



## How to Prepare and Submit an IMLS Performance Report for Native American Library Services Basic Grants

The Reporting Schedule for your IMLS award lists the due date for your Performance Report and is in the **Documents** tab in eGMS Reach. Here is a quick guide to preparing and submitting your report directly in eGMS Reach.

- Log into your [eGMS Reach](#) account.
- Under **My Awards**, click the appropriate **Go to Award** link.
- Scroll down and click the **Forms & Reports** tab link.
- Click the pencil icon next to the name of the report you wish to submit. If the pencil icon is not visible, you do not have permission to submit a report. If you believe this is an error, please contact the Program Officer assigned to your award to ask for assistance.
- A webform with fillable fields will open.
- You do not need to complete your Performance Report in one sitting. You may begin your work, click **Save**, close the form, and return to it later.
- Below are the elements you will be asked to address on the Performance Report Form. Note that responses are required for some, while for others, they are optional or conditionally required, depending on the specifics of your project.

### Recipient identifying or account number *(optional)*

Enter an account number or any other identifying number that you may have assigned to the award. This number is for your use only and is not required by IMLS.

### Library Operations, Core Library Services, and Professional Development Activities *(required)*

In this section, we ask you to provide a summary of your grant-funded activities relating to improving library operations and/or core library services. We also ask that you describe any training, continuing education, and/or other professional development activities that your project included.

In the first cell, enter a brief description of the first activity proposed in your approved application [1000-character limit]. In the second, choose **Completed**, **Partially completed**, or **Not undertaken** to describe the completion status as of the end of your award's period of performance. In the third, provide an explanation if you selected **Partially completed** or **Not undertaken** [1000-character limit].

Click **Save** at the end of the row and insert a new row for the next activity.

### Changes *(conditionally required)*

Certain changes in your project may require prior approval from IMLS. Consult the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#) for your award, as well as [2 C.F.R. part 200 \(Uniform Guidance\)](#), for details. If there were any such changes for which you did not seek IMLS approval during the period of performance for your award, we ask you to identify them in this section.

In the first cell, select the type of change that you are referencing. The choices for the type of change are:

- Budget Revision
- Extension to Period of Performance
- Personnel Change
- Other Change (e.g., request for a report deadline extension, work plan revision, cost-share adjustment, subrecipient change)

In the second, select the date the change became effective. In the third, explain the reason for the change. If you selected “Other Change” in the first cell, be sure to use the third cell to include a description of the change you made. Please note that listing such actions here does not constitute IMLS approval.

Click **Save** at the end of the row and insert a new row for the next change.

If there were no such changes in your project, move to the next section.

### **Project Results** *(required)*

In this section, we ask you to address the following [4000-character limit].

- (a) Describe the results or accomplishments you achieved in your project. Compare them to what you proposed in your approved application.
- (b) If you did not meet established goals, provide the reasons.
- (c) Please also include any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

### **Lessons Learned** *(required)*

In this section, we ask you to describe your observations, insights, and any new understandings acquired during your project, focusing on information that could be of use to others doing similar work. What did you learn from this project that you might continue in future work? How were library services for your community improved? Describe any problems, delays, or adverse conditions that were a barrier to success in your project and describe the action(s) you took to address them. Similarly, describe any favorable developments that helped you meet timelines and objectives sooner, at less cost, or produce more or different beneficial results than originally planned [4000-character limit].

### **Performance Measurement** *(conditionally required)*

Reporting performance measures is required for all awards made by IMLS after November 12, 2020. Refer to your Official Award Notification located in the **Documents** tab of eGMS Reach to confirm whether this requirement applies to this award.

If it does, then in this section, we ask you to rate your performance as an IMLS awardee during your project. The Native American Library Service Basic Grants program identifies two measures: **Effectiveness** and **Timeliness**. When determining your rating, refer to your application, in which you identified what data you would collect from what source, the method you would use to collect it, and according to what schedule.



In the report form, we ask that you consider the following statements:

**Effectiveness:** Our project's activities contributed to achieving our intended results.

**Timeliness:** We completed each task/activity within the projected timeframe.

In the report form, select a value from the drop-down list that best describes your performance for each of these measures. The choices are:

- 1: Never
- 2: Rarely
- 3: Sometimes
- 4: Usually
- 5: Always

#### **Attachments** *(conditionally required)*

The Performance Report Form cannot accept attachments; however, you are welcome to provide any attachments as PDF, Word, Excel, or image files up to 100MB each in size through the **Messages** tab in eGMS Reach.

To help us know to look for them there, list the attachment file name (e.g., NAB-123456-OMS-21 Attachment 1) in the first cell. In the second, provide a brief description (e.g., Training session images [JPEGs]).

Click **Save** at the end of the row and insert a new row for the next attachment.

If you do not wish to submit any attachments, please skip this section.

- When you have completed your work, click **Submit**. You may view a PDF of your report by clicking the paper icon next to the report name in the **Forms & Reports** tab. You will be able to make edits to the report until IMLS staff change its status to **Under Review** or **Accepted**. If you wish to make a change at that stage, contact the Program Officer assigned to your award.

**Thank you for completing this important component of managing your IMLS award.**