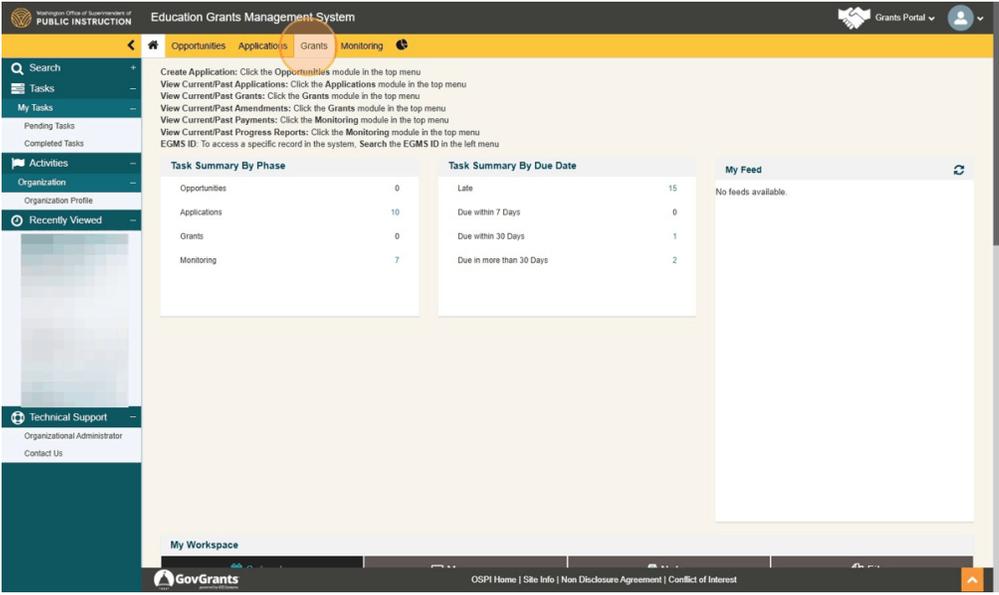
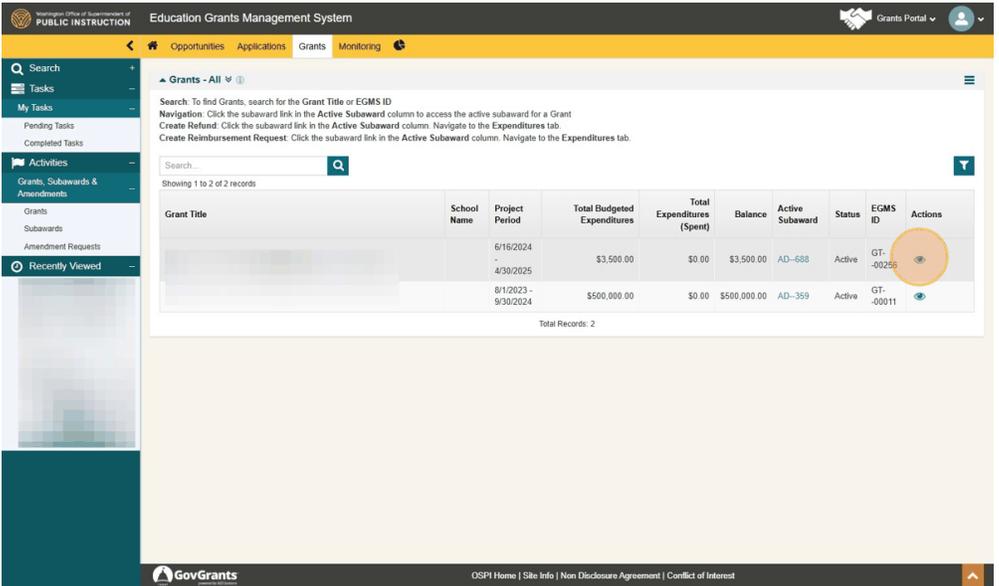


Finding Grant Award Notices in the Education Grants Management System (EGMS)

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



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



3. Click the "Subawards" tab.

The screenshot shows the Education Grants Management System interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The 'Grants' tab is active. The main content area displays a progress bar with stages: 'Created', 'Active', and 'Closed/Completed'. Below the progress bar, there are tabs for 'Overview', 'Subawards', 'Budget', 'Expenditures', 'Amendments', 'Progress Report', 'Forms and Files', 'History', and 'Collab'. The 'Subawards' tab is selected and highlighted with an orange circle. Below the tabs, a table lists subawards. The table has columns: EGMS ID, Title, Budget Period, Budget Period Dates, Total Budgeted Expenditures, Status, Version Number, and Actions. The first row shows EGMS ID AD-688, Budget Period BP01, Budget Period Dates 6/16/2024 - 4/30/2025, Total Budgeted Expenditures \$3,500.00, Status Activated, and Version Number 1. A green eye icon in the Actions column is highlighted with an orange circle.

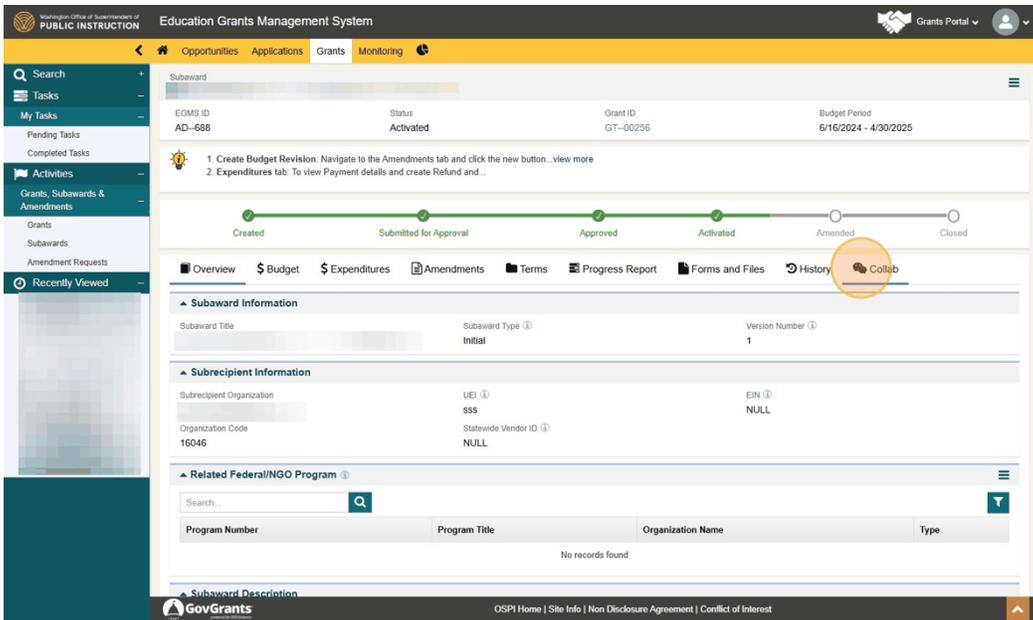
EGMS ID	Title	Budget Period	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	Actions
AD-688		BP01	6/16/2024 - 4/30/2025	\$3,500.00	Activated	1	

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

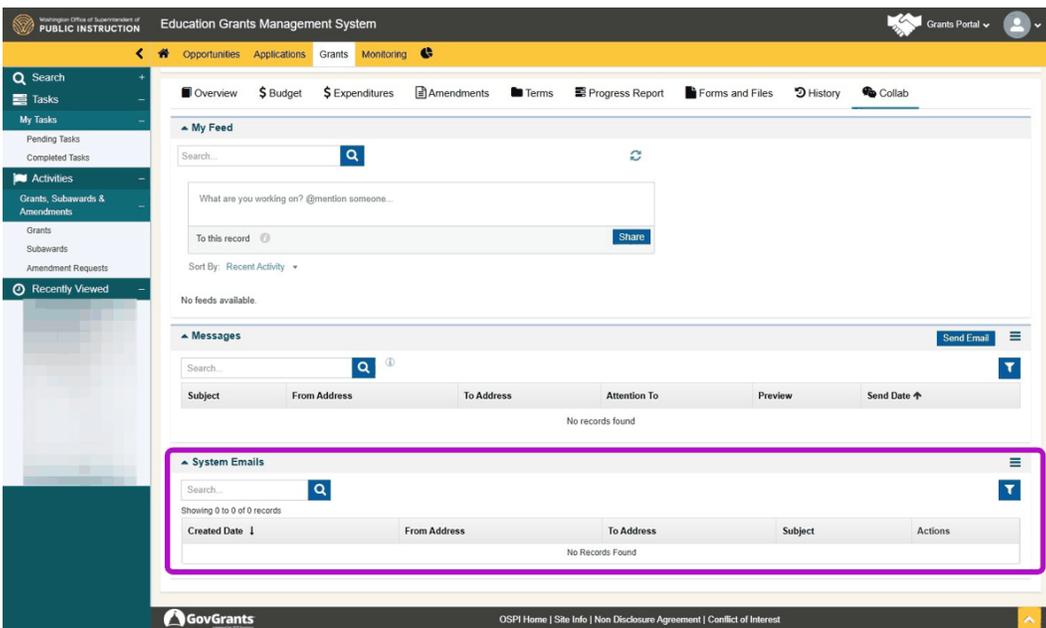
This screenshot is identical to the previous one, but the green eye icon in the Actions column of the 'Subawards' table is highlighted with an orange circle. The table data remains the same.

EGMS ID	Title	Budget Period	Budget Period Dates	Total Budgeted Expenditures	Status	Version Number	Actions
AD-688		BP01	6/16/2024 - 4/30/2025	\$3,500.00	Activated	1	

5. Click the "Collab" tab.



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.



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

The screenshot shows an email interface with a dark blue header for the Washington Office of Superintendent of Public Instruction. The email body contains a greeting, a notice of a new grant award, and a list of award details. Some fields are redacted with grey boxes. The interface includes a sidebar on the left with search and filter options, and a footer indicating 'Total Records: 2'.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Hello,

The Washington Office of Superintendent of Public Instruction has issued your organization a new grant award. Additional details are available below.

Awards Details:

Recipient Name: [REDACTED]

ALN (Assistance Listing Number): [REDACTED]

Recipient UEI Number: [REDACTED]

Federal Award Identification Number: [REDACTED]

Grant Award Number: [REDACTED]

Federal Award Date (This is the date that OSPI has been awarded the funds. This date may be different than the date you can start obligating funds):

Award Date: 10/30/2024

Period of Performance Start and End Date: 7/1/2024 - 6/30/2027

Budget Period Start and End Date: 7/1/2024 - 6/30/2027

Total Records: 2