


The Consolidated Grant Application Cycle in EGMS: Key Tasks & Responsibilities

LEA EGMS Administrator
 Manages the Organization Profile, including inviting LEA users



Any LEA User

- Under the Organization Profile:
 - Signs general assurances
 - Uploads tribal consultation
- Clicks "Qualify" on the Opportunity to begin the Consolidated Grant Application process
- Submits the pre-application:
 - Accept Funds?
 - Transfer Funds?
 - USE REAP?
 - Assurances: Yes
 (Only the person who creates the pre-application can submit it.)



OSPI Approves Pre-Application

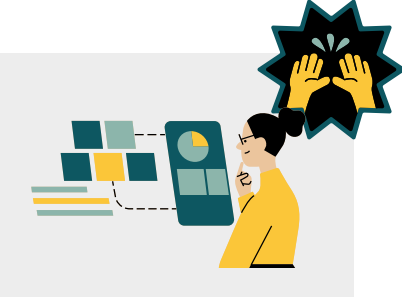


Application Owner

- Creates the application
- Designates the key contact and fiscal contact
- Invites peer reviewers to complete application tasks
- Coordinates the completion of the application
- Submits the application
- Receives the "Request Revision" Notification
- Submits application revisions

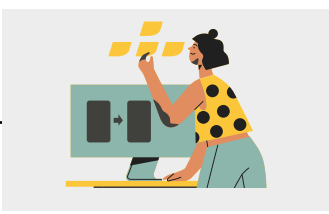



OSPI Approves Application & Creates Award

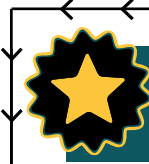


Peer Reviewers

- View and edit forms
- View and edit budget

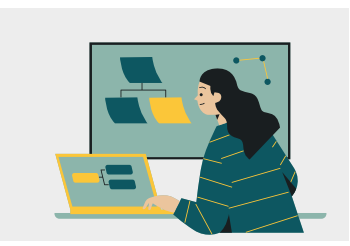


Fiscal Lead
 Submits payment requests



Any LEA User

- Completes Progress Reports
- Initiates and edits amendment requests (carryover budgets, budget redirections, scope of work changes)



Any LEA Primary User
 Submits progress reports and amendment requests

