

# Submitting a Pre-Application within the Education Grants Management System (EGMS)

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

The screenshot shows the Education Grants Management System (EGMS) interface. The top navigation bar includes the Washington Office of Superintendent of Public Instruction logo and the system name. Below the navigation bar, there are tabs for Opportunities, Applications, Grants, and Monitoring. The main content area is divided into three sections: 'Task Summary By Phase', 'Task Summary By Due Date', and 'My Feed'. The 'Task Summary By Phase' section contains a table with the following data:

| Phase         | Count |
|---------------|-------|
| Opportunities | 0     |
| Applications  | 8     |
| Grants        | 0     |
| Monitoring    | 8     |

The 'Applications' row is highlighted in blue, and the number 8 is circled in red. The 'Task Summary By Due Date' section contains a table with the following data:

| Category                 | Count |
|--------------------------|-------|
| Late                     | 15    |
| Due within 7 Days        | 1     |
| Due within 30 Days       | 0     |
| Due in more than 30 Days | 0     |

The 'My Feed' section displays 'No feeds available.' The bottom of the page features a footer with the GovGrants logo and navigation links for OSPI Home, Site Info, Non Disclosure Agreement, and Conflict of Interest.

2. 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... [Q]

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Recently Viewed

Technical Support

Organizational Administr...

**Pending Tasks (Assigned To Me)**

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

Search... [Q]

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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3. Click the blue "Submit to Grantor" button in the top right corner.

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

Opportunities Applications Grants Monitoring

Search

Search... [Q]

All

Tasks

My Tasks

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**Pre-Application** Edit Submit to Grantor

EGMS ID PR-OSPI-0987 Status Peer Reviewed Pre-Application Due Date 06/27/2023

1. Complete Pre-Application: Complete all Mandatory forms in the Forms and Files tab. Upload any files that OSPI has requested in the Forms and... view more

Created Submitted for Peer Review Peer Reviewed Submitted Accepted Converted to Application

Overview Staff Assignments Forms and Files History Collab

Peer Reviewers: To give other users edit access, click in the New button in the New Name section.  
Change Pre-Application Owner: Click the Edit action in the Owner section and search the name of the user you want to transfer ownership to. Note: The New Owner will have edit access and receive tasks and notifications related to this Pre-Application.

**Peer Reviewers**

Search... [Q]

\* Records are sorted by Responsibility ascending order

Showing 1 to 1 of 1 records

| # | Reviewer Name | Description | Due Date | Allow Record Editing | Status |
|---|---------------|-------------|----------|----------------------|--------|
|   |               |             |          |                      |        |

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4. Respond to the confirmation message within the pop-up window. The status bar will update to "Submitted" or an error message will display.

Washington Office of Superintendent of PUBLIC INSTRUCTION Education Grants Portal

Confirm  
Are you sure you want to submit Pre-Application?

Pre-Application PR-OSPI-0987 Status Peer Reviewed Pre-Application Due Date 06/27/2023

1. Complete Pre-Application: Complete all Mandatory forms in the Forms and Files tab Upload any files that OSPI has requested in the Forms and...

Created Submitted for Peer Review Peer Reviewed Submitted Accepted Converted to Application

Peer Reviewers

| # | Reviewer Name | Description | Due Date | Allow Record Editing | Status |
|---|---------------|-------------|----------|----------------------|--------|
| 1 |               |             |          |                      |        |

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