

Guidance for Preparing and Submitting a Final Performance Report Package

The purpose of the final performance report is to provide a record of grant-funded project accomplishments. IMLS uses these narratives to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals, which focus on achieving positive public outcomes for communities and individuals; supporting the unique role of museums and libraries in preserving and providing access to collections and content; and promoting library, museum, and information service policies that ensure access to information for all Americans.

Preparing Your Final Report Package

Your final report package should consist of the following components. Be sure to include the IMLS award number at the top of each page.

1. **Cover Sheet** signed by an official authorized to submit grant certifications on the part of the reporting institution. In most cases, this will be an Authorized Organization Representative (AOR).
2. **Narrative**
The narrative should be 7-10 single-spaced pages long, use a 12-point font, and include the following:
 - **Project Title**
 - **Description of Project Partners:** List the names and describe the roles and contributions of any project partners as identified in your project proposal.
 - **Overview:** Provide a very brief (150 words or less) overview describing the need, problem, or challenge addressed by your project, the audience served, your project design, your intended results, and the extent to which you achieved your intended results. (Note: IMLS may use this overview as a project abstract or summary for public information.)
 - **Changes:** Provide a bulleted list of any changes in key personnel, budget allocation, scope, or schedule and reference the request to and approval by IMLS.
 - **Activities Completed During the Project:** List the high-level activities completed during the project and compare them to the activities you set out to complete for the project. Whenever possible, describe activities in both quantitative and qualitative terms. If you did not complete all the activities, explain why.

- **Project Results:** Analyze your entire project. Compare the actual accomplishments of the project with the intended results, outcomes, and impacts you identified in your proposal. Use quantitative data as well as qualitative examples, highlights from your evaluation, and compelling anecdotes. Identify and document significant project achievements and their value. Describe any significant unanticipated costs or circumstances that created obstacles to project success, and summarize lessons learned during the course of the project. For this report, *outcomes* are changes in individuals' knowledge, skills, attitudes, behaviors, or other conditions related to the purpose of the project. *Impact* is a large-scale and/or long-term result that affects one or more institutions, communities, or fields. Provide images, screenshots, maps, floor plans, charts, tables, publications, or datasets as appropriate to illustrate your project's achievements during the reporting period.
- **What's next?** Describe any plans to continue work in this area and/or to sustain the benefit of this project beyond this grant's end date.

3. **Grant Products.** Attach one copy of any product that resulted from grant-funded activities, including final evaluation reports and instruments; research findings, publications, or manuscripts; curriculum guides, workbooks, or other learning resources; and other deliverables. For web-based material, provide URLs and sample screenshots. For products that are not complete at the time you submit your final performance report, forward a copy to IMLS as soon as it is available.

Submitting Your Final Report Package

Depending on its overall file size, you may submit your report package in one of two ways:

1. If it is **less than 20MB** in size, you must send it electronically in PDF format to imlsreporting@imls.gov. Be sure to include your award number in the subject line of your email.
2. If it is **more than 20MB** in size, you must send it in hard copy with the original signed Cover Sheet to:

Grants Administration
Institute of Museum and Library Services
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802

IMLS does not accept faxed reports.

Important: Please remember that as a grantee you are required to maintain report document(s) with original signatures for three years, in case they are required to resolve a question.

Refer to IMLS General Terms and Conditions at http://www.imls.gov/assets/1/AssetManager/GTC_0413.pdf for more information about reporting requirements. For assistance or questions, contact your Program Officer.

Burden Estimate and Request for Public Comments: Public reporting burden for this collection of information is estimated to average eight to thirteen hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, Chief Information Officer, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project 3137-0071, Washington, DC 20503.