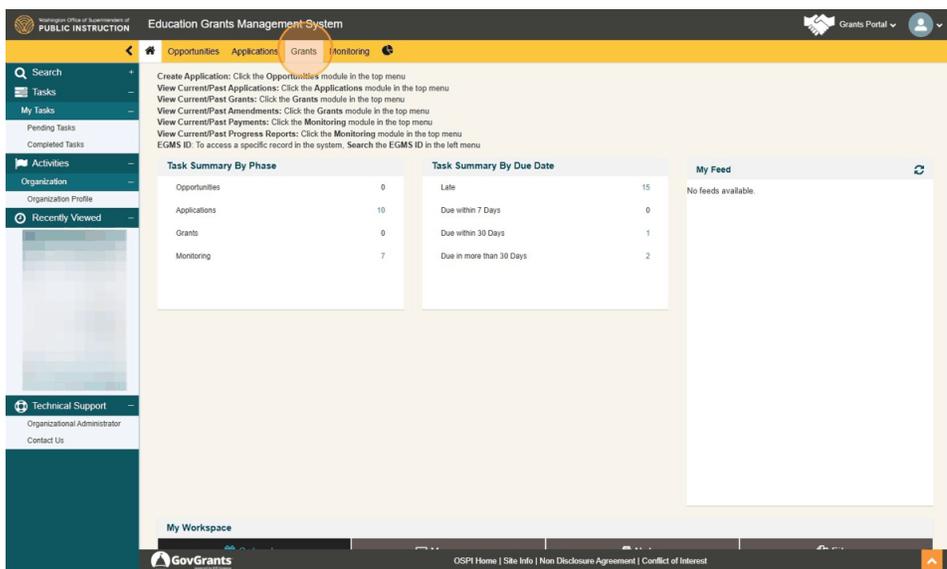
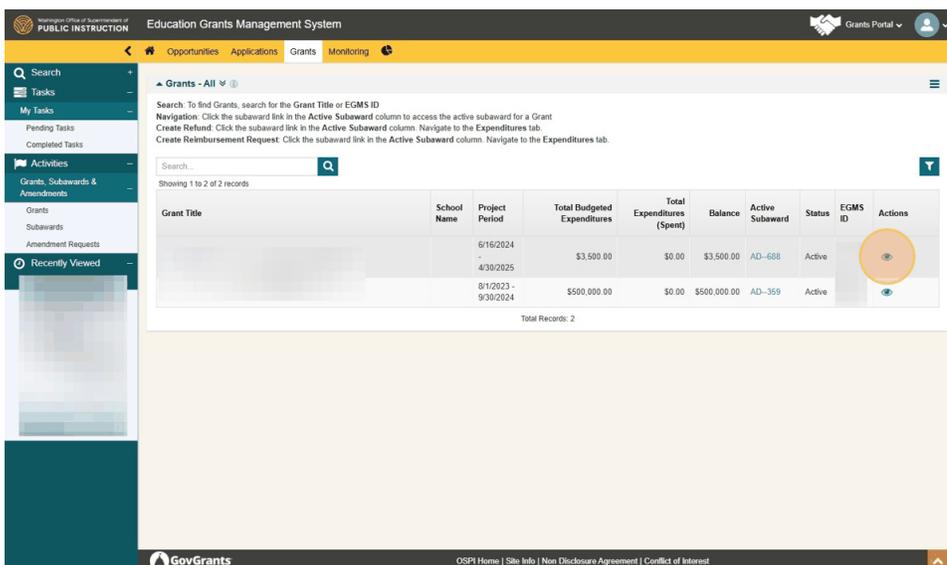


# How to Associate Fiscal Contacts after a Grant has been Awarded within the Education Grants Management System (EGMS)

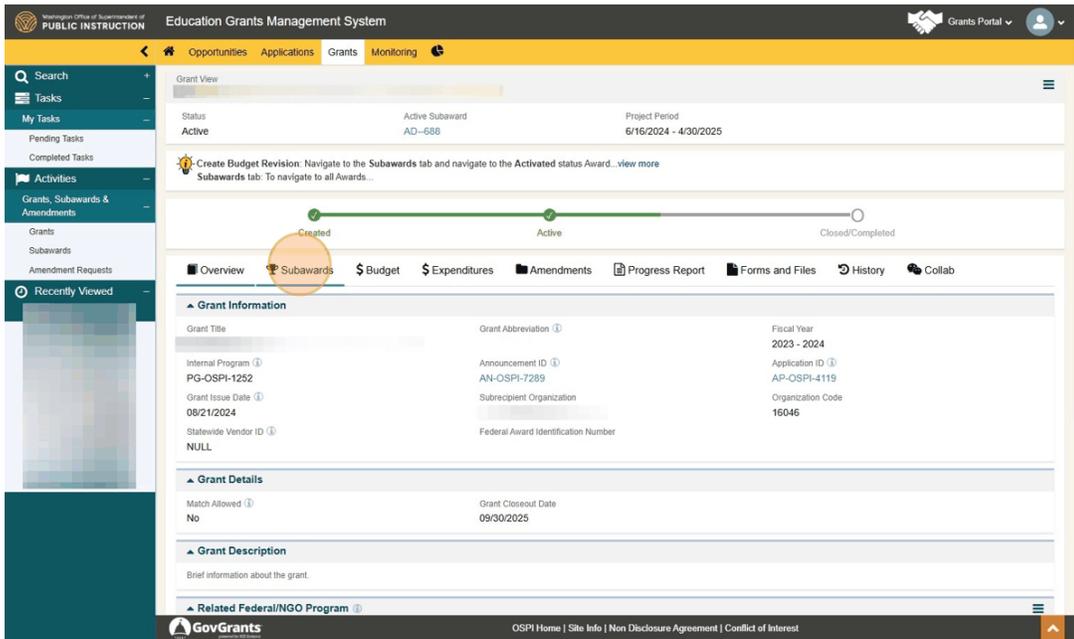
1. Login and begin on the Home tab. Click the "Grants" tab.



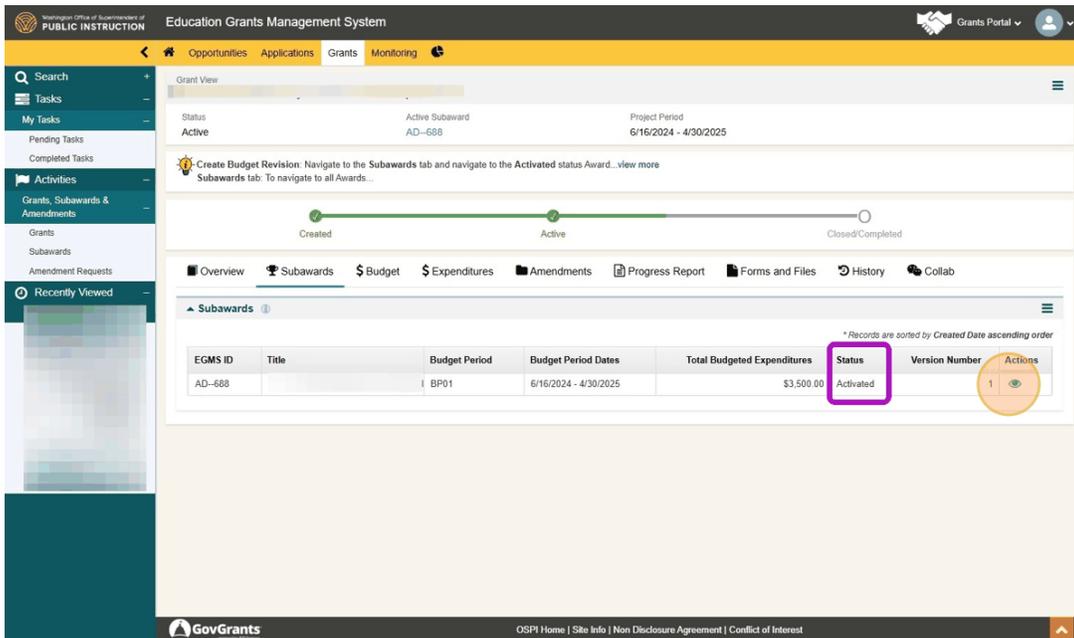
2. Click the green eye icon to open the record.



3. Click the "Subawards" tab.



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



5. Click the blue pencil icon to edit.

The screenshot shows the 'Education Grants Management System' interface. The left sidebar contains navigation options like 'Search', 'Tasks', 'My Tasks', 'Activities', and 'Recently Viewed'. The main content area is divided into sections: 'Related Federal/NGO Program', 'Subaward Description', 'Contacts/Key Personnel', and 'System Information'. The 'Contacts/Key Personnel' section includes a table with columns for 'Project Role', 'Name', 'Email', 'Is Key Personnel', 'Is User', and 'Actions'. The 'Fiscal Contact' row is highlighted, and a purple arrow points to the 'Actions' column for this row.

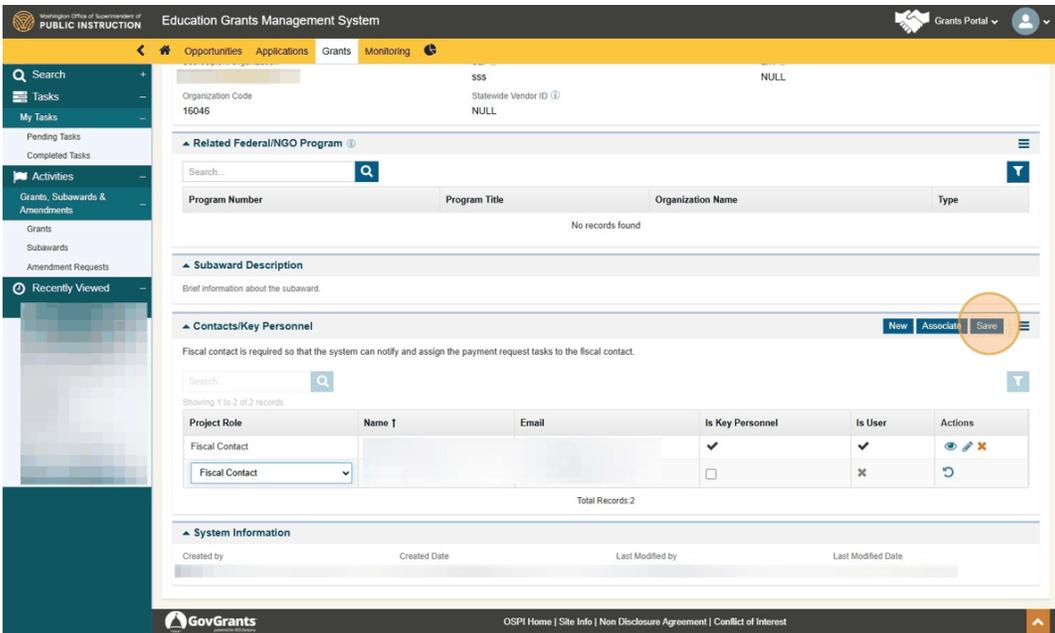
Project Role	Name	Email	Is Key Personnel	Is User	Actions
Fiscal Contact			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other			<input type="checkbox"/>	<input type="checkbox"/>	

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

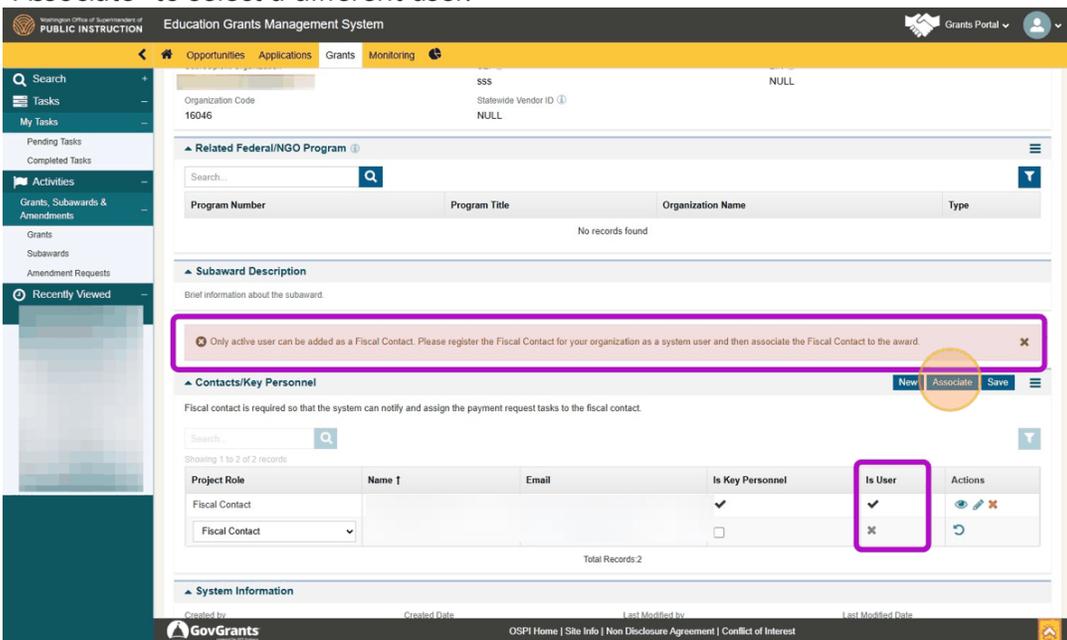
The screenshot shows the same 'Education Grants Management System' interface. In the 'Contacts/Key Personnel' section, a yellow circle highlights the dropdown menu in the 'Project Role' column of the 'Fiscal Contact' row. The dropdown menu is open, showing 'Fiscal Contact' as the selected option.

Project Role	Name	Email	Is Key Personnel	Is User	Actions
Fiscal Contact			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fiscal Contact			<input type="checkbox"/>	<input type="checkbox"/>	

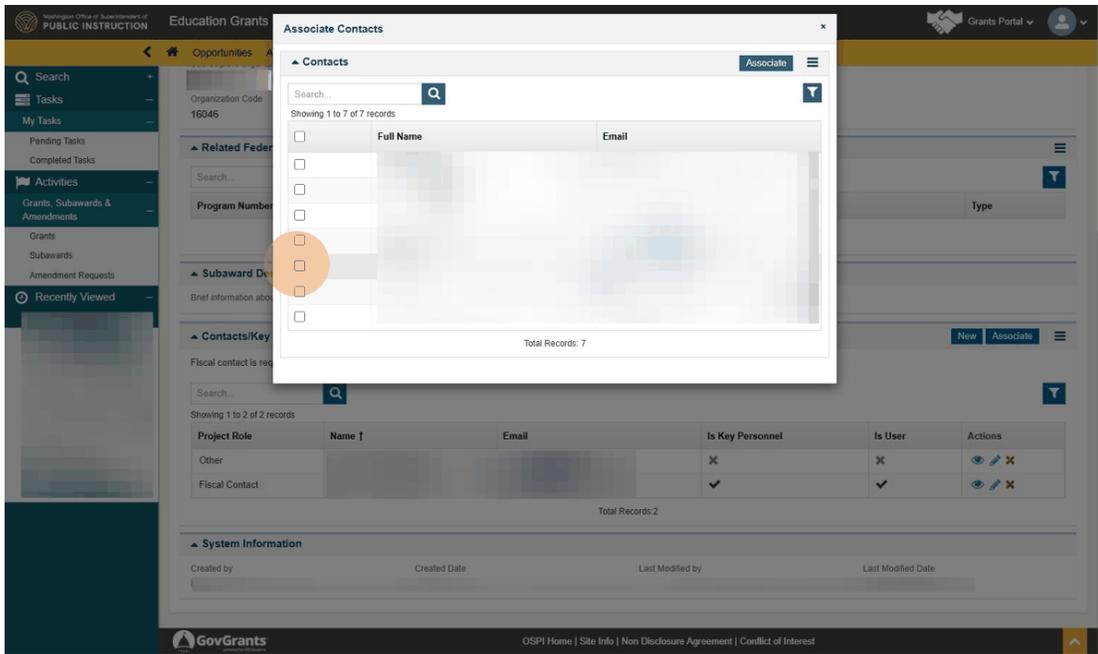
7. Click "Save."



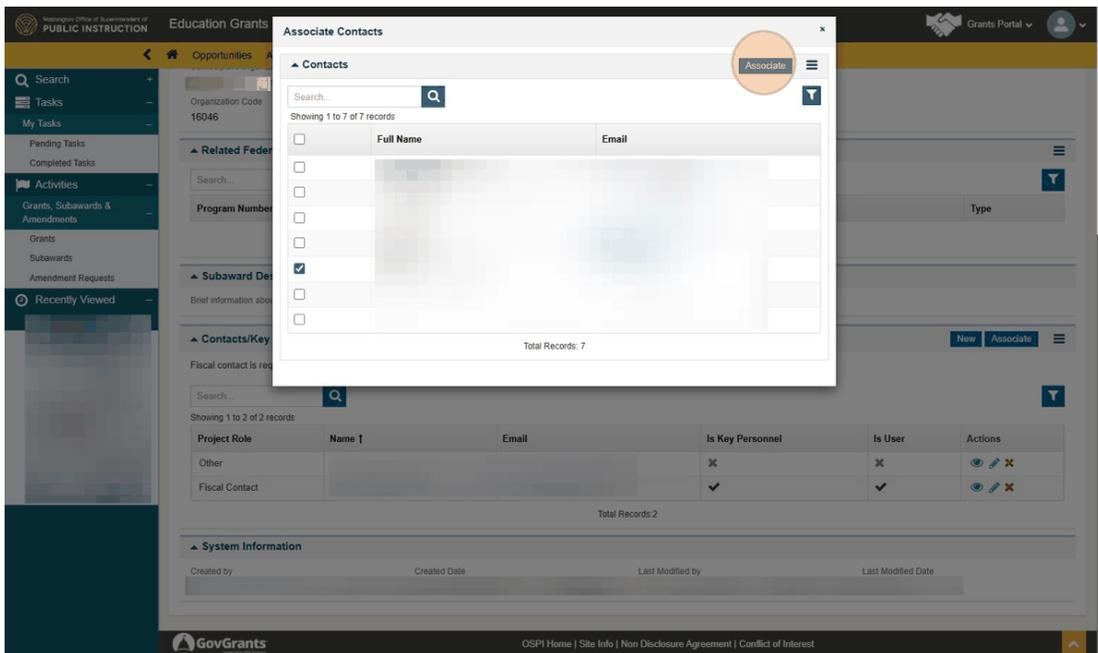
- Only active users can be made fiscal contacts. If you come across this error, you can go into your organization profile and resend the invitation to that person, or you can click "Associate" to select a different user.



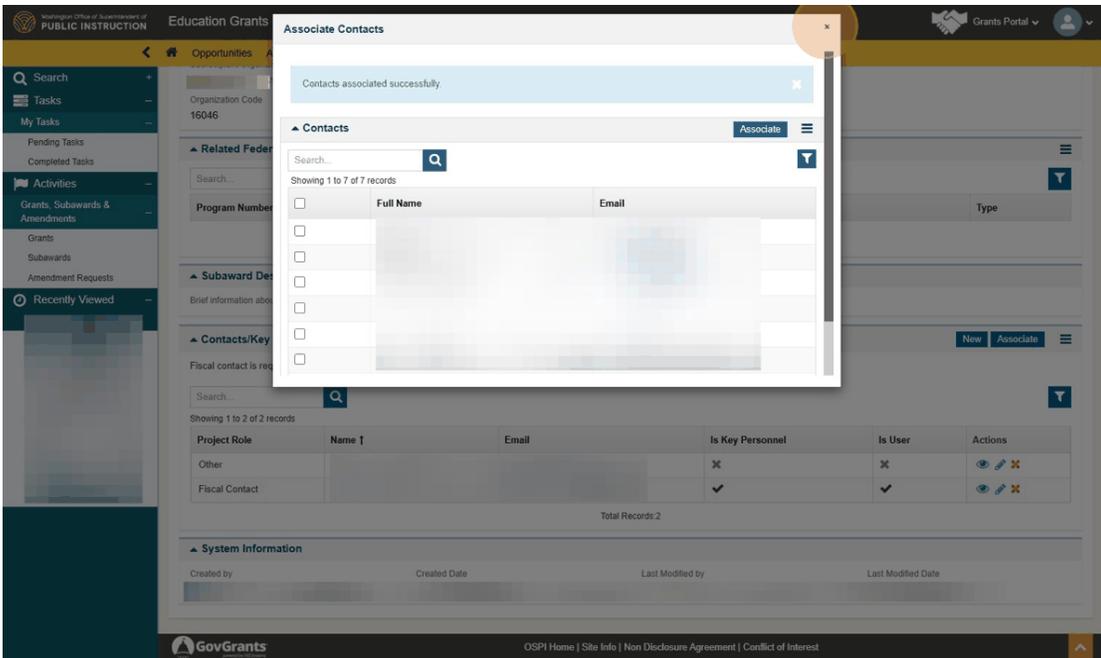
- Click the checkbox next to the user's name.



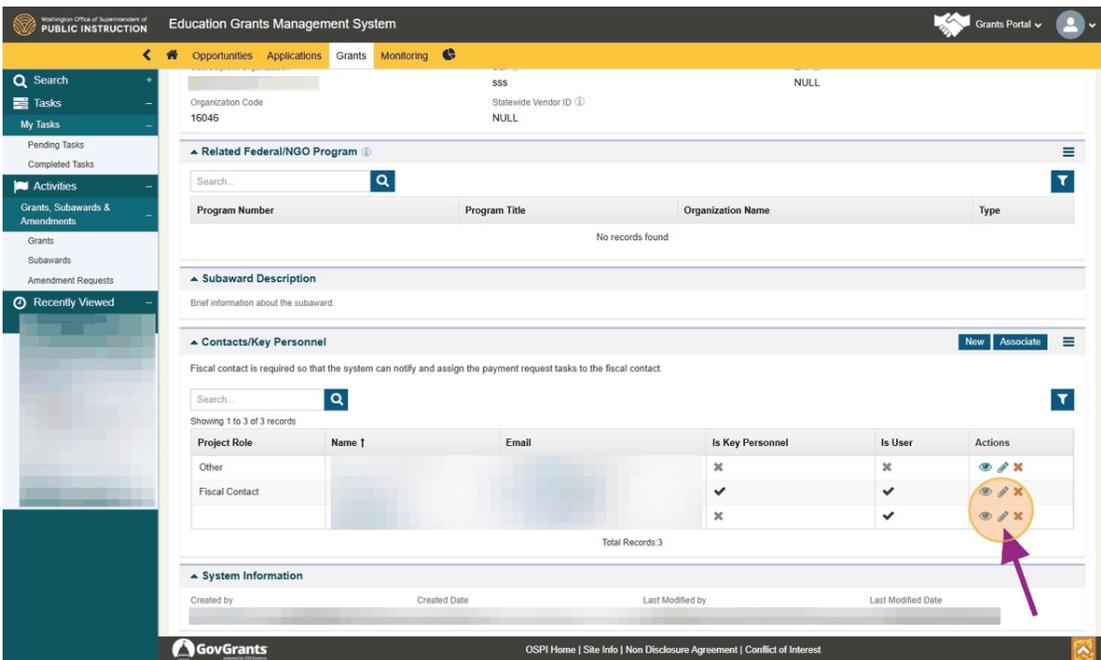
10. Click "Associate."



11. Click the "X" to close the pop-up window.



12. Click the blue pencil icon to edit.



13. Select the "Fiscal Contact" option from the dropdown.

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

Opportunities Applications Grants Monitoring

Organization Code: 16046 | Statewide Vendor ID: NULL

Organization Code: 16046 | Statewide Vendor ID: NULL

Related Federal/NGO Program

Subaward Description

Contacts/Key Personnel

Fiscal contact is required so that the system can notify and assign the payment request tasks to the fiscal contact.

Showing 1 to 3 of 3 records

Project Role	Name 1	Email	Is Key Personnel	Is User	Actions
Other			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Fiscal Contact			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Fiscal Contact			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Refresh</a>

Total Records: 3

System Information

Created by: | Created Date: | Last Modified by: | Last Modified Date:

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14. Click "Save."

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

Opportunities Applications Grants Monitoring

Organization Code: 16046 | Statewide Vendor ID: NULL

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Related Federal/NGO Program

Subaward Description

Contacts/Key Personnel

Fiscal contact is required so that the system can notify and assign the payment request tasks to the fiscal contact.

Showing 1 to 3 of 3 records

Project Role	Name 1	Email	Is Key Personnel	Is User	Actions
Other			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Fiscal Contact			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Fiscal Contact			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Refresh</a>

Total Records: 3

System Information

Created by: | Created Date: | Last Modified by: | Last Modified Date:

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15. A success message will display.

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Opportunities | Applications | Grants | Monitoring

Search:  [Q] [T]

My Tasks: Pending Tasks, Completed Tasks

Activities: Grants, Subawards & Amendments, Grants, Subawards, Amendment Requests

Recently Viewed

---

▲ Related Federal/NGO Program [i]

Search:  [Q] [T]

Program Number	Program Title	Organization Name	Type
No records found			

---

▲ Subaward Description

Brief information about the subaward.

✔ Saved Successfully! [X]

---

▲ Contacts/Key Personnel [New] [Associate] [i]

Fiscal contact is required so that the system can notify and assign the payment request tasks to the fiscal contact.

Search:  [Q] [T]

Showing 1 to 3 of 3 records

Project Role	Name [1]	Email	Is Key Personnel	Is User	Actions
Fiscal Contact			✗	✔	[Eye] [Pencil] [X]
Fiscal Contact			✔	✔	[Eye] [Pencil] [X]
Other			✗	✗	[Eye] [Pencil] [X]

Total Records: 3

---

▲ System Information

Created by	Created Date	Last Modified by	Last Modified Date

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