
| A Technical Support       | Showing 1 to 2 of 2 h   |  |   | Total Decords 7   |  |   |   |                                   |  |
| recinical support -       | Project Role  |  |   | Total Necords. 7  |  | aner .  | Ac  | tions                             |  |
| Contact Us                | Fiscal Contact  |  |   |   |  |   | 3   | X                                 |  |
|                           | Other   |  | Brinnon Admin   | bionongg  | g@yopmail.com  | 4   |   | X                                 |  |
|                           |   |  |   | Ti  | otal Records:2   |   |   |                                   |  |
|                           | + Peer Reviewer   | s D  |   |   |  |   |   | Netw 🚍                            |  |
|                           | Peer Review Proce<br>Once Peer Review In<br>Peer Review Proce<br>Search | ss (Applicatio<br>s completed, cl<br>ss (Peer Revie<br>Cords | in Owner): Click the New button, e<br>lick the Complete Review button h<br>ower): Complete any edits to the a | nter required details and Save<br>a Submit the Application. Note:<br>plication. To notify the Applica | the window. Note: When the peer<br>All Peer reviewers will lose the ab-<br>tion Owner of completed adits, cito | review Status is Sent for R<br>life to ddl once the review<br>k the Submit Review action<br>* R | teview, the peer review<br>is completed.<br>In the Peer Reviewers<br>records are sorted by <b>Res</b> | can edit the Application<br>table |  |
|                           | # Revis   | ewer Name  | Description   | Due Date  | Allow Record Editing   | Status  | Focus Area  | Actions                           |  |

- 14. Click the "X" to close the pop-up window.
- 15. Click the blue pencil to edit.

|                          | Education Grants Management System |   |   |   |   |   |  |  | 쯝 Grants Portal 🗸 🌔   |   |
|--------------------------|------------------------------------|---|---|---|---|---|--|--|---|---|
| <                        | ff Op                              | portunitie  | es Applications Grant   | s Monitoring  | ¢   |   |  |  |   |   |
| Search +                 | Pee                                | r Reviewe   | ers: To give other users edit   | access, click in                                      | the New button  | in the Peer Reviewers   | section.   |  |   |   |
| Tasks -                  | Cha                                | Change Application Owner: Click the Edit action in the Owner section and search the name of the user you want to transfer ownership to. Note: The New Owner will have edit access and receive tasks and notification related to this Application. |   |   |   |   |  |  |   |   |
| Tasks –                  | _                                  |   |   |   |   |   |  |  |   |   |
| ending Tasks             |                                    | * Application Contacts Adsociate Save E   |   |   |   |   |  |  |   |   |
| ampleted Tasks           | Ad                                 | d Fiscal (  | Contact: Click the Associat   | e button and ind                                      | licate staff Fisca  | I Contacts, these staff   | member(s) will receive tasks and not   | ifications for the payment   | requests created for thi  | s grant.                                |
| Activities –             | 1.15                               |   | 0   |   |   |   |  |  |   |   |
| anization –              |                                    |   | T of T monitor  |   |   |   |  |  |   |   |
| ganization Profile       | P                                  | roject Ro   | de  |   | Name t  |   | Fmail  |  | la llaer  | Actions                                 |
| Recently Viewed -        |                                    |   |   |   |   |   |  |  |   |   |
| 14 Test                  | 1                                  | iscal Con   | tact  |   |   |   |  |  | ~   | ~                                       |
| P 672-Financial Literacy | C                                  | )ther   |   |   |   |   |  |  | ~   | 101                                     |
| P 672-Financial Literacy |                                    | Other   |   | *   | OSPI Test   |   |  |  | ×   | C                                       |
| P 672-Financial Literacy |                                    |   |   |   |   |   | Total Records 3  |  |   | -                                       |
| recritical Support –     |                                    |   |   |   |   |   |  |  |   |   |
| Contact Us               | -1                                 | ▲ Peer Reviewers ® Now  |   |   |   |   |  |  |   |   |
|                          | Per<br>On<br>Per                   | er Review<br>ce Peer R<br>er Review<br>earch  | e Process (Application Ow<br>leview is completed, click the<br>e Process (Peer Reviewer): | nen: Cack the M<br>e Complete Ren<br>: Complete any i | eew button, entr<br>view button to S<br>edits to the appl | r required details and<br>lubmit the Application.<br>ication. To notify the A | Save the window. Note: When the purplements of the same set of | rer review Status is Sent t<br>ability to edit once the rev<br>click the Submit Review a | or Review, the peer rev<br>lew is completed.<br>clion in the Peer Review<br>* Records are sorted by | vers table Responsibility ascending ord |
|                          |                                    |   | Reviewer Name   | Descri  | ption   | Due Date  | Allow Record Editing   | Status   | Focus Area  | Actions                                 |
|                          | 6                                  | Ð 1   | Brinnon Admin   |   |   | 07/12/2024  | Yes  | Created  |   | e C 🔒                                   |
|                          | E                                  | 2   | Brinnon Admin   |   |   | 07/12/2024  | Yes  | Created  |   | 100                                     |
|                          |                                    |   |   |   |   |   |  |  |   |   |

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

| oblic markociton                           | Education G  | Brants Management S  | System   |  |   |  | 1                          | 💛 Grants Portal 🗸 🌘                                      |  |  |
|--|--|--|--|--|---|--|----------------------------|--|--|--|
| <  | Opportuni  | ties Applications Gran   | ts Monitoring 🕻  |  |   |  |                            |  |  |  |
| earch +<br>asks -                          | Peer Revie<br>Change Ap<br>notifications                     | wers: To give other users edit<br>plication Owner: Click the E<br>related to this Application.   | t access, click in the New butto<br>dit action in the Owner section          | in in the Peer Reviewers<br>and search the name of       | section.<br>the user you want to transfer ownership | to. Note: The New Own                                  | er will have edit access a | and receive tasks and                                    |  |  |
| isks –                                     | Applic   | Application Contacts Save  |  |  |   |  |                            |  |  |  |
| ipleted Tasks                              | Add Fisca  | 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. |  |  |   |  |                            |  |  |  |
| tivities –<br>aization –                   | Search   | Q to 3 of 3 records  |  |  |   |  |                            | 1  |  |  |
| nization Profile                           | Project P  | Role   | Name †   |  | Email   | le   | User                       | Actions  |  |  |
| cently Viewed -                            | Fiscal Cr  | ontact   |  |  |   |  | ,                          | • / ×  |  |  |
| 72-Financial Literacy                      | Other  |  |  |  |   |  | /                          |  |  |  |
| 72-Financial Literacy                      | Fiscal   | Contact  | OSPI Test  |  |   |  | c                          | 5  |  |  |
| r2-Financial Literacy<br>chnical Support – |  |  |  |  | Total Records 3                                     |  |                            |  |  |  |
| nizational Administrator                   | ▲ Peer R   | eviewers ()  | mer): Click the New button, en   | ter required details and the second                      | Save the window. Note: When the peer                | review Status is Sent for                              | Review, the peer review    | Now  |  |  |
| act Us                                     | Peer Revi<br>Once Peer<br>Peer Revie                         | Review is completed, click the<br>ew Process (Peer Reviewer)   | e Complete Review button to<br>Complete any edits to the ap                  | plication. To notify the Ap                              | plication Owner of completed edits, clic            | inty to edit once the revie<br>k the Submit Review act | ion in the Peer Reviewer   | s table  |  |  |
| tact Us                                    | Peer Revi<br>Once Peer<br>Peer Revis<br>Search<br>Showing 11 | Review is completed, click the<br>ew Process (Peer Reviewer)<br>Q<br>o 2 of 2 records  | e Complete Review button to<br>(: Complete any edits to the ap               | Submit the Application, i<br>plication. To notify the Ap | vale. All rear reverses will lose the ac            | iny to edit once the revie<br>k the Submit Review act  | Records are sorted by Re   | s table<br>sponsibility ascending of                     |  |  |
| act Us                                     | Peer Revi<br>Once Peer<br>Peer Revis<br>Search               | Review is completed, click the w Process (Peer Reviewer)   | e Complete Review button to<br>: Complete any edits to the ap<br>Description | Due Date   | Allow Record Editing                                | k the Submit Review act                                | Records are sorted by Re   | s table sponsibility ascending or Actions                |  |  |
| act Us                                     | Peer Revi<br>Once Peer<br>Peer Revi<br>Search<br>Showing 11  | Review is completed, click the<br>ew Process (Peer Reviewer)<br>to 2 of 2 records<br>Reviewer Name<br>Brinnon Admin  | e Complete Review button to<br>: Complete any edits to the ap<br>Description | Due Date 07/12/2024                                      | Allow Record Editing                                | k the Submit Review act Status Created                 | Records are sorted by Re   | s table<br>sponsibility ascending of<br>Actions<br>& 👔 😭 |  |  |

*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.* 

|  | Education Grants Management System  |  | Grants Portal 🗸 🙆 🗸  |
|--|---|--|--|
| <  | A Opportunities Applications Grants Monitoring  |  |  |
| Q Search +<br>➡ Tasks -<br>My Tasks -  | 08PLFN-0158   |  | Cancel Save<br>FP 204 - K-12 Intensive Tutoring V                  |
| Pending Tasks Completed Tasks  Completed Tasks  Conganization  Organization  Description   | Form Name. (1) Is Form Validated?<br>Yes<br>Application ID: Application Title:<br>204 Test<br>Organization Code: Organization Name. | Lest Maddhed Dy:<br>Kim Hoos<br>Aepilication Due Date: ①<br>07/12/2024 | Lest Modified Date:<br>07/11/2024 2:02 PM<br>Last Submitted Date:  |
| Recentity Viewed     SN Test     PP 572-Financial Literacy     PF 572-Financial Literacy     PF 572-Financial Literacy     PF 572-Financial Literacy     Contact Literacy     Contact Us | Information and Assurances Tutor a Studer C Hection  Service  Information   | Structure and Measuring Impact   | <ul> <li>Required to Salver</li> <li>Required to Submit</li> </ul> |
|  | Assurances  |  |  |

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 Supermembers of<br>PUBLIC INSTRUCTION                          | Education Grants Management System  |   | Grants Portal 🗸 🔷 🗸                       |
|---|---|---|---|
| <   | A Opportunities Applications Grants Monitoring  |   |   |
| Q Search +<br>⊒ Tasks -   | Form saved successfully.  |   | ×   |
| My Tasks –<br>Pending Tasks<br>Completed Tasks                                      | OSPLEN-0158   |   | Edit Serreleti Edin Back FP 204           |
| Crganization –  | Form Name: (1) Is Form Validated?   | Last Modified By:<br>Brinnon Admin      | Last Modified Date:<br>03/18/2025 5:37 PM |
| Organization Profile<br>Recently Viewed - 204 Test                                  | Application ID: Application Title.<br>204 Test<br>Organization Code: Organization Name:         | Application Due Date: (1)<br>07/12/2024 | Last Submitted Date:                      |
| FP 672-Financial Literacy<br>FP 672-Financial Literacy<br>FP 672-Financial Literacy | 16046 Brinnon School District<br>Information and Assurances Tutor and Student Selection Service | Structure and Measuring Impact          |   |
| Technical Support –     Organizational Administrator     Contact Us                 | ▲ High-Dosage Tutoring  |   |   |
|   | Measuring Impact  |   |   |
|   |   |   |   |

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

| My Tasks 🗕  |  |                                    |                         |                |                  |                         | _          |             |
|---|--|------------------------------------|-------------------------|----------------|------------------|-------------------------|------------|-------------|
| Pending Tasks   | 204 Test                                     |                                    |                         |                |                  |                         | Edit Submi | Ap cation 📃 |
| Completed Tasks   | EGMS ID                                      | Status                             |                         | Application Du | ie Date          |                         |            |             |
| Activities -  | AP-OSPI-4141                                 | Created                            |                         | 07/12/2024     |                  |                         |            |             |
| Organization –  |  |                                    |                         |                |                  |                         |            |             |
| Organization Profile  | 1. Complete Application                      | i<br>stact in the Staff Assignment | view more               |                |                  |                         |            |             |
| Recently Viewed -   | Complete all Mandator                        | y forms and upload any files th    | at OSPI has             |                |                  |                         |            |             |
| 204 Test<br>FP 672-Financial Literacy<br>FP 672-Financial Literacy<br>FP 672-Financial Literacy | Creal  | ed                                 | O-Submitted             |                |                  | O<br>Converted to Award |            |             |
| Technical Support –   | Overview \$Budget                            | * Staff Assignments                | SForms and Files DHisto | ry 🎭 Collab    | 3                |                         |            |             |
| Organizational Administrator<br>Contact Us  | <ul> <li>Application Instructions</li> </ul> | 1                                  |                         |                |                  |                         |            |             |
|   | ▲ Forms ⑥                                    |                                    |                         |                |                  |                         |            | =           |
|   | Search                                       | ۹                                  |                         |                |                  |                         |            |             |
|   | Sequence Number †                            | Form Name                          | Is Form Completed?      | Mandatory?     | Last Modified By | Last Modified Date      | Version    | Actions     |
|   | 1  |                                    | Yes                     | Yes            | Brinnon Admin    | 03/18/2025 5:37 PM      | FY25       |             |
|   |  |                                    | Tota                    | Records:1      |                  |                         |            |             |
|   | ▲ Supporting Documents                       | Checklist                          |                         |                |                  |                         |            | Ξ           |
|   | Search                                       | Q                                  |                         |                |                  |                         |            | T           |

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."

| Woshington Office of Supermanders of<br>PUBLIC INSTRUCTION | Education Grants Manage       | ment System  |                          |                          |                      | Grants Portal 🗸 🔷 🗸 |
|--|-------------------------------|--|--------------------------|--------------------------|----------------------|---------------------|
| <  | Opportunities Applications    | Grants Monitoring 🕏  |                          |                          |                      |                     |
| Q Search +   | Application                   |  |                          |                          |                      | _                   |
| 📑 Tasks 🛛 🗕  | FP 40 Test FY25               |  |                          |                          |                      | -                   |
| My Tasks _   | EGMS ID                       | Status   |                          | Application Due Date     |                      |                     |
| Pending Tasks  | AP-OSPI-4348                  | Submitted to (   | Grantor                  | 02/28/2025               |                      |                     |
| Completed Tasks  | -                             | n:   | view more                |                          |                      |                     |
| 🛋 Activities 🛛 🗕   | Indicate the Fiscal Co        | ontact in the Staff Assignments tab  |                          |                          |                      |                     |
| Organization -   | Complete all Mandato          | ry forms and upload any files that OS  | PI has                   |                          |                      |                     |
| Organization Profile                                       |                               |  |                          |                          |                      |                     |
| Recently Viewed -  | 6                             | )  | -0-                      | <u> </u>                 |                      | 0                   |
| FP 40 Test FY25  | Crea                          | ated   | Submitted                |                          | Converte             | ed to Award         |
| FP 40 Test FY25  | Overview SBudget              | * Staff Assignments  | Forms and Files D Histor | v 🗣 Collab               |                      |                     |
| 204 Test   |                               | , contraction of the second seco | •                        | ,                        |                      |                     |
| TEST OG PUBLISH FOA  | Field History                 |  |                          |                          |                      | Application 🗸 🚍     |
| Brinnon School District                                    |                               | <b>O</b>   |                          |                          |                      |                     |
| Brinnon School District                                    | Search                        | q  |                          |                          |                      |                     |
| 241 Test FY26  | Showing 1 to 10 or 12 records | Channed Field  | New Malers               | 01111-1-1                | Channed Day          | Changed On at       |
| 241 Test FY26  | EGMS ID                       | Changed Field  | New Value                | Old Value                | Changed By           | Changed On 🗢        |
| EP 673.Einancial Literacy                                  | AP-OSPI-4348                  | Status   | Submitted to Grantor     | Created                  |                      | 04/17/2025 11:40 AM |
| A Taskainal Consect  | AP-OSPI-4348                  | Total Budget Requested   | \$96.00                  | \$100.00                 |                      | 11/25/2024 04:41 PM |
| Greenical Support -  | AP-OSPI-4348                  | Total Budget Requested   | \$100.00                 | \$102.00                 |                      | 11/25/2024 04:36 PM |
| Organizational Administrator                               | AP-OSPI-4348                  | Requested Indirect Amount  | \$4.00                   | \$2.00                   |                      | 11/25/2024 04:36 PM |
| Contact Os   | 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 |
|  | GovGrants                     |  | OSPI Home   Site Info    | Non Disclosure Agreement | Conflict of Interest | <u>^</u>            |