

# Completing the Pre-Application: Navigation, Staff Assignments, and Forms within the Education Grants Management System (EGMS)

*There are two ways to access the the pre-application once it has been created. You can access it by beginning at step 1 or step 4 below.*

1. Begin on the Home page and click the "Applications" tab.

The screenshot shows the Education Grants Management System (EGMS) interface. The top navigation bar includes 'Opportunities', 'Applications' (highlighted), 'Grants', and 'Monitoring'. The left sidebar contains sections for 'Tasks', 'Activities', and 'Recently Viewed'. The main content area displays instructions for using the system and two summary tables: 'Task Summary By Phase' and 'Task Summary By Due Date'.

Task Summary By Phase	
Opportunities	0
Applications	8
Grants	0
Monitoring	8

Task Summary By Due Date	
Late	15
Due within 7 Days	1
Due within 30 Days	0
Due in more than 30 Days	0

2. Click "Pre-Applications" from the left navigation panel.



Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

Pre-Applications

Applications

Recently Viewed

Applications - All

1 Search: To find applications, search for the Grant name or EGMS ID  
2 School Applications: For School Applications, the School Name column shows the school which the application is created for

Search... Page 1 of 2

Showing 1 to 10 of 11 records

Application Title	Fiscal Year	Application Due Date	Submitted On	Owner	School Name	Status	Last Modified Date	EGMS ID	Actions
						Revision Initiated	01/02/2024 10:15 AM	AP-OSPI-3066	
						Revision Initiated	01/02/2024 05:15 AM	AP-OSPI-3044	
						Converted to Award	12/30/2023 05:48 AM	AP-OSPI-3026	
						Review Initiated	10/24/2022 05:39 PM	AP-OSPI-2616	
						Converted to Award	10/25/2023 11:16 AM	AP-OSPI-1011	

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

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Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... All

Tasks

Application Tasks

Pending Tasks

Completed Tasks

Activities

Applications

Pre-Applications

Applications

Recently Viewed

Pre-Applications - All

1 Search: To find Pre-Applications, search for the Grant name or EGMS ID  
2 School Pre-Applications: For School Pre-Applications, the School Name column shows the school which the application is created for

Search... Total Records: 2

Showing 1 to 2 of 2 records

Pre-Application Title	Pre-Application Due Date	Owner	School Name	Status	Last Modified Date	EGMS ID	Actions
				Converted to Application	02/03/2022 04:29 PM	PR-OSPI-0351	
				Created	06/25/2023 11:24 PM	PR-OSPI-0987	

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4. On the Home tab, under the Task Summary By Phase section, click the hyperlink number next to the "Applications" line.

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Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... Search

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Recently Viewed

Technical Support

Organizational Administr...

Create Application: Click the **Opportunities** module in the top menu  
 View Current/Past Applications: Click the **Applications** module in the top menu  
 View Current/Past Grants: Click the **Grants** module in the top menu  
 View Current/Past Amendments: Click the **Grants** module in the top menu  
 View Current/Past Payments: Click the **Monitoring** module in the top menu  
 View Current/Past Progress Reports: Click the **Monitoring** module in the top menu  
 EGMS ID: To access a specific record in the system, **Search** the EGMS ID in the left menu

Task Summary By Phase	
Opportunities	0
Applications	8
Grants	0
Monitoring	8

Task Summary By Due Date	
Late	15
Due within 7 Days	1
Due within 30 Days	0
Due in more than 30 Days	0

My Feed

No feeds available.

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- Find the pre-application you would like to open and click the green triangle button to begin.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... Search

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Recently Viewed

Technical Support

Organizational Administr...

Pending Tasks (Assigned To Me)

- Search** To find a task, search the EGMS ID provided in notifications from the system.
- Program of Interest** To receive tasks and notifications for a specific grant program, associate the **Program of Interest** in the **Organization Profile**

Search... Search

Showing 1 to 10 of 17 records Page 1 of 2

EGMS ID	Type	Status	Subject	Assigned By	Due Date	Actions
AP-OSPI-4...	Complete Ap...	Not Started			06/30/2025	▶
AP-OSPI-4...	Complete Ap...	Not Started			11/15/2024	▶
PR-GT-00...	Complete Gr...	Not Started			05/03/2024	▶
PR-GT-00...	Complete Gr...	Not Started			04/06/2024	▶
AP-OSPI-3...	Application R...	In Progress			01/17/2024	▶
AP-OSPI-3...	Complete Ap...	Not Started			01/03/2024	▶
AP-OSPI-2...	Complete Ap...	Not Started			01/28/2024	▶
AP-OSPI-2...	Review Recip...	Not Started			01/05/2024	▶
AP-OSPI-2...	Complete Ap...	Not Started			01/28/2024	▶
PR-OSPI-0...	Complete Pre...	In Progress			06/27/2023	▶

Show 10 Entries Total Records: 17 Page 1 of 2

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6. Click the Staff Assignments tab.

The screenshot shows the Education Grants Management System interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains sections for 'Search', 'Tasks', 'Activities', 'Organization', and 'Technical Support'. The main content area displays a 'Pre-Application' form for EGMS ID PR-OSPI-0987. A progress bar shows the current status as 'Created'. The 'Staff Assignments' tab is highlighted with a red circle. Below the progress bar, there are tabs for 'Overview', 'Staff Assignments', 'Forms and Files', 'History', and 'Collab'. The 'Applicant Information' section shows fields for Applicant Organization, Address, EIN (NULL), UEI, and Pre-Application Title. The 'Opportunity Overview' section shows Funding Opportunity, Opportunity Title, Opportunity Type (Formula), and Funding Organization (Washington State Office of...).

7. Scroll to the Peer Reviewers table and click the blue "New" button.

The screenshot shows the same Education Grants Management System interface, but scrolled down to the 'Peer Reviewers' section. The 'Staff Assignments' tab is still highlighted. The 'Peer Reviewers' section includes a search bar, a 'New' button (highlighted with a red circle), and a table with columns: '#', 'Reviewer Name', 'Description', 'Due Date', 'Allow Record Editing', and 'Status'. The table currently shows 'No Records Found'. Below the table is the 'Owner' section, which also shows 'No Records Found'. The bottom of the page features the 'GovGrants' logo and footer information: 'OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest'.

8. Enter information into the required fields. Click the "Save" button.

The screenshot shows the 'Peer Reviewers' section of the Education Grants Management System. A progress bar at the top indicates the current stage is 'Created'. Below the progress bar, there are tabs for 'Overview', 'Staff Assignments', 'Forms and Files', 'History', and 'Collab'. The 'Peer Reviewers' section includes a search bar, a 'New' button, and a 'Save' button (circled in orange). Below this is a table with the following data:

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1	[Input Field]	[Input Field]	07/01/2025	Yes	Created	[Edit] [Delete]

Below the table, it says 'No Records Found'. The footer includes 'GovGrants' and 'OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest'.

9. You will see a success message display and the status will update to "Sent for Review."

The screenshot shows the 'Peer Reviewers' section after a successful save. A green success message 'Saved Successfully!' is displayed at the top. The 'Peer Reviewers' table now shows one record with the status 'Sent for Review' (highlighted with a purple box):

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1	[Input Field]	[Input Field]	07/01/2025	Yes	Sent for Review	[Edit] [Delete]

The total records are now 1. Below the table is an 'Owner' section with a table showing the current owner:

Name	Responsibility	Actions
[Input Field]	Owner	[Edit]

The footer includes 'GovGrants' and 'OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest'.

10. If you would like to change the Owner of the Pre-Application, scroll to the Owner table and click the blue pencil button to edit.

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Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... All

Tasks My Tasks Pending Tasks Completed Tasks Activities Organization Organization Profile Recently Viewed

Technical Support Organizational Administr...

Saved Successfully!

Peer Reviewers

Search...

\* Records are sorted by Responsibility ascending order

Showing 1 to 1 of 1 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1			07/01/2025	Yes	Sent for Review	

Total Records: 1

Owner

Showing 1 to 1 of 1 records

Name ↑	Responsibility	Actions
	Owner	

Total Records: 1

Submit to Grantor

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11. Once your changes have been made, click the blue "Save" button.

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Search

Search... All

Tasks My Tasks Pending Tasks Completed Tasks Activities Organization Organization Profile Recently Viewed

Technical Support Organizational Administr...

Saved Successfully!

Peer Reviewers

Search...

\* Records are sorted by Responsibility ascending order

Showing 1 to 1 of 1 records

#	Reviewer Name	Description	Due Date	Allow Record Editing	Status	Actions
1			07/01/2025	Yes	Sent for Review	

Total Records: 1

Owner

Showing 1 to 1 of 1 records

Name ↑	Responsibility	Actions
	Owner	

Total Records: 1

Save

Please enter 1 or more character

Submit to Grantor

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12. Navigate to the Forms and Files tab.

The screenshot shows the 'Education Grants Management System' interface. The top navigation bar includes 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The left sidebar contains sections for 'Search', 'Tasks', 'Activities', 'Organization', and 'Recently Viewed'. The main content area displays a 'Pre-Application' summary for EGMS ID PR-OSPI-0987, with a status of 'Submitted for Peer Review' and a due date of 06/27/2023. A progress bar shows the application's status from 'Created' to 'Submitted for Peer Review'. The 'Forms and Files' tab is highlighted in the navigation menu. Below this, the 'Applicant Information' and 'Opportunity Overview' sections are visible.

13. Click the blue pencil icon next to the form you would like to edit.

The screenshot shows the 'Forms and Files' tab selected in the navigation menu. The main content area displays a 'Forms' table with the following data:

Sequence Number	Form Name	Is Form Completed?	Mandatory?	Last Modified By	Last Modified Date	Actions
1		No	No		06/26/2023 1:13 PM	 
2		No	No		06/26/2023 1:13 PM	 

The blue pencil icon next to the second record is highlighted with a red circle. The table also shows 'Showing 1 to 2 of 2 records' and 'Total Records: 2'. Below the table, there is a 'Pre-Application Files' section with an 'Add Files' button.

14. Enter the necessary information and click "Save."

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Search

Search... All

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Complete an annual State report regarding how funds for the SSAE program were used, and the extent to which annual goals were accomplished. (ESEA section 4106(e)(2)(F)).

Use program funds to supplement, and not supplant, non-Federal funds that would otherwise be available for activities authorized under the SSAE program. (ESEA section 4110).

**▲ Acknowledge Program Assurances**

By entering your name, you are hereby declaring that you agree to the terms and conditions of the preceding document and assure that all information provided herein is accurate.

For the programs that we have agreed to participate in, I have read, understand, and agree with these assurances.

LEA Name

Authorized Representative Name:

Authorized Representative Title:

Superintendent

Date: (MM/DD/YY)

06/26/2025

Form Number CGA - 4 Form Version FY23

Back Save

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15. You will see a success message displayed at the top of the page.

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Search

Search... All

Tasks

My Tasks

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Form saved successfully.

Form Complete Form Edit Back

Is Form Validated?	Last Modified By	Last Modified Date
No		06/26/2025 2:04 PM

**▲ Organization and Pre-Application Information**

Organization Name	Pre-Application ID	Pre-Application Title
	PR-OSPI-0987	

Last Submitted Date

**▲ Substantially Approvable Status (SAS)**

Federal regulations (34 CFR 76.708) require that federal formula grant funds may not be obligated (incur costs) until the latter of the following two dates: (1) July 1 or (2) the date the applicant submits its application to the state in substantially approvable form. Federal regulations further stipulate that reimbursement for obligations is subject to final approval of the application.

In order to incur any costs associated for these programs as of July 1, the LEA must first request SAS. Next, the Office of Superintendent of Public Instruction (OSPI) will review the request and communicate to the LEA if further action is necessary or if full approval has been issued. The application must be completed and approved prior to the release of funds. In order to incur any costs associated with this program as of July 1, the LEA must first request SAS by June 30.

SAS due date: 06/27/2025

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16. Click the "Complete Form" button.

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Opportunities Applications Grants Monitoring

Search

Search... All

Tasks

My Tasks

Pending Tasks

Completed Tasks

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Technical Support

Organizational Administr...

Form saved successfully.

Form

Complete Form Edit Back

Is Form Validated?	Last Modified By	LastModifiedDate
No	Davenport Admin	06/26/2025 2:04 PM

▲ Organization and Pre-Application Information

Organization Name	Pre-Application ID	Pre-Application Title
	PR-OSPI-0987	
Last Submitted Date		

▲ Substantially Approvable Status (SAS)

Federal regulations (34 CFR 76.708) require that federal formula grant funds may not be obligated (incur costs) until the latter of the following two dates: (1) July 1 or (2) the date the applicant submits its application to the state in substantially approvable form. Federal regulations further stipulate that reimbursement for obligations is subject to final approval of the application.

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SAS due date:  
06/27/2023

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