How to Change an Application Owner within the Education Grants Management System (EGMS)

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

Votivington Office of Supermanders of PUBLIC INSTRUCTION	Education Grants-Management Sy	stem				🐝 Grants Portal 🗸 🙎 🗸
<	Opportunities Applications Grants	Monitoring 😍				
Q Search -	Create Application: Click the Opportunities	module in the top menu				
Search O	View Current/Past Applications: Click the A View Current/Past Grants: Click the Grants	pplications module in th module in the top menu	e top menu			
ountri	View Current/Past Amendments: Click the	Grants module in the top	menu			
All 🗸	View Current/Past Progress Reports: Click	the Monitoring module i	n the top menu			
= Tasks -	EGMS ID: To access a specific record in the :	system, Search the EGM	S ID in the left menu			
My Tasks -	Task Summary By Phase		Task Summary By Due Date		My Feed	C
Pending Tasks	Opportunities	0	Late	70	No feeds available.	
Completed Tasks	Applications	24	Due within 7 Days	3		
📁 Activities 🛛 –	Grants	1	Due within 30 Days	1		
Organization -	Manifesian		Due is more than 30 Deve	2		
Organization Profile	wontoring	51	Due in nore than 30 Days	4		
Recently Viewed –						
A Technical Support						
Organizational Administrator						
Contact Us						
	My Workspace					
	AD					On mu
	GovGrants		OSPI Home Site Info Non Disclosure	Agreement Conflic	of Interest	

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

	Education Gran	Grants Portal 🗸 🂡										
<	Opportunities	Applications	Grants Monitoring	¢								
Search –												
Search Q	 Applications 	- All ⊗ ⊕										
	1. Search: To 1 2. School App	find applications, plications: For S	, search for the Grant nar ichool Applications, the S	te or EGMS ID shool Name coli	umn shows the school i	which the applicatio	n is created f	or				
u ~	Search		Q									
Tasks –	Showing 1 to 10 of 4	43 records										Page 1 of 5 🕨
pplication Tasks –	Application Title			Fiscal	Application Due	Submitted On	Owner	School	Status	Last Modified	EGMS ID	Actions
Pending Tasks				Tear	Dute	05/12/2025	Admin	Hume	Review	05/13/2025	AP-OSPI-	
Activities -				2025	05/12/2025	04:45 PM	Almira		Initiated	12:21 PM	4592	۲
oplications –				2024	07/31/2025	04/28/2025 11:20 AM	Admin Almira		Converted to Award	04/28/2025 11:46 AM	AP-OSPI- 4578	۲
Pre-Applications				2025	04/30/2025	04/07/2025 05:35 AM	Admin Almira		Converted to Award	04/07/2025 06:11 AM	AP-OSPI- 4543	۲
Recently Viewed -				2025	01/31/2026	01/31/2025 12:33 PM	Admin Almira		Not Awarded	01/31/2025 01:11 PM	AP-OSPI- 4493	۲
				2024	07/31/2025	12/06/2024 10:00 AM	Admin Almira		Submitted to Grantor	12/06/2024 10:00 AM	AP-OSPI- 4365	۲
				2024	10/01/2024	09/04/2024 02:42 PM	Admin Almira		Converted to Award	09/04/2024 02:47 PM	AP-OSPI- 4204	3
				2024	11/30/2024	08/06/2024 10:31 AM	Admin Almira		Review Initiated	08/06/2024 10:31 AM	AP-OSPI- 4173	٠
				2025	02/28/2025	07/22/2024 04:10 PM	Admin Almira		Revision Submitted	08/13/2024 01:55 PM	AP-OSPI- 4162	۲
				2024	05/30/2025	06/11/2024 03:24 PM	Admin Almira		Submitted to Grantor	06/11/2024 03:24 PM	AP-OSPI- 4099	۲
				2025	12/31/2024	06/07/2024 03:18 PM	Admin Almira		Converted to Award	06/12/2024 02:31 PM	AP-OSPI- 4093	۲
	Show 10 -	Entries				Total Records: 43						Page 1 of 5



Washington Office of Superintendent of **PUBLIC INSTRUCTION**

3. Click the "Staff Assignments" tab.

Washington Office of Superintendent of PUBLIC INSTRUCTION	Education Grants Management S	system		🧩 Grants Portal 🗸 🙎 🗸
<	H Opportunities Applications Gran	ts Monitoring 🕓		
Q Search -	Application			=
Search Q	EGMS ID	Status Review Initiated	Application Due Date 11/30/2024	
Tasks – Application Tasks – Pending Tasks	1. Complete Application: Indicate the Fiscal Contact in Complete all Mandatory forms	view more the Staff Assignments tab and upload any files that OSPI has		
Completed Tasks -	Created	Submitted	Con	Overted to Award
Applications – Pre-Applications	Overview Sudget	Staff Assignments Storms and Files	ව History 🗬 Collab	
Recently Viewed -	 Information 			
	Applicant Organization	Address	EIN (1) NULL	
	UEI (1) 12345			
	Opportunity Overview			
	Opportunity ID (3)	Opportunity Title	Funding Organization Washington State Office of Superintendent of Public Instruction	Subaward Floor 3 \$1.00
1000	Subaward Ceiling (3) \$100,000,000.00 Program Income Allowed?	Estimated Project Period Start Date 07/01/2023	Estimated Project Period End Date 08/31/2025	Match Allowed No
	Application Overview			
	GovGrants	OSPI Home	Site Info Non Disclosure Agreement Conflict of Interest	<u> </u>

4. <u>Scroll down to the Owner table and click the blue pencil icon to edit.</u>

<	*	Opportuni	ties Applications	Grants Monite	oring 🕻	•				
Q Search –	4	Peer R	eviewers						Ξ	
Search Q	P fr	eer Revie	w Process (Applicate the peer review can	tion Owner): Click edit the Application.	the New bu Once Peer	utton, enter require r Review is comple	ed details and Save the window. I eted, click the Complete Review	Note: When the per button to Submit th	er review Status is Sent ne Application. Note: All	
All 🗸	F	Peer review Peer Review action in th	e Peer Reviewers tab	viewer): Complete	any edits to	npleted. o the application.	To notify the Application Owner of	completed edits, o	lick the Submit Review	
e lasks –		Coorda	0	5						
Papelina Tasks -		Search		*						
Completed Tasks	5	Showing 1 t	o 1 of 1 records				* Record	s are sorted by Resp	onsibility ascending order	
Activities –		#	Reviewer Name	Descripti	ion	Due Date	Allow Record Editing	Status	Focus Area	
Applications –		± 1	Admin Almira			10/01/2024	Yes	Created		
Pre-Applications						Total Rec	orde:1			
Applications						Total Not				
Recently Viewed –		• Owner							=	
FP 672-Financial Literac	5	Showing 1 t	o 1 of 1 records							
0 Budget Award Announ		Name †			Respon	sibility		Actions		
0 Budget Award Announ		Admin Al	mira		Owner					
0 Budget Award Announ		7 6411117 6			onnor			a de la dela de la dela dela dela dela d		
FP 730 - OER Adaptatio						Total Rec	cords:1			
SEPP 2024-25 Test Ann										
Consolidated Grant Appli										
Radhika_3_March_2025		e						and all sets		
Radhika_3_March_2025		GovGr	ants		OSPI Hor	me Site Info No	n Disclosure Agreement Conflic	t of Interest		

5. Click the dropdown option and type in a name.

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Q Search –		Peer R	eviewers ①					-		
Search Q	Pe	eer Revi r Review	ew Process (Application , the peer review can edit	Owner): Click the New the Application. Once P	r button, enter require eer Review is comple	ed details and Save the window. Neted, click the Complete Review	Note: When the pee button to Submit th	er review Status is Sent ne Application. Note: All		
All 🗸	Pe	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								
∃ Tasks –	ac	ction in th	e Peer Reviewers table							
– Application Tasks –		Search	Q					T		
Pending Tasks						* Records	s are sorted by Resp	onsibility ascending orde		
Completed Tasks	Sł	howing 1	to 1 of 1 records							
Activities -		#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Focus Area		
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Pre-Applications					Total Rec	ords:1				
Applications										
Recently Viewed –	- L	Owner	1					Save		
FP 672-Financial Literac	SI		to 1 of 1 records							
0 Budget Award Announ		Name †			Responsibilit	y	Actio	ons		
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FP 730 - OER Adaptatio				C	Tatal Day	and a d				
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Radhika_3_March_2025		-					17 - 260-160 - 160			
Radhika_3_March_2025		GovG	ants	OSPI	Home Site Info No	n Disclosure Agreement Conflict	of Interest			

6. Once you have typed and selected the name within the drop down, click the blue save button within the table.

<	ñ	Opport	unities Applications	Grants Monitoring	6			
) Search –		A Peer	Reviewers					=
Search Q		Peer Re for Revi Peer rev	eview Process (Applicati ew, the peer review can eviewers will lose the ability	on Owner): Click the New I dit the Application. Once Pe to edit once the review is c	outton, enter require er Review is compl ompleted.	ed details and Save the window. I eted, click the Complete Review	Note: When the per button to Submit th	er review Status is Sent ne Application. Note: All
a Tasks –		action in	the Peer Reviewers table	e e complete any edits	to the application.	to nouly the Application Owner of	completed edits, c	lick the Submit Review
Application Tasks –		Search	1 Q					
Pending Tasks Completed Tasks		Showing	1 to 1 of 1 records			* Records	s are sorted by Resp	onsibility ascending orde
Activities -			# Reviewer Name	Description	Due Date	Allow Record Editing	Status	Focus Area
Applications –		Ð	1 Admin Almira		10/01/2024	Yes	Created	
Pre-Applications					Total Red	cords:1		
Applications								
Recently Viewed -		A Own	er					Save
FP 672-Financial Literac								
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FP 730 - OER Adaptatio		Tes	1		Total Rec	cords:1		
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