

# How to Submit a Report in eGMS Reach

## Introduction

This document describes where to view your report schedule and how to submit a report in eGMS Reach.

## Submitting a Report

Log into eGMS Reach and select an award from the **Awards** dropdown list in the top menu, or in the **Awards** section of the Home page.

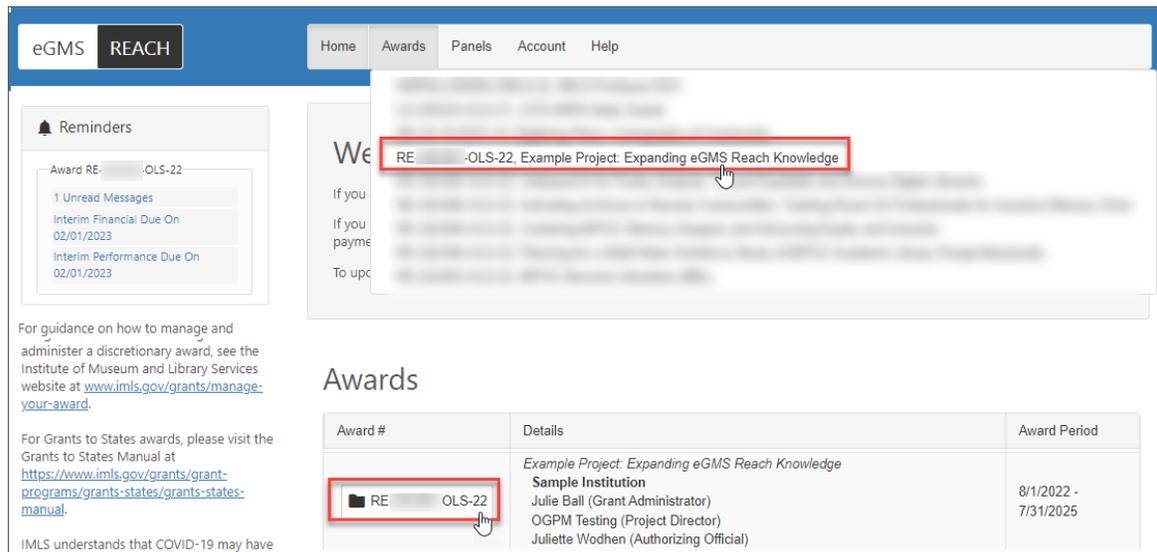


Figure 1: Selecting an award on the eGMS Reach Home page

On the Awards page, select the **Forms & Reports** tab. This tab shows the reporting requirements, due dates, and report status for the award.

The screenshot shows the eGMS REACH interface for an award. The top navigation bar includes 'Home', 'Awards', 'Panels', 'Account', and 'Help'. The main header shows 'Award: RE-...-OLS-22'. A navigation menu below the header includes 'Information', 'Funding', 'Instructions', 'Documents', 'Forms and Reports' (highlighted with a red box), 'Venues', 'Change Requests', and 'Payments'. Below this are 'Messages' and 'Write Ups'. The main content area is titled 'Reporting Requirements' and includes a paragraph explaining how to submit a report. A table lists reporting requirements with columns for Actions, Report Type, Special Instructions, Due Date, Extension, Submission Date, Submission Comments, Feedback, and Status.

| Actions | Report Type         | Special Instructions | Due Date   | Extension | Submission Date | Submission Comments | Feedback | Status        |
|---------|---------------------|----------------------|------------|-----------|-----------------|---------------------|----------|---------------|
|         | Interim Financial   |                      | 10/31/2023 |           |                 |                     |          | Not Submitted |
|         | Interim Performance |                      | 10/31/2023 |           |                 |                     |          | Not Submitted |
|         | Interim Financial   |                      | 10/31/2024 |           |                 |                     |          | Not Submitted |
|         | Interim Performance |                      | 10/31/2024 |           |                 |                     |          | Not Submitted |
|         | Final Financial     |                      | 11/28/2025 |           |                 |                     |          | Not Submitted |
|         | Final Performance   |                      | 11/28/2025 |           |                 |                     |          | Not Submitted |

Figure 2: Forms & Reports tab on the Award viewer

### Submit a Performance Report

Performance reports are submitted through fillable web forms in eGMS Reach.

**Reminders**

Award RE- [REDACTED] -OLS-22

- 1 Unread Messages
- Interim Financial Due On 02/01/2023
- Interim Performance Due On 02/01/2023

For guidance on how to manage and administer a discretionary award, see the Institute of Museum and Library Services website at [www.imls.gov/grants/manage-your-award](https://www.imls.gov/grants/manage-your-award).

For Grants to States awards, please visit the Grants to States Manual at <https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual>.

IMLS understands that COVID-19 may have impacted your IMLS-funded project as activities are postponed or canceled and access to your workspace is limited or denied. Please contact your program officer through eGMS Reach to explore options such as modifying project activities, extending the performance period, revising budgets, and rescheduling report submissions. We are committed to working with you to provide the maximum flexibility allowed by our governing authorities.

For the latest overall developments, please

**Award: RE-[REDACTED]-OLS-22**

Information Funding Instructions Documents **Forms and Reports** Venues Change Requests Payments

Messages Write Ups

### Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

| Actions | Report Type         | Special Instructions | Due Date   | Extension | Submission Date | Submission Comments | Feedback | Status        |
|---------|---------------------|----------------------|------------|-----------|-----------------|---------------------|----------|---------------|
|         | Interim Financial   |                      | 10/31/2023 |           |                 |                     |          | Not Submitted |
|         | Interim Performance |                      | 10/31/2023 |           |                 |                     |          | Not Submitted |
| Submit  | Interim Financial   |                      | 10/31/2024 |           |                 |                     |          | Not Submitted |
|         | Interim Performance |                      | 10/31/2024 |           |                 |                     |          | Not Submitted |
|         | Final Financial     |                      | 11/28/2025 |           |                 |                     |          | Not Submitted |
|         | Final Performance   |                      | 11/28/2025 |           |                 |                     |          | Not Submitted |

Figure 3: Accessing a report form in the Forms and Reports tab

Click the pencil icon next to the report’s name. If the pencil is not visible, either the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Interim Financial Due On 02/01/2023  
Interim Performance Due On 02/01/2023

Information Funding Instructions Documents Forms and Reports Venues Change Requests Payments

Messages Write Ups

### Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

| Actions | Report Type         | Special Instructions | Due Date | Extension | Submission Date | Submission Comments | Feedback | Status |
|---------|---------------------|----------------------|----------|-----------|-----------------|---------------------|----------|--------|
|         | Interim Financial   |                      |          |           |                 |                     |          |        |
|         | Interim Performance |                      |          |           |                 |                     |          |        |
|         | Interim Financial   |                      |          |           |                 |                     |          |        |
|         | Interim Performance |                      |          |           |                 |                     |          |        |
|         | Final Financial     |                      |          |           |                 |                     |          |        |
|         | Final Performance   |                      |          |           |                 |                     |          |        |

#### Interim Performance Report

OMB Control Number 3137-0100 Expiration Date: 03/31/2025

refer to the [detailed IMLS performance reporting instructions](#) for additional guidance (opens in a new window). If you have questions concerning interim performance reporting requirements, you may address them to the Program Officer associated with your award in eGMS Reach.

Please note that IMLS may publish interim performance reports and attachments online or otherwise share them and the information they contain with awardees, potential awardees, and the general public to further the mission of the agency and the development of museum and library services.

**Certification:** By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Your name will be added to the IMLS Interim Performance Report Form as the Authorized Certifying Official when you submit this report.

**Burden Estimate and Request for Public Comments:** The public reporting burden for this collection of information is estimated at an average of 4 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome your suggestions for improving the form and making it as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [grantsadmin@imls.gov](mailto:grantsadmin@imls.gov). Please note that awardees are not required to respond to a collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

Interim Performance Report

**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.

**Activities (required)**

Provide a status report on your project activities. In the first cell, enter a brief description of the first activity proposed in your approved application scheduled for this reporting period (1000-character limit). If this is a second, third, or subsequent Interim Performance Report, begin with any activity that may have been scheduled for—but not completed within—a previous reporting period. In the second cell, choose **Completed**, **Partially completed**, or **Not undertaken** to describe the completion status as of the end of the period covered by this performance report. In the third, provide an explanation if you selected **Partially completed** or **Not undertaken** (2000-character limit).

| Activity Proposed in Your Approved Application   | Completion Status | Explanation If Partially Completed or Not Undertaken |
|--|-------------------|--|
| Enter data and click <b>Save</b> at the end of the row to save and insert a new empty row. | Select a value    |  |

Save

Figure 4: Open and complete a performance report form

Complete the performance report form, following the instructions provided for each question. You may also refer to these [detailed performance report instructions](#) for additional information. Required, conditionally required, and optional fields are labeled as such.



The screenshot shows a web-based form editor. At the top, there is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo/redo. Below the toolbar is a text area. To the right of the text area is a 'Save' button. Below the text area, there is a paragraph of instructional text: "ay require prior approval from IMLS. Consult the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement 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 them here. In the first column, select the type of change. In the second, select the date it became effective. In the third, explain the reason for the change" in the first cell, be sure to use the third to include a description of the change you made. Please note that listing such actions here does not". Below this text is a table with two columns: "Date Change Became Effective" and "Reason for Change". Below the table is a row of three buttons: "Close", "Save", and "Save and Continue". The "Save and Continue" button is highlighted with a red rectangular box.

Figure 6: Save and Continue button on a performance report form with multiple sections

If you would like to complete the form later, click Save to save your data. If you are finished and ready to submit the form, click Submit.

The screenshot shows a performance report form. It has three main sections: "Quality", "Timeliness", and "Performance Measures Explanation". Each section has a dropdown menu for selecting a value. At the bottom of the form, there are four buttons: "Close", "Previous", "Save", and "Submit". The "Save" and "Submit" buttons are highlighted with a red rectangular box.

Figure 7: Save or Submit a Performance Report Form

After submitting the report, the Reporting Requirements table indicates the Submitted status of the report as well as the Submission Date. Click on the paper icon to view or download a printer-friendly version of the report. If you need to make further edits, the pencil icon will be visible and the report editable until marked as Under Review by agency staff.

Award: RE- [REDACTED] -OLS-22

Information Funding Instructions Documents Forms and Reports Venues Change Requests Payments Messages

Write Ups

### Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

| Actions | Report Type         | Special Instructions | Due Date ▲ | Extension | Submission Date | Submission Comments               | Feedback | Status        |
|---------|---------------------|----------------------|------------|-----------|-----------------|-----------------------------------|----------|---------------|
|         | Interim Financial   |                      | 10/31/2023 |           |                 |                                   |          | Not Submitted |
|         | Interim Performance |                      | 10/31/2023 |           | 1/12/2023       | Submitted via agency defined form |          | Submitted     |
|         | Interim Financial   |                      | 10/31/2024 |           |                 |                                   |          | Not Submitted |
|         | Interim             |                      |            |           |                 |                                   |          | Not Submitted |

Figure 8: Submitted performance report

## Submit a Financial Report

To submit a financial report, click on the pencil icon next to the name of the report you wish to submit.

Complete the fields on the Federal Financial Report form. Click **View Instructions** for help in filling out the form.

The screenshot shows the eGMS REACH interface. At the top, there is a navigation bar with 'Home', 'Awards', 'Panels', 'Account', and 'Help'. Below this is a 'Reminders' section and an 'Award: RE [redacted]-OLS-22' header. A menu bar includes 'Information', 'Funding', 'Instructions', 'Documents', 'Forms and Reports', 'Venues', 'Change Requests', 'Payments', 'Messages', and 'Write Ups'. The 'Reporting Requirements' section contains a note about submitting reports. Below this is a table with columns for 'Actions', 'Report Type', and 'Status'. A red box highlights a pencil icon in the 'Actions' column for the first row, which is 'Interim Financial'. A red arrow points from this icon to the 'Interim Financial' report type. To the right, the 'Federal Financial Report' form is displayed, featuring a 'View Instructions' link and a table with the following fields:

|   |  |
|---|--|
| 1. Federal Agency and Organizational Element to Which Report is Submitted | Institute of Museum and Library Services             |
| 2. Federal Grant or Other Identifying Number Assigned by Federal Agency   | RE-252381-OLS-22                                     |
| 3. Recipient Organization   | Sample Institution(Washington, DC)<br>Washington, DC |
| 4 a. UEI  |  |
| 4 b. EIN  |  |
| 5. Recipient Account Number or Identifying Number (optional)              | <input type="text"/>                                 |
| 6. Report Type  | Interim  |
| 7. Basis of Accounting  | Cash   |
| 8. Project/Grant Period   | 8/1/2022 - 7/31/2025                                 |
| 9. Reporting Period End Date  | 7/31/2023  |
| 10. Transactions  | Cumulative   |
| <b>Federal Cash:</b>  |  |
| 10 a. Cash Receipts   | \$ <input type="text"/>                              |
| 10 b. Cash Disbursements  | \$ <input type="text"/>                              |
| 10 c. Cash on Hand (line a minus b)                                       | \$ <input type="text"/> (calculated)                 |

Figure 9: Submitting a financial report

After you complete the form, click on **Submit Report**. You may also click **Save** if you would like to save your work and return to complete and submit the report later.

After you submit the report, the Reporting Requirements table now indicates the Submitted status of the report as well as the Submission Date. Click on the paper icon to view or download a printer-friendly version of the report. Click the pencil icon to edit the financial report. You may edit only those reports that are in Submitted status or that agency staff have indicated need revision.

| Actions | Report Type         | Special Instructions | Due Date   | Extension | Submission Date | Submission Comments | Feedback | Status        |
|---------|---------------------|----------------------|------------|-----------|-----------------|---------------------|----------|---------------|
|         | Interim Financial   |                      | 2/1/2023   |           | 1/12/2023       |                     |          | Submitted     |
|         | Interim Performance |                      | 2/1/2023   |           |                 |                     |          | Not Submitted |
|         | Final Financial     |                      | 11/28/2024 |           |                 |                     |          | Not Submitted |
|         | Final Performance   |                      | 11/28/2024 |           |                 |                     |          | Not Submitted |

Figure 10: Submitted Federal Financial Report

## Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing [Reach-HelpDesk@imls.gov](mailto:Reach-HelpDesk@imls.gov).