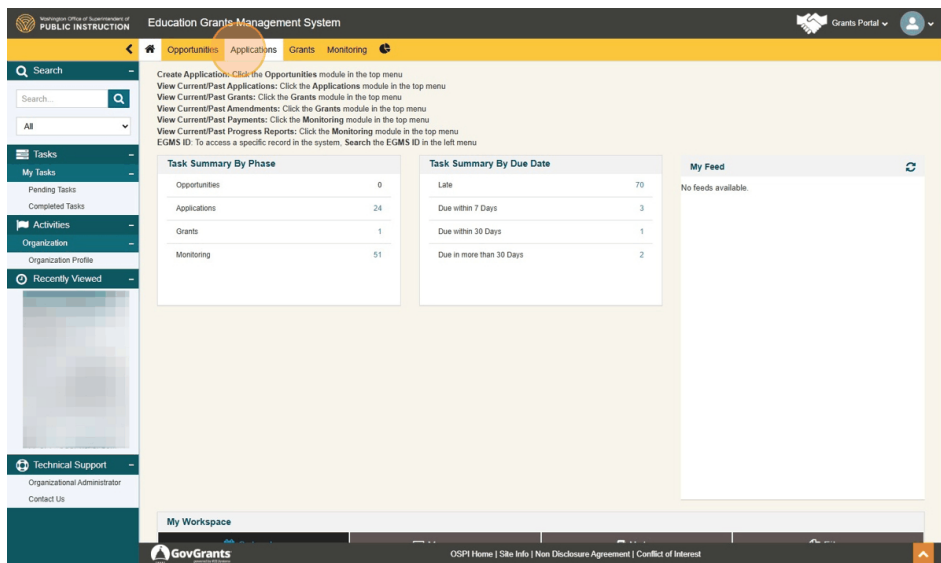
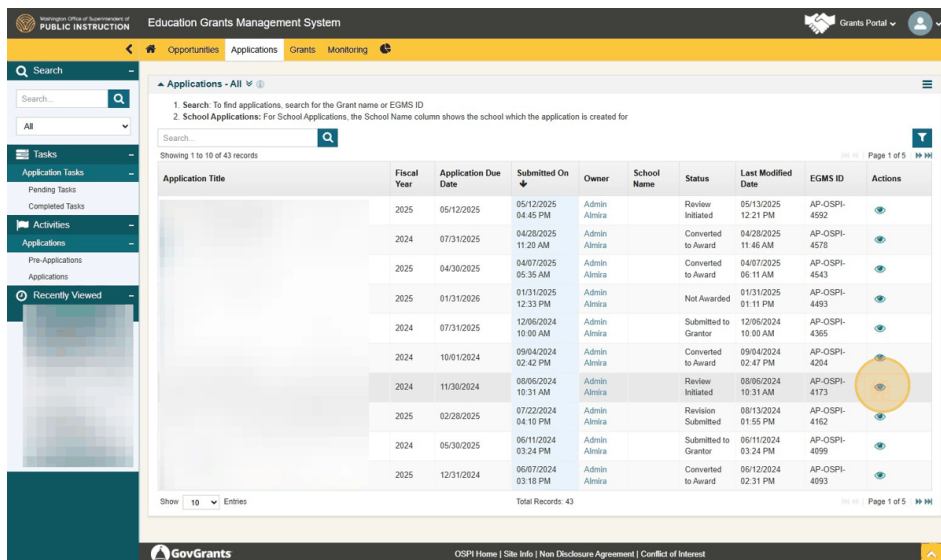


# Assigning a Peer Reviewer within the Education Grants Management System (EGMS)

1. Login and begin on the Home tab. Click the “Applications” tab.



2. Find the application you would like to open and click the green eye icon to open the record.



- Click the "Staff Assignments" tab.

The screenshot shows the 'Education Grants Management System' interface. The left sidebar contains navigation links: Search, Tasks, Application Tasks, Activities, Applications, Pre-Applications, and Recently Viewed. The main content area has tabs for Overview, Budget, Staff Assignments (highlighted with an orange circle), Forms and Files, History, and Collab. Below the tabs, there is a progress bar with stages: Created, Submitted, and Converted to Award. The 'Staff Assignments' tab is active, displaying information about the application, including the Applicant Organization, Address, EIN, and Subaward Floor. The 'Opportunity Overview' section shows details like Opportunity ID, Title, Funding Organization, and Subaward Ceiling. The 'Application Overview' section is also visible at the bottom.

- Click the "New" button.

The screenshot shows the 'Peer Reviewers' section of the 'Education Grants Management System'. The 'New' button is highlighted with an orange circle. Below the button, there is a table with columns: #, Reviewer Name, Description, Due Date, Allow Record Editing, Status, Focus Area, and Actions. The table contains one record with the reviewer name 'Owner' and a due date of 05/31/2025. The 'Owner' section below the table shows the reviewer's name and responsibility. The 'Edit' and 'Submit Application' buttons are at the bottom right.

- Search for the name of the person you would like to add as a Peer Reviewer.

**Add New Peer Reviewer** [X]

Save

\* Required to Save    ⚠ Required to Submit

**Peer Reviewer**

\*Reviewer Name [Search Icon] Description ⓘ

\*Due Date 8/30/2024 \*Allow Record Editing Yes

Status Created

Save

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Focus Area
1			05/31/2025	Yes	Created	

6. Once you have found the person, click "Select."

**Add New Peer Reviewer** [X]

**Users** [X]

Search... [Search Icon]

Full Name	Actions
	Select
	Select

Total records: 2

Save

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Focus Area
1			05/31/2025	Yes	Created	

Total Records: 1

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

Education Grants

Opportunities

Search...

Showing 1 to 1 of 1 records

Project Role

Other

Peer Review Process

Once Peer Review is Completed, the Peer Review Process is Completed.

Peer Review Process

Search...

Showing 1 to 1 of 1 records

# Reviewer Name Description Due Date Allow Record Editing Status Focus Area

1 / 05/31/2025 Yes Created

Total Records: 1

**Add New Peer Reviewer**

Save

\* Required to Save \* Required to Submit

**Peer Reviewer**

\*Reviewer Name Description

\*Due Date 8/30/2024

Status Created

\*Allow Record Editing Yes

Save

8. Select the due date.

Opportunities

Search...

Showing 1 to 1 of 1 records

Project Role

Other

Peer Review Process

Once Peer Review is Completed, the Peer Review Process is Completed.

Peer Review Process

Search...

Showing 1 to 1 of 1 records

# Reviewer Name Description Due Date Allow Record Editing Status Focus Area

1 / 05/31/2025 Yes Created

Total Records: 1

**Add New Peer Reviewer**

Save

\* Required to Save \* Required to Submit

**Peer Reviewer**

\*Reviewer Name Description

\*Due Date 8/30/2024

Status Created

\*Allow Record Editing Yes

Save

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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



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

Search

Showing 1 to 1 of 1 records

Project Role	Name	Email	Is User	Actions
Other			✓	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Total Records:1

**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 reviewer 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

Search

Showing 1 to 2 of 2 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Focus Area	Actions
1			05/31/2025	Yes	Created		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2			05/23/2025	Yes	Sent for Review		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Total Records:2

**Owner**

Showing 1 to 1 of 1 records

Name	Responsibility	Actions
	Owner	<a href="#">View</a> <a href="#">Edit</a>

Total Records:1

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12. To find the application sent for Peer Review, start on the Home page.

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

Search

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

**Task Summary By Phase**

Opportunities	0
Applications	24
Grants	1
Monitoring	51

**Task Summary By Due Date**

Late	70
Due within 7 Days	3
Due within 30 Days	1
Due in more than 30 Days	2

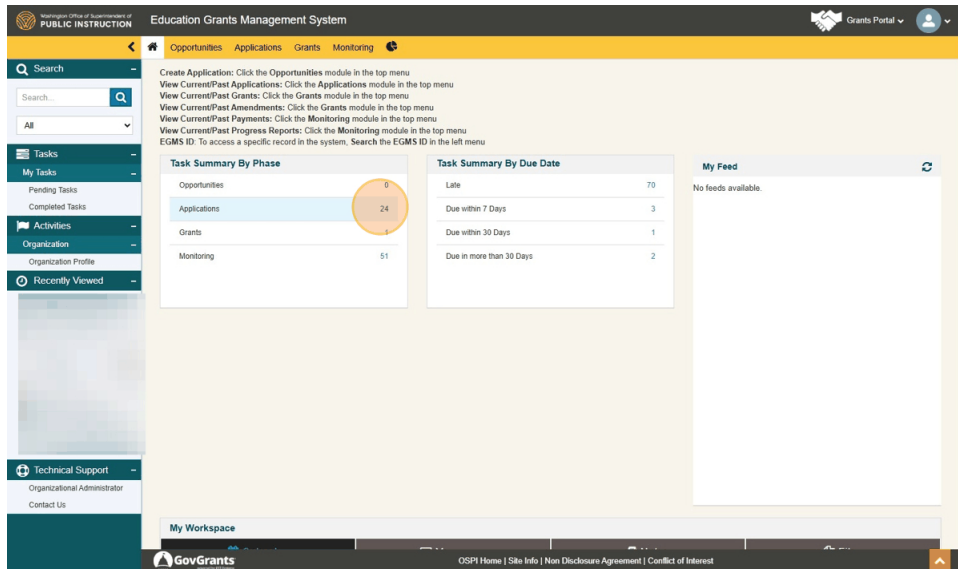
**My Feed**

No feeds available.

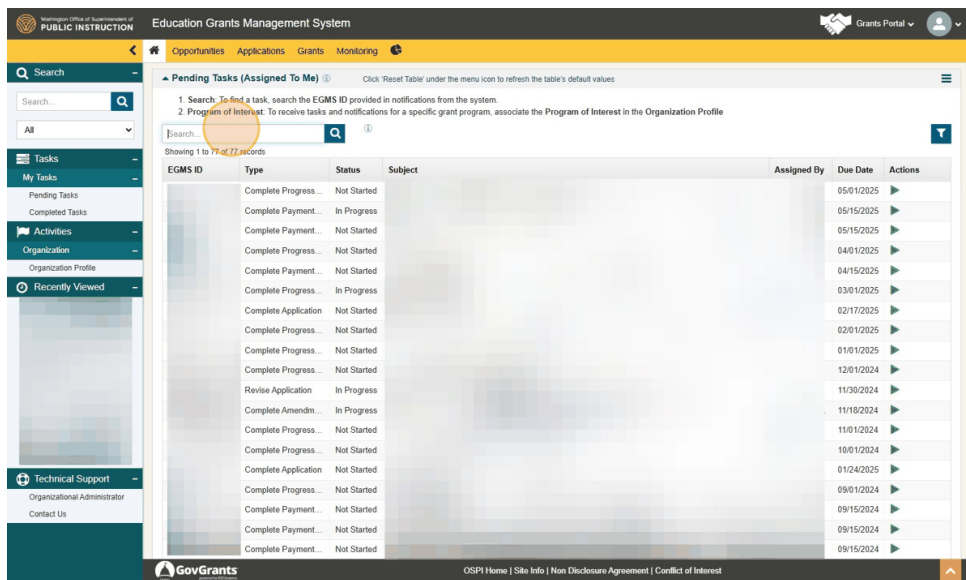
My Workspace

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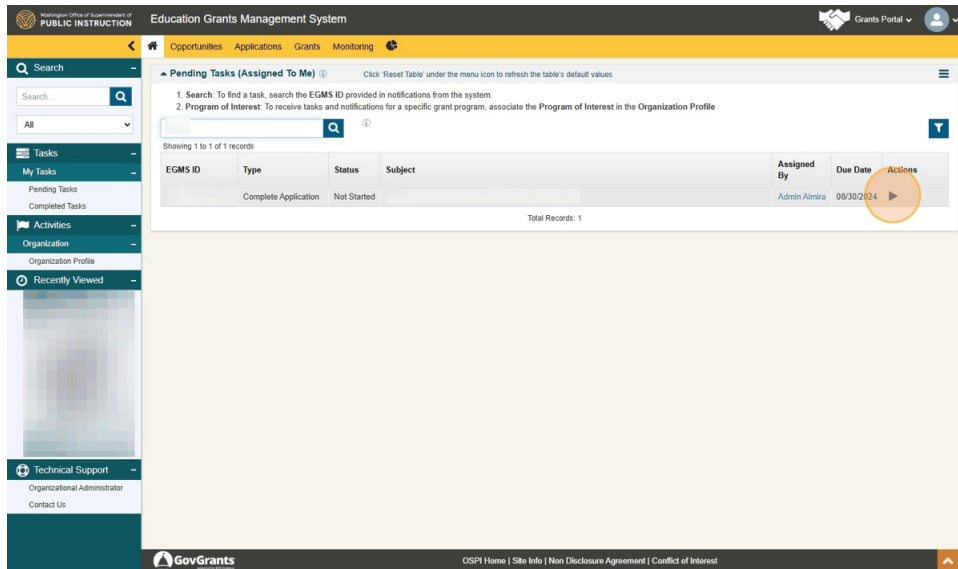
13. Click the hyperlinked number next to the Applications line.



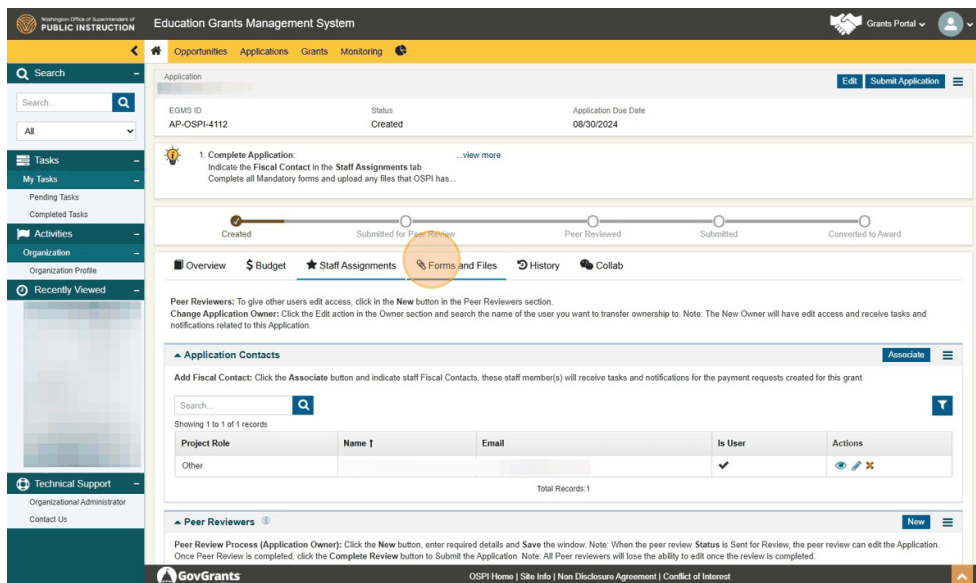
14. Click the "Search" field and enter in your search term if you would like, otherwise you can search through the table manually.



15. Click the green triangle icon to begin reviewing the application.



16. Click the "Forms and Files" tab.



17. Click the blue pencil next to the form you would like to edit and continue with the application submission process.



Washington Office of Superintendent of  
PUBLIC INSTRUCTION

Education Grants Management System

Grants Portal

Opportunities

Applications

Grants

Monitoring

Search

Search

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Recently Viewed

Technical Support

Organizational Administrator

Contact Us

Overview

Budget

Staff Assignments

Forms and Files

History

Collab

Application Instructions

Forms

Showing 1 to 4 of 4 records

Sequence Number ↑	Form Name	Is Form Completed?	Mandatory?	Last Modified By	Last Modified Date	Version	Actions
1		No	Yes		06/17/2024 1:20 PM	FY24	
2		No	Yes		06/17/2024 1:20 PM	FY25	
3		No	Yes		06/17/2024 1:20 PM	FY25	
4		No	Yes		06/17/2024 1:20 PM	FY25	

Total Records: 4

Supporting Documents Checklist

Showing 0 to 0 of 0 records

Description	Required	Template Link	Subrecipient Document Link
No Records Found			

\* Records are sorted by Last Modified Date ascending order

Application Files

Showing 0 to 0 of 0 records

Add Files

GovGrants

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