## Finding Grant Award Notices in the Education Grants Management System (EGMS)

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

Vestington Office of Supermandert of PUBLIC INSTRUCTION	Education Grants Management Sys	tem				Grants Portal 🗸	<u> </u>
<	Opportunities Applications Grants	Monitoring					
Q Search + ■ Tasks -	Create Application: Click the Opportunities r View Current/Past Applications: Click the Ap View Current/Past Grants: Click the Grants r	nodule in the top menu plications module in the nodule in the top menu	top menu				
My Tasks	View Current/Past Amendments: Click the G View Current/Past Payments: Click the Moni View Current/Past Progress Reports: Click the EGMS ID: To access a specific record in the sy	rants module in the top m toring module in the top r ne Monitoring module in stem, Search the EGMS	enu nenu the top menu ID in the left menu				
🍽 Activities –	Task Summary By Phase		Task Summary By Due Date		My Feed		
Organization –	Opportunities	0	Late	15	No feeds available.		~
Organization Profile	Applications	10	Due within 7 Days	0			
O Hecchely Hened	Grants	0	Due within 30 Days	1			
	Monitoring	7	Due in more than 30 Days	2			
Technical Support -							
Organizational Administrator							
Contact Us							
	M. Madanas						
	му ичогкарасе			<b>6</b>		(h = 1	
			OSPI Home   Site Info   Non Disclosur	e Agreement   Conflict o	fInterest		^

2. Click the green eye icon to open the record.

Washington Office of Supermandert of PUBLIC INSTRUCTION	Education Grants Management System							-	Grants	Portal 🗸 👱 🗸
<	Opportunities         Applications         Grants         Monitoring         Image: Comparison of the second se									
Q Search + ■ Tasks -	▲ Grants - All 🛛 ③									=
My Tasks – Pending Tasks Completed Tasks	Search: To find Grants, search for the Grant Title or EGMS ID Navigation: Click the subaward link in the Active Subaward column 1 Create Refund: Click the subaward link in the Active Subaward colum Create Reimbursement Request: Click the subaward link in the Active	o access the activ nn. Navigate to th ve Subaward colu	e subaward for a e Expenditures t imn. Navigate to t	Grant ab. ne Expenditures tab.						
Activities -	Search Q									T
Grants, Subawards &	Showing 1 to 2 of 2 records									
Grants Subawards	Grant Title	School Name	Project Period	Total Budgeted Expenditures	Total Expenditures (Spent)	Balance	Active Subaward	Status	EGMS ID	Actions
Amendment Requests O Recently Viewed -			6/16/2024 - 4/30/2025	\$3,500.00	\$0.00	\$3,500.00	AD688	Active	GT- -00256	•
			8/1/2023 - 9/30/2024	\$500,000.00	\$0.00	\$500,000.00	AD359	Active	GT- -00011	۲
			Tot	I Records: 2						
	GovGrants	OSI	Pi Home   Site Inf	)   Non Disclosure Agree	nent   Conflict of In	torest				



Washington Office of Superintendent of **PUBLIC INSTRUCTION** 

3. Click the "Subawards" tab.



4. Click the green eye icon next to the activated subaward.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grant	ts Managemen	t System						Grants Portal	• 🙆
<	Opportunities	Applications G	rants Monitoring	6						
Q Search +	Grant View									=
📑 Tasks –										_
My Tasks —	Status		Ad	tive Subaward		Project Period				
Pending Tasks	Active		Al	J688		6/16/2024 - 4/30/20	120			
Completed Tasks	- Create Budge	t Revision: Navigat	e to the Subawards	tab and navigate to t	he Activated status Awa	rdview more				
Activities –	Subawards ta	b: To navigate to all.	Awards							
Grants, Subawards &								0		
Amendments		Created			Activo			O		
Subawards		Created			Active			Closed Complete	eu	
Amendment Requests	Overview	P Subawards	\$ Budget	\$ Expenditures	Amendments	Progress Report	Forms and Files	3 History	🍫 Collab	
<ul> <li>Recently Viewed –</li> </ul>			-							
	<ul> <li>Subawards</li> </ul>	•								=
								* Records are	sorted by Created Date ascend	ling order
	EGMS ID	Title		Budget Period	Budget Period D	ates Total E	Budgeted Expenditures	Status	Version Number Ac	tions
	AD688			BP01	6/16/2024 - 4/30/	2025	\$3,500.00	Activated	1 0	
and the second										
	1									
	GovGrant	s			OSPI Home   Site Inf	o   Non Disclosure Agreeme	nt   Conflict of Interest			

5. Click the "Collab" tab.

Vortington Office of Supermanders of PUBLIC INSTRUCTION	Education Grants Management System Grants Por								
<	Opportunities Applications	Grants Monitoring							
Q Search + ⊒ Tasks -	Subaward				=				
My Tasks – Pending Tasks	EGMS ID AD688	Status Activated	Orant ID         Budget Period           GT00256         6/16/2024 - 4/30/20						
Completed Tasks -	1. Create Budget Revisio 2. Expenditures tab: To vi	n: Navigate to the Amendments tab and click the new button iew Payment details and create Refund and	nvlew more						
Grants, Subawards & Amendments Grants	0	•	• •		0				
Subawards Amendment Requests	Created	Submitted for Approval	Approved Activated	Files Distory Collab	Closed				
Recently Viewed -	▲ Subaward Information								
	Subaward Title	Subaward Type (1)		Version Number ① 1					
	Subrecipient Information								
	Subrecipient Organization	UEI ① SSS	·	EIN (1) NULL					
	Organization Code 16046	Statewide Vendor ID	Ð						
	<ul> <li>Related Federal/NGO Pro</li> </ul>	ogram ()			=				
	Search	Q			T				
	Program Number Program Title Organization Name Type No records found								
	GovGrants	OSPI Home	Site Info   Non Disclosure Agreement   Conflict of	Interest	<u> </u>				

6. Scroll down to the System Emails section. This is where the Grant Award Notices will be. Click the green eye icon to open the message.

		Education Grants Management System								Grants Portal V	
<	Opportunities	Applications	Grants Monitoring	¢							
Search +	Cuonicu.	¢ Rudgot	¢ Expanditures		Torms	E Prograss Papart	Earms and Eilas	History	Collab		
asks –	Gverview	4 Buuger	2 Expenditures	EAmendments	- Terms	-s Progress Report	Forms and Files	SHIStory	Collab		
asks —	A My Feed										
moleted Tasks	Search		Q			0					
ctivities –											
nts, Subawards &	What are you	u working on? @	mention someone								
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pawards	0.10										
endment Requests	Son by. Recei	n Activity +									
ecently viewed -	No feeds availabl	0.									
	<ul> <li>Messages</li> </ul>									Send Email	=
	Search		Q								T
	Subject	From	Address	To Add	655	Attention To	Previ	ew	Send Date 🛧		
						No records found					
	▲ System Ema	ails									-
	Search		Q								T
	Showing 0 to 0 of 0	) records									
	Created Date	ţ		From Address		To Address		Subject	A	ctions	
						No Records Found					
											_

Here is an example of a Grant Award Notice email within the system.

