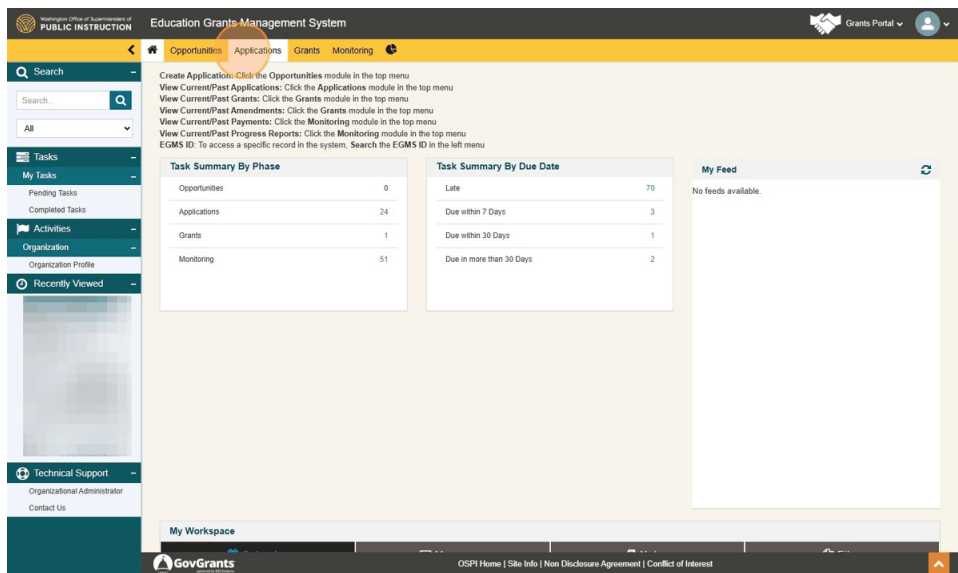
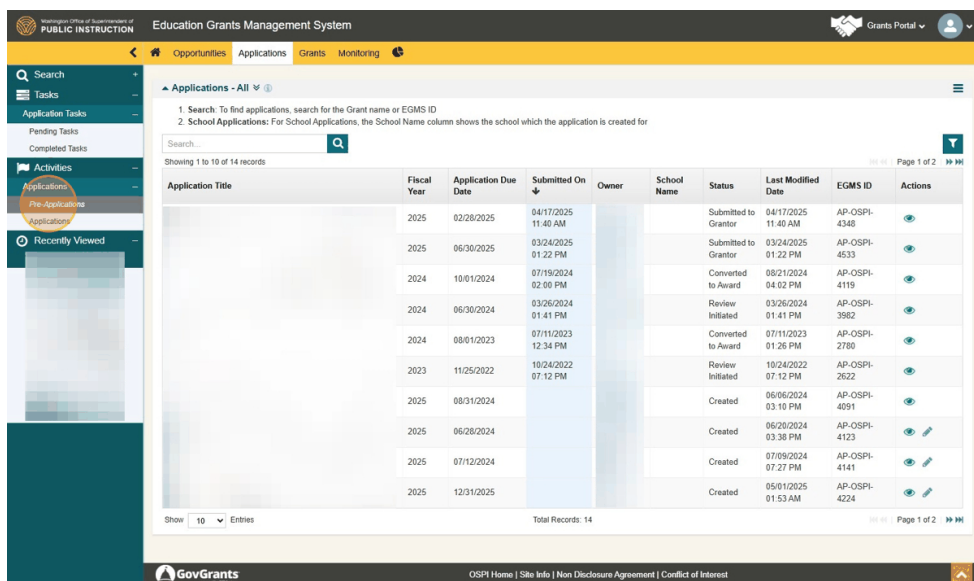


Assigning a Peer Reviewer within the Education Grants Management System (EGMS)

1. Login and begin on the Home tab. Click the "Applications" tab.



2. Click "Pre-Applications" from the left navigation panel.



- Click the green eye icon to open the pre-application.

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Search

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

Pre-Applications

Applications

Recently Viewed

Pre-Applications - All

1. Search: To find Pre-Applications, search for the Grant name or EGMS ID
2. School Pre-Applications: For School Pre-Applications, the School Name column shows the school which the application is created for

Search

Showing 1 to 2 of 2 records

Pre-Application Title	Pre-Application Due Date	Owner	School Name	Status	Last Modified Date	EGMS ID	Actions
	09/01/2023			Created	06/05/2023 05:14 PM	PR-OSPI-0978	
	05/05/2023			Created	09/08/2022 08:24 PM	PR-OSPI-0745	

Total Records: 2

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- Click the "Staff Assignments" tab.

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Pre-Application

EGMS ID: PR-OSPI-0978

Status: Created

Pre-Application Due Date: 09/01/2023

Submit to Grantor

1. Complete Pre-Application: Complete all Mandatory forms in the Forms and Files tab. Upload any files that OSPI has requested in the Forms and...

Created Submitted Accepted Converted to Application

Overview Staff Assignments Forms and Files History Collab

Applicant Information

Applicant Organization Address EIN

UEI Pre-Application Title

Opportunity Overview

Funding Opportunity AN-OSPI-5096

Opportunity Title

Opportunity Type Formula

Funding Organization Washington State Office of Superintendent of Public Instruction

Pre-Application Due Date 09/01/2023

Application Due Date 12/01/2023

Subaward Floor \$1.00

Subaward Ceiling \$12,000,000.00

Project Period Start Date 07/01/2023

Project Period End Date 06/01/2024

Match Required? No

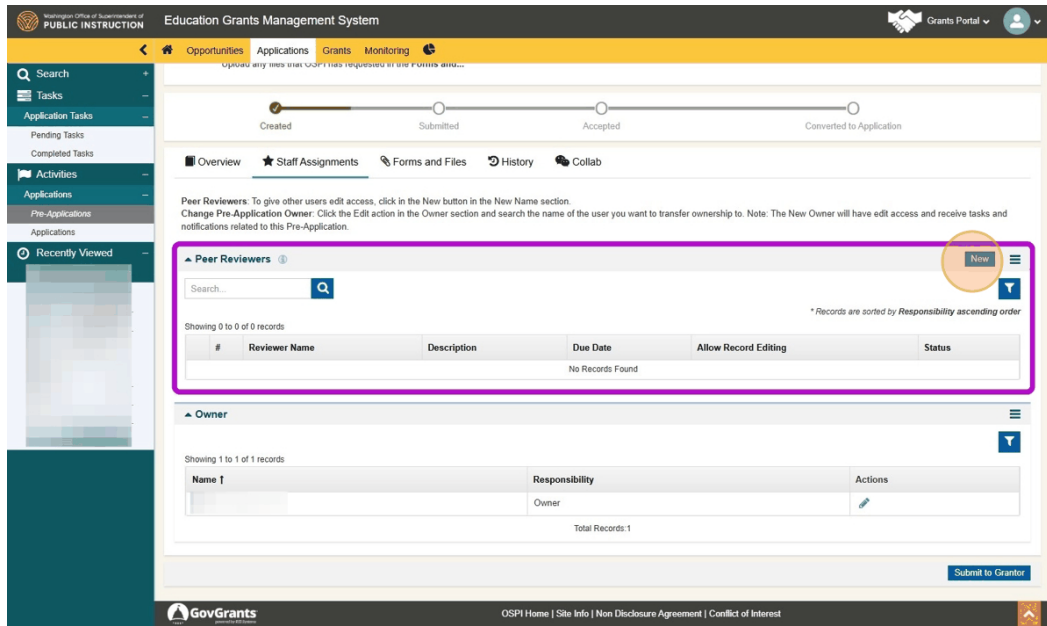
Program Income Allowed? No

System Information

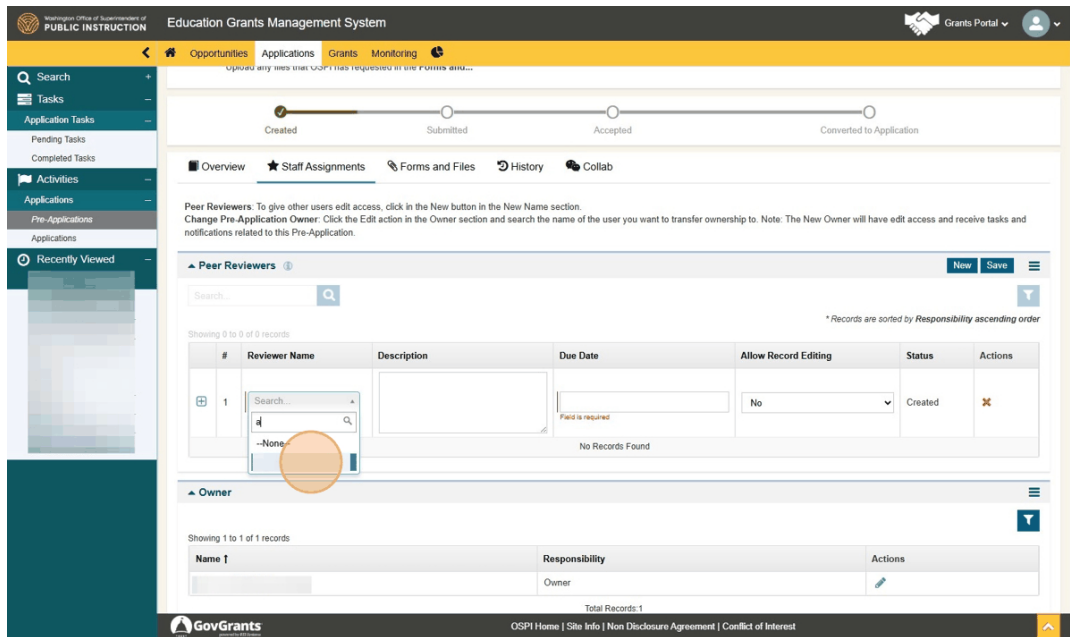
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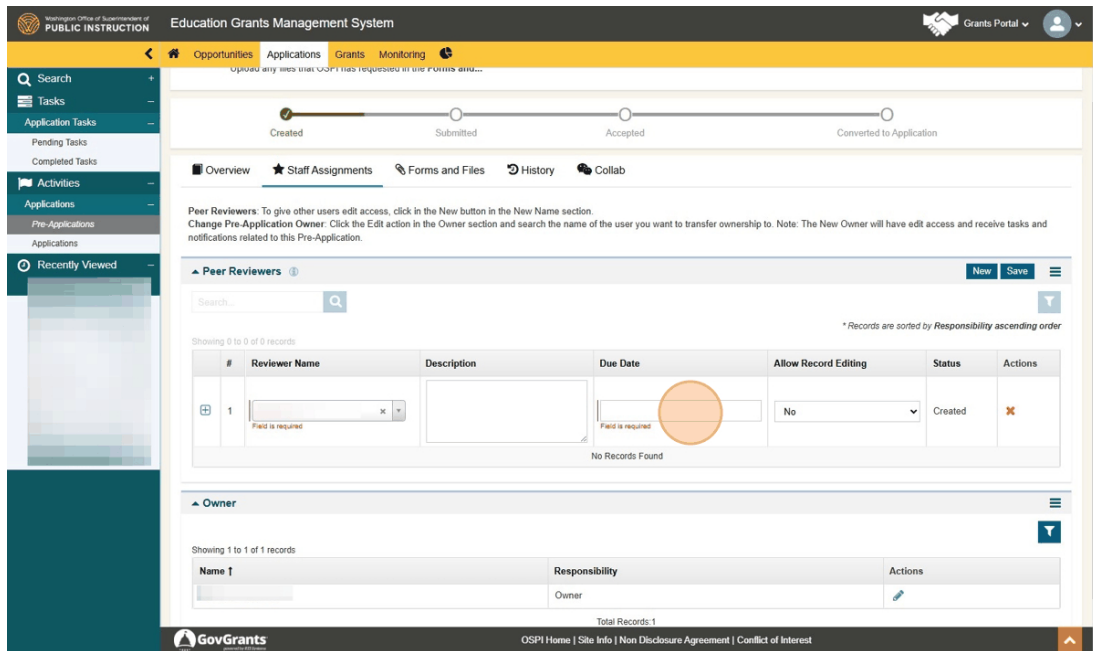
- Click the blue "New" button.



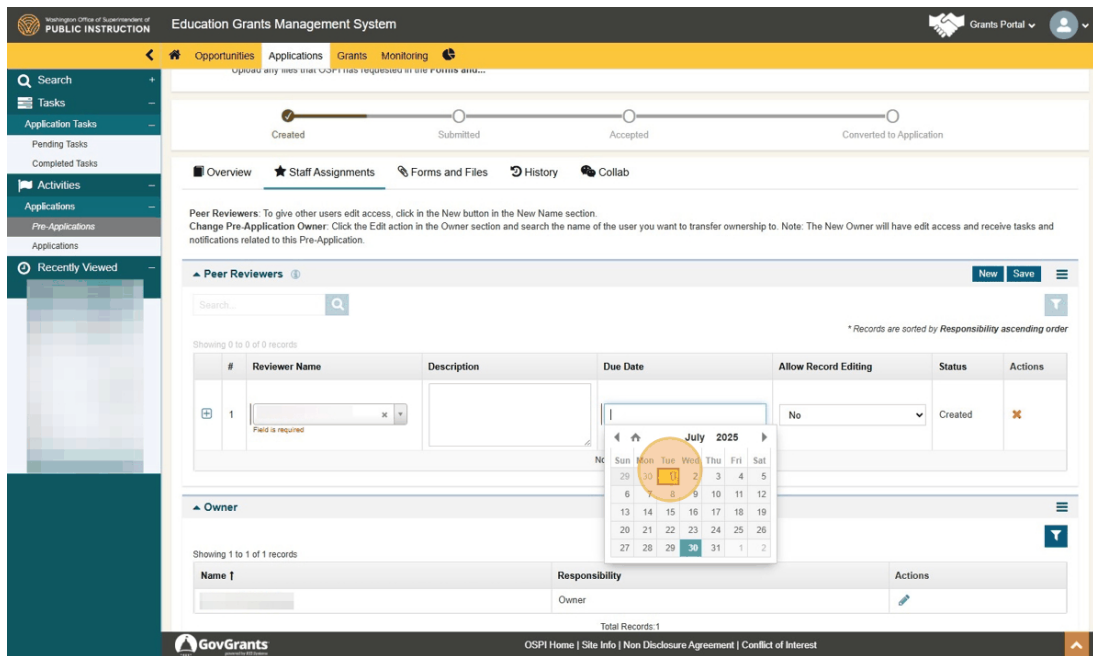
- Click the "Reviewer Name" field and begin to enter their name. Once you have found the person, click it to select.



- Click the "Due Date" field to edit it.



8. Select the due date.




9. Select "Yes" from the "Allow Record Editing" dropdown.

The screenshot shows the 'Education Grants Management System' interface. On the left is a sidebar with navigation options: Search, Tasks, Application Tasks, Pending Tasks, Completed Tasks, Activities, Applications, Pre-Applications, and Recently Viewed. The main content area has a top navigation bar with 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. Below this is a progress bar with stages: Created, Submitted, Accepted, and Converted to Application. The 'Applications' section is active, showing 'Overview', 'Staff Assignments', 'Forms and Files', 'History', and 'Collab'. A 'Peer Reviewers' section is displayed with a search bar and a table. The table has columns: #, Reviewer Name, Description, Due Date, Allow Record Editing, Status, and Actions. A single record is shown with 'Allow Record Editing' set to 'Yes' and 'Status' set to 'Created'. A purple box highlights the 'Allow Record Editing' dropdown menu. Below the table is an 'Owner' section with a table showing one record with 'Responsibility' set to 'Owner'. The footer includes 'GovGrants' logo and links to 'OSPI Home', 'Site Info', 'Non Disclosure Agreement', and 'Conflict of Interest'.

10. Click the "save" button.


This screenshot is identical to the previous one, but with an orange circle highlighting the 'Save' button in the top right corner of the 'Peer Reviewers' section. The 'Allow Record Editing' dropdown is still set to 'Yes' and the status is 'Created'.

11. The status will update to "Sent for Review" and you will receive a success message. The system will automatically send the new Peer Reviewer an email notification.




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Education Grants Management System



Grants Portal



OpportunitiesApplicationsGrantsMonitoring

Updated every week since OSPPI last requested to site. Please allow...

CreatedSubmittedAcceptedConverted to Application

OverviewStaff AssignmentsForms and FilesHistoryCollab

Peer Reviewers: To give other users edit access, click in the New button in the New Name section.
Change Pre-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 notifications related to this Pre-Application.



Saved Successfully!

Peer Reviewers

Search...

* Records are sorted by Responsibility ascending order


Showing 1 to 1 of 1 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1			07/01/2025	Yes	Sent for Review	 

Total Records: 1

Owner

Showing 1 to 1 of 1 records

Name	Responsibility	Actions
	Owner	

Total Records: 1

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