Education Grants Management System (EGMS) and iGrants Terminology Crosswalk

Commonly Used Terms, and EGMS Roles and Responsibilities

EGMS	iGrants	EGMS Definition
"Accepted" Status	Approved by OSPI	The status in which OSPI has reviewed and approved the pre-application.
Amendment	• Budget Revisions • Carryover • Unlocking Form Package page, etc.	A change made to an award which may be monetary or non-monetary. These only occur after the application is approved and the award has been issued.
Application	Application, Form Package	The forms and budget information related to a grant (or grants in the case of the **ESEA Consolidated Grant Application**). Applicants complete the forms and budget and submit to OSPI for approval.
Award	Award	The document indicating that funds have been provided to a recipient to carry out an approved program or project (based on an approved application).
Budget Redirection	Budget Revision	A type of amendment request in which modifications are made to the LEA's budget within an approved grant.
Carryover	Carryover	Funds remaining from a previous budget year that have been carried over to the current budget year. Part of the amendment process in EGMS.
Collab	Email via Contacts tab and Notes tab	Instant messaging and emailing within the form or announcement to internal or external users.
Competitive Grant	Competitive Grant	Open to any recipient that meets the announcement eligibility criteria to apply.
"Converted to Award" Status	Approved, Verified by Claims	Status at which the application has been fully approved and the LEA may access funds.

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"Created" Status	"Draft" Status	LEA has started completion process of the required forms but has not submitted to OSPI for approval.
EIN	N/A	The Employer Identification Number (EIN) is also known as a Federal Tax Identification Number.
Focus Areas	Program/Funding Source	Programs in the **ESEA Consolidated Grant Application** will be called Focus Areas because there are multiple funding sources in a single application. Other, single funding source applications will not use "focus areas." The budget matrix in the **ESEA Consolidated Grant Application** will be divided into focus areas, for example.
Forms	Pages	The data entry portion of a grant application or progress report related to each program's needs. EGMS users will answer program-level questions and enter LEA- or School-level program data in these areas.
Forms and Files	Profile Page Resources and Form Package Pages	Tab within the application where files can be uploaded and visible to internal and/or external users. The Application Forms are housed within this tab, as well as the Supporting Documents Checklist, which may include documents that the LEA will complete and upload to the application.
Formula Grant	Formula Grant	A type of grant that is awarded based on a formula, usually student enrollment and low-income data (i.e., Title I, Part A grant).
Grantor	OSPI	The government agency (OSPI) managing the opportunities and award of funds.
History	Notes	A section in an application containing downloadable PDF "snapshots" of the entire application at certain dates or status changes. Also, a table that tracks budget level changes.

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Monitoring	Program Monitor System (i.e., CPR) and other reports in iGrants (e.g., End-of-Year (EOY) Reports)	The forms, files, and processes for monitoring programs within an LEA or school. Also, reports related to a program such as end-of-year reports.
Opportunity	Application/Form Package/Grant	An opportunity to apply for a specific grant. Once selected, the opportunity will become the pre-application or application. Once the pre-application or application is created, all the forms, files, and budget will be visible to the user.
Pre-Application	Pages of the application opened earlier than the full application. Ex: Substantially Approvable Status (SAS) and Transferability Options (iGrants FP 821)	Form or forms that must be completed by the applicant and approved before the application can be accessed. Used primarily for SAS in Dept. of Education managed federal grants (e.g., Title I, Part A, Perkins, etc.). The **ESEA Consolidated Grant Application** will use a Pre-Application.
Progress Reports/Post-Award Reports	End-of-Year (EOY) and other Form Package Reports	Programmatic reports that grantees are required to complete as part of the completion of the grant. Located in the Monitor tab.
Request Revisions	Needs More Work	An application status indicating that the applicant must revise specific items in the application before it can be approved.
Scope of Work Amendment	Unlocking a Page or Program Revision	An amendment request in which the LEA modifies a part of the application other than the budget.
Selected (or Qualified)	N/A	Opportunities selected by the subrecipient to begin editing for submission. For example, an LEA will click on "Qualify" to move an Opportunity into "Selected," and then create a Pre-Application.
"Submitted" Status	Request OSPI Approval	The status of a pre-application, application, or progress report when the LEA has asked OSPI to review and approve.
Unique Entity ID (UEI) or DUNS Number	DUNS Number	We are transitioning from the DUNS to UEI in EGMS. The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. The DUNS was a 9-digit number used in

EGMS	iGrants	Definition
		identifying business entities on a location-specific basis. LEAs can confirm their UEI by visiting SAM.gov.
Roles and Resp		
District Administrator	*Each LEA will have one District Administrator*. This administrator will be responsible for inviting other staff from within the LEA to register in EGMS. The administrator will also manage the Organization Profile (e.g., district address, phone numbers, etc.). The administrator will assign all other internal users as either Primary or Secondary users.	
Primary User	A primary user can: • Create a Pre-Application or Application (the owner) • Be assigned as a peer reviewer • Complete and submit progress reports • Create, edit, and submit amendments • Be designated as the fiscal user	
Secondary User	A secondary user can: • Create a pre-Application or Application (the owner) • Be assigned as a peer reviewer • Complete progress reports • Create and edit amendments • Be designated as the fiscal user	
Owner	A user that "creates" an application or pre-application becomes the owner of that application or pre-application. The owner will assign Peer Reviewers and submit the application to OSPI when it is complete. When the application is approved or sent back for revision, the application owner is notified. In the **ESEA Consolidated Grant Application**, the application owner will need to coordinate the completion of the application with program staff for up to seven programs. This owner/coordinator will be responsible for ensuring the applicable forms are completed before the application is submitted to OSPI. The owner will be responsible for ensuring any requested revisions are completed in order to re-submit the application to OSPI.	
Fiscal User	The fiscal user is assigned in each application and is responsible for the claims process. All applications require a fiscal user be identified. Any user with application edit access can complete the budget matrix, it does not need to be the identified fiscal user.	
Peer Reviewer	The application owner can assign Peer Reviewers with or without edit access to view or make changes to the application. In the **ESEA Consolidated Grant Application**, the application owner will assign users as Peer Reviewers with edit access to make changes to the program forms and budget in the application. When Peer Reviewers complete their review or edits, they will notify the application owner that they have completed their portion.	

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Key Contact	This contact will be the main contact for the LEA. In the event OSPI needs to reach out to a single contact, this would be the person we reach out to. A Key Contact is required in each application.	