## How to Associate Fiscal Contacts after a Grant has been Awarded within the Education Grants Management System (EGMS)

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

Variation of the stream of the second	Education Grants Management	System				Grants Portal 🗸	<u>_</u>
<	A Opportunities Applications Gran	ts Monitoring 🔇					
Q Search +	Create Application: Click the Opportunit	es module in the top menu					
📑 Tasks –	View Current/Past Applications: Click the View Current/Past Grants: Click the Grant	e Applications module in the	top menu				
My Tasks	View Current/Past Amendments: Click th	e Grants module in the top n	nenu				
Pending Tasks	View Current/Past Progress Reports: Cl	ick the Monitoring module in	the top menu				
Completed Tasks	EGMS ID: To access a specific record in th	e system, Search the EGMS	ID in the left menu				
Activities –	Task Summary By Phase		Task Summary By Due Date		My Feed		0
Organization –	Opportunities	0	Late	15	No feeds available.		
Recently Viewed -	Applications	10	Due within 7 Days	0			
	Grants	0	Due within 30 Days	1			
	Monitoring	7	Due in more than 30 Days	2			
A Tachnical Sunnart -							
Organizational Administrator							
Contact Us							
	My Workspace						
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			OSPI Home   Site Info   Non Disclosure	Agreement   Conflict	of Interest		^

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

	Opportunities Applications	Grants Monitoring									
Search +	A Grants - All ≫ @										
īasks –	Search: To find Cropte search for	the Grant Title or ECMS ID									
Tasks –	Navigation: Click the subaward lin	k in the Active Subaward column to	access the activ	e subaward for a	Grant						
nding Tasks	Create Refund: Click the subaware Create Reimbursement Request:	d link in the Active Subaward colum Click the subaward link in the Active	<ul> <li>Navigate to the Subaward colu</li> </ul>	e Expenditures ta Imn. Navigate to the	ab. he Expenditures tab.						
Impleted Tasks											
nte Subawarde 8	Search	q									
andments	Showing 1 to 2 of 2 records					Total					
ants	Grant Title		School	Project Period	Total Budgeted Expenditures	Expenditures	Balance	Active	Status	EGMS	Actions
bawards						(Spent)					
Recently Viewed -				6/16/2024 - 4/30/2025	\$3,500.00	\$0.00	\$3,500.00	AD688	Active		۲
				8/1/2023 - 9/30/2024	\$500,000.00	\$0.00	\$500,000.00	AD359	Active		۲
				Tota	al Records: 2						



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3. Click the "Subawards" tab.

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Q Search +	Grant View	=
My Tasks – Pending Tasks	Status         Active         AD-688         6/16/2024 - 4/30/2025	
Completed Tasks –	Create Budget Revision: Navigate to the Subawards tab and navigate to the Activated status Awardview more Subawards tab: To navigate to all Awards	
Grants, Subawards &	0	
Grants Subawards Amendment Requests	Cosed Completed	Collab
Recently Viewed -	Grant Information      Grant Title      Orant Abbreviation      Fiscal Year	
	2023 - 2024           Internal Program ID         Announcement ID ID         Application ID ID           PG-0SPI-1252         AN-OSPI-7289         AP-OSPI-4119	
	Grant Issue Date         Organization         Organization Code           08/21/2024         16046         16046           Statuwide Vender ID ID         Federal Award Identification Number         16046	
	A Grant Details	
	Match Alloved ① Orant Closeout Date No 09/30/2025	
	▲ Grant Description	
	Brief information about the grant.	
	Related Federal/NGO Program     OSPI Home   Site Info   Non Disclosure Agreement   Conflict of Interest     OSPI Home   Site Info   Non Disclosure Agreement   Conflict of Interest	

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

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<	Opportunities	Applications Gr	ants Monitoring	g 🗳						
Q Search +	Grant View									=
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Pending Tasks	Active		A	D⊷688		6/16/2024 - 4/30/20	25			
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Activities –	Subawards ta	ib: To navigate to all A	wards							
Grants, Subawards & Amendments		9-			3					
Grants		Created			Active			Closed/Complet	ed	
Subawards										
Amendment Requests	Overview	P Subawards	\$ Budget	\$ Expenditures	Amendments	Progress Report	Forms and Files	3 History	🙅 Collab	
Recently Viewed –	. Subawarde	<i>(</i> <b>)</b>								-
	- Subawarus									-
								* Records are	sorted by Created Date ascend	ling order
	EGMS ID	Title		Budget Period	Budget Period D	ates Total E	udgeted Expenditures	Status	Version Number Ac	tions
	AD688			I BP01	6/16/2024 - 4/30/	2025	\$3,500.00	Activated	1 🤇	
	GovGrant	s			OSPI Home   Site In	o   Non Disclosure Agreeme	nt   Conflict of Interest			~

5. Click the blue pencil icon to edit.

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6. Select the "Fiscal Contact" option from the drop down.

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Activities -						
Amendments -	Program Number	Prog	gram Title	Organization Name		Туре
Grants			No records found			
Subawards						
Amendment Requests	<ul> <li>Subaward Description</li> </ul>					
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	Fiscal Contact	~			×	5
			Total Records:2	9		
	<ul> <li>System Information</li> </ul>					
	Created by	Created Date	Last Mo	dified by	Last Modified Date	
	GovGrants		OSPI Home   Site Info   Non Disclos	sure Agreement   Conflict of Interest		

7. Click "Save."

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Grants, Subawards & Amendments		Program Number			Program Title		Organization Name		Туре	
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Amendment Requests		▲ Subaward Description								
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		Fiscal Contact	~					×	C	
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		Created by		Created Da	ate	Last Mo	dified by	Last Modified Date		
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8. Only active users can be made fiscal contacts. If you come across this error, you can go into your organization profile and resend the invitation to that person, or you can click "Associate" to select a different user.

	Education Grants Manage	ement System			-	🏹 Grants Portal 🗸 🛛 🞴
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Search +			\$\$\$	NULL		
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My Tasks —	16046		NULL			
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Completed Tasks						_
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rants, Subawards &	Program Number		Program Title	Organization Name		Туре
Grants			No record	ds found		
Subawards						
Amendment Requests	Subaward Description	1				
	Only active user can be	added as a Fiscal Contact. Ple	ease register the Fiscal Contact for your organi	ization as a system user and then associate the Fisca	al Contact to the award.	×
	<ul> <li>Only active user can be</li> <li>Contacts/Key Personn</li> </ul>	addad as a Fiscal Contact. Ple	ease register the Fiscal Contact for your organi	ization as a system user and then associate the Fisco	al Contact to the award.	Associate Save =
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	Created by Created by Created by Created by Created by Created by Created by Created by Created by	added as a Fiscal Contact. Pie hat the system can notify and an Name I Create	ase register the Fiscal Contact for your organ ssign the payment request tasks to the fiscal of Email Total Re	cation as a system user and then associate the Fisco ontact.	Is User Start Modified Date	X Accodente Save E

9. Click the checkbox next to the user's name.

Westington Office of Supermandent of PUBLIC INSTRUCTION	Education Grants	Associate Contacts			x	Grants Portal 🗸 🙎 🗸
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C Search +	Organization Code 16046	Search Q Showing 1 to 7 of 7 records				
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10. Click "Associate."

Statington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants	Associate Contacts			×	Grants Portal 🗸 🔹 🗸
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My Tasks –	16046	Showing 1 to 7 of 7 records				
Pending Tasks	▲ Related Feder	Full Name	Ema	ail		=
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	System Inform	nation				
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11. Click the "X" to close the pop-up window.

Washington Office of Supermanders of PUBLIC INSTRUCTION	Education Grants	Associate Contacts			x		Grants Portal 🗸 🙎 🗸
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My Tasks	16046	▲ Contacts			Associate		
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Grants, Subawards &	Program Number	Full Name		Email			Туре
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12. Click the blue pencil icon to edit.

	Education Grants	s Management S	System				I	Grants Portal 🗸	e
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Tasks –	Organization Code			Statewide Vendor ID (1)					
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13. Select the "Fiscal Contact" option from the dropdown.

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Grants, Subawards & Amendments	Program Number		Program	Title	Organization Name		Туре		
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## 14. Click "Save."

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15. A success message will display.

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nts		Brief information about the	subaward.							
awards										
Amendment Requests Saved Successfully										×
indment Requests ecently Viewed –		Saved Successful     Contacts/Key Pers	sonnel						New Associate	
indment Requests		Saved Successfull     Contacts/Key Pers Fiscal contact is required     Search      Showing 1 to 3 of 3 records	sonnel	em can notify and as	sign the payment request tasks to	the fiscal contact.			New Associate	= T
ndment Requests		Saved Successfull     Contacts/Key Pers Fiscal contact is required Search Showing 1 to 3 of 3 records Project Role	sonnel	em can notify and as	sign the payment request tasks to	the fiscal contact.	Is Key Personnel	ls User	New Associate	1 =
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