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.



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



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📑 Tasks –	Showing 1 to 10 of 1	11 records									Page 1 of 2 DD DD
Application Tasks – Pending Tasks	Application Title		Fiscal Year	Application Due Date	Submitted On 🕹	Owner	School Name	Status	Last Modified	EGMS ID	Actions
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3. Click the green eye icon to open the record.

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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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My Tasks -	Task Summary By Phase	Task Summary By Due Date		My Feed	0
Pending Tasks	Opportunities	Late	15	No feeds available.	
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Recently Viewed -					
and the second se					
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5. Find the pre-application you would like to open and click the green triangle button to begin.

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🖻 Tasks 🛛 🗕	Showing 1 to 10 o	of 17 records					Page 1 of 2	**
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Completed Tasks	AP-OSPI-4	Complete Ap	Not Started			11/15/2024		
Activities –	PRGT00	Complete Gr	Not Started			05/03/2024		
Organization –	PRGT00	Complete Gr	Not Started			04/06/2024		
Organization Profile	AP-OSPI-3	Application R	In Progress			01/17/2024	•	
Recently Viewed –	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		
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	Show 10 V	Entries		Total Records: 17		100.00	Page 1 of 2	** **
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- Grants Portal 🗸 Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Management System < A Opportunities Applications Grants Monitoring Q Search Pre-Application Submit to Grantor Q Search. EGMS ID Status Pre-Application Due Date PR-OSPI-0987 Created All ~ Complete Pre-Application: Complete all Mandatory forms in the Forms and Files tab. Upload any files that OSPI has requested in the Forms and... Ū. ...view more Tasks Pending Tasks Completed Tasks 0 -0-0 Activities Submitted Created Accepted Converted to Application Overview * Staff Assignments S Forms and Files 3 History Collab Organization Profile Recently Viewed Applicant Information EIN 🗓 Applicant Organization Address NULL UEI 🛈 Pre-Application Title ▲ Opportunity Overview Funding Opportunity (1) Opportunity Type (1) Formula Funding Organization Washington State Office of Opportunity Title Technical Support GovGrants OSPI Home | Site Info | Non Disclosure Agreement | Conflict of Interest Organizational Administr.
- 7. Scroll to the Peer Reviewers table and click the blue "New" button.

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6. Click the Staff Assignments tab.

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

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

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

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12. Navigate to the Forms and Files tab.

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<	A Opportunities Applications Grants Monitoring	
Q Search –	Pre-Application	Complete Review Edit
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Tasks –	1. Complete Pre-Application:view more Complete all Mandatory forms in the Forms and Files tab. Index deny files that OSPI has requested in the Forms and	
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Organization –		
Organization Profile	🖬 Overview 🔺 Staff Assignments 🗞 Form <mark>s and Files</mark> 🏵 History 🇠 Collab	
Recently Viewed –	Applicant Information	
	Applicant Organization Address EIN (1) NULL	
	UEI D Pre-Application Title	
	▲ Opportunity Overview	
Technical Support –	Funding Opportunity (1) Opportunity Title Opportunity Type (1) AN-OSPI-5101 Formula	Funding Organization Washington State Office of
Organizational Administr	GovGrants: OSPI Home Site Info Non Disclosure Agreement Conflict of Inter	est

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

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

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Q Search - Search Q		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
All		program. (ESEA section 4110).
📑 Tasks —		Acknowledge Program Assurances
My Tasks – Pending Tasks		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.
Completed Tasks		For the programs that we have agreed to participate in, I have read, understand, and agree with these assurances.
🗖 Activities –		
Organization –		LEA Name
Organization Profile		
Recently Viewed -		Authorized representative Name.
		Authorized Representative Title:
		Superintendent
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		06/26/2025
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A Technical Support		
Organizational Administr	Ĺ	GovGrants OSPI Home Site Info Non Disclosure Agreement Conflict of Interest

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

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	Federal regulations (34 CFR 76.708) re (1) July 1 or (2) the date the applicant reimbursement for obligations is subje In order to incur any costs associated 1 Instruction (OSPI) will review the requ must be completed and approved prior request SAS by June 30. SAS due date: 06/27/2023	quire that federal formula grant funds may not be submits its application to the state in substantially ct to final approval of the application. or these programs as of July 1, the LEA must first est and communicate to the LEA if further action r to the release of funds. In order to incur any cos	e obligated (incur costs) until the latter of the following two dates: y approvable form. Federal regulations further stipulate that request SAS. Next, the Office of Superintendent of Public is necessary or if full approval has been issued. The application sts associated with this program as of July 1, the LEA must first	
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16. Click the "Complete Form" button.

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