

EGMS – Creating a Pre-Application Step-by-Step Guide

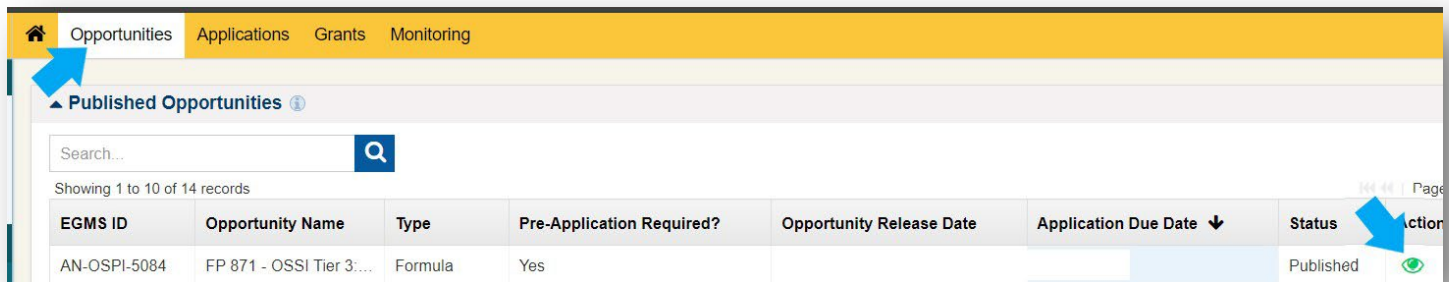
Pre-Applications for the following Continuous School Improvement Grants launched in EGMS today:

- FP 37 - OSSI: Tier 3 Plus: Comprehensive School Improvement (23-24)
- FP 39 - OSSI: Tier 3 Plus: Graduation School Improvement (23-24)
- FP 871 - OSSI: Tier 3: Comprehensive School Improvement (23-24)
- FP 873 - OSSI: Tier 3: Graduation School Improvement (23-24)
- FP 910 - OSSI: Tier 3: Institutional Education School Improvement (23-24)

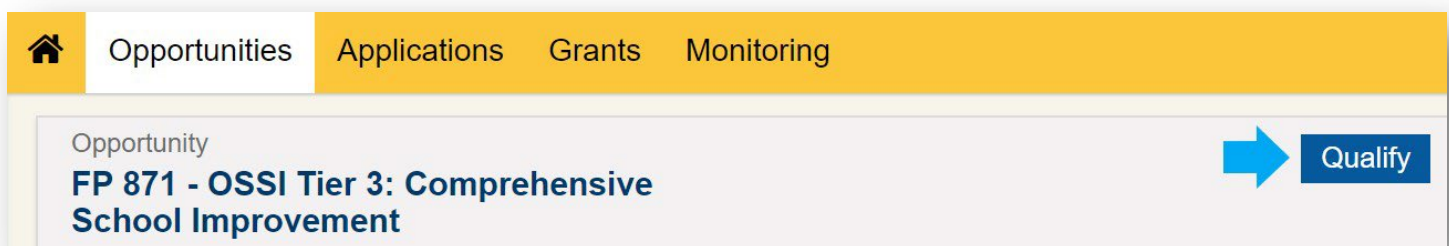
[This list](#) indicates which grants launched in EGMS and which will launch in EDS, as well as the funding amount for eligible schools. If you are managing one of these grants and do not yet have access to EGMS, reach out to your [LEA EGMS Administrator](#).

The recommended deadline for completing the pre-application for each school grant is July 1. For support with the pre-application process, the LEA grant manager and the school administrator should attend a [training](#) or [office hours](#).

Step 1: The LEA grant manager goes to the Opportunities tab in EGMS and clicks on the view green icon in the Actions column. The LEA will do this for each OSSI Opportunity listed.



Step 2: Review the information about the Opportunity, and then click on Qualify in the upper right corner.




Beginning with Step 3, you will follow this process for each eligible school. If you have navigated away from the Opportunity or need to create a pre-application for another school, you will find the Opportunity under the top navigation "Opportunities" tab and "Selected" in the left navigation.

Step 3: Click on Create Pre-Application.

Home Opportunities Applications Grants Monitoring


Opportunity
FP 871 - OSSI Tier 3: Comprehensive School Improvement

 **Create Pre-Application**

Step 4: Click on the blue search icon.

Create Pre-Application



Save and Continue

* Required to Save |  Required to Submit

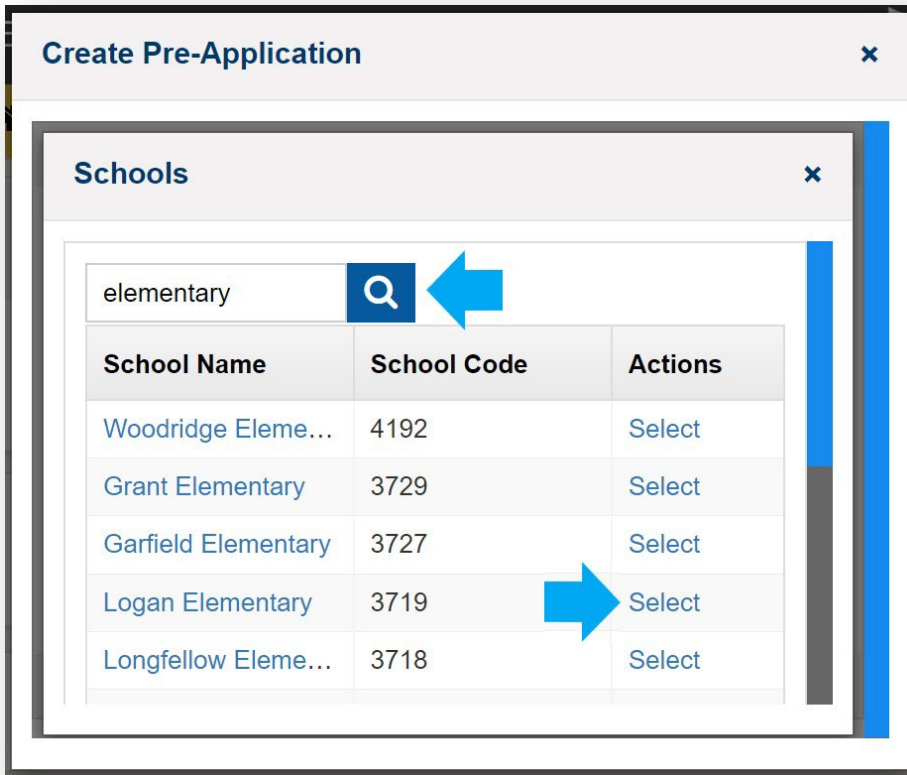
Information

*Pre-Application Title

*School

Step 5: Type the name of the school into the search bar and click the search icon. Then, select the school. Refer back to [the grant list](#) to determine which schools are eligible for this opportunity. To see which pre-applications have already been created or submitted, go to “Applications” in the top navigation and “Pre-Applications” in the left navigation.



Step 6: Invite the school administrator as a peer reviewer. If the school administrator does not already have EGMS access, reach out to the [LEA EGMS Administrator](#) to [invite them as a user](#). Click on the Responsibilities tab. Click on “New” in the upper right corner. This will create a row. Begin typing the administrator’s name in the Reviewer Name field and select the reviewer; only active EGMS users will be listed. The description and due date fields are for internal communication. Make sure to allow record editing. Then click “Save”.

Pre-Application
FP 871 - OSSI Tier 3: Comprehensive School Improvement Submit to Grantor

EGMS ID: PR-OSPI-0948 Status: Created Pre-Application Due Date: 05/05/2023

To receive funding the pre-application must be completed in full and then submitted to the grantor. Be sure to complete the forms and upload any.....[view more](#)

Progress: ✔ Created ○ Submitted ○ Accepted ○ Converted to Application

Over **Responsibilities** Forms and Files History +

Peer Reviewers New Save

Search... ⌵


* Records are sorted by Responsibility ascending order

Showing 0 to 0 of 0 records

#	Reviewer Name	Responsibility	Description	Due Date	Allow Record Editing	Status	Actions
1	Principal Lo...	Program Reviewer	Please review the grant assurances.	05/30/2023	Yes	Created	✖

Step 7: Important! The user still does not have access. Click on the blue arrow “Send for Review” icon.

Showing 1 to 1 of 1 records

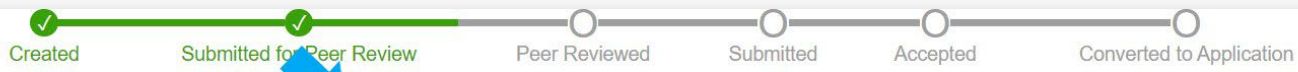
#	Reviewer Name	Responsibility	Description	Due Date	Allow Record Editing	Status	Actions
1	Principal Logan	Program Reviewer	Please review the grant assurances.	05/30/2023	Yes	Created	

Total Records:1

Now the school administrator can complete the pre-application and sign off on the assurances. To access the pre-application, the school administrator will go to the Applications tab in the top navigation and click on Pre-Applications in the left menu.

Optional: The LEA administrator can also share the assurances with the school administrator by downloading it to a PDF.

Step 8: Navigate to the Forms and Files tab and open the pre-application form.




Overview Responsibilities **Forms and Files** History Collab



Forms

Search...


Showing 1 to 1 of 1 records

Sequence Number	Form Name	Is Form Validated?	Mandatory?	Last Modified By	Last Modified Date	Actions
	FP 871 - OSSI Tier 3: Comprehe	No	✓	Spokane Admin	05/09/2023 12:06 PM	

Step 9: Respond to the required questions on the Overview and SAS and the Assurances tabs.

Overview and SAS  Assurances 

The required questions are at the bottom of each page and are identified by the yellow triangle.

 Required to Submit

Make sure to respond “Yes” to the Request for Substantially Approvable Status.

Request for Substantially Approvable Status (SAS) Option: ⓘ

Yes

Step 10: Click on “Save” in the upper right corner.

Form Name

FP 871 - OSSI Tier 3: Comprehensive School Improvement - SAS and Assurances

Cancel Save

FP 871 - OSSI Tier 3: Comprehensive School Improvement - SAS and Assurances

Step 11: Click on “Validate” in the upper right corner.

Form Name

FP 871 - OSSI Tier 3: Comprehensive School Improvement - SAS and Assurances

Edit Validate Back

FP 871 - OSSI Tier 3: Comprehensive School Improvement - SAS and Assurances

Optional: To download the assurances in a PDF for future reference or to share with other staff, click on the three lines in the upper right corner and click on *Download PDF with Forms*.

Complete Review

Edit

Download PDF with Forms

Download As PDF

Step 12: Click on “Complete Review” in the upper right corner. This step closes edit access to all peer reviewers.

Pre-Application

FP 871 - OSSI Tier 3: Comprehensive School Improvement

Complete Review Edit

Step 13: Click on “Submit to Grantor.”

Pre-Application

FP 871 - OSSI Tier 3: Comprehensive School Improvement

Submit to Grantor

What happens next?

When the pre-application is approved, the status will be “Accepted,” and the school administrator or the LEA administrator will be able to initiate the grant application. To prepare for the application process, the school administrator should update the School Improvement Plan, as this document will be a required upload.

Questions?

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- About EGMS: EGMS.Support@k12.wa.us