



# SPR Bootcamp

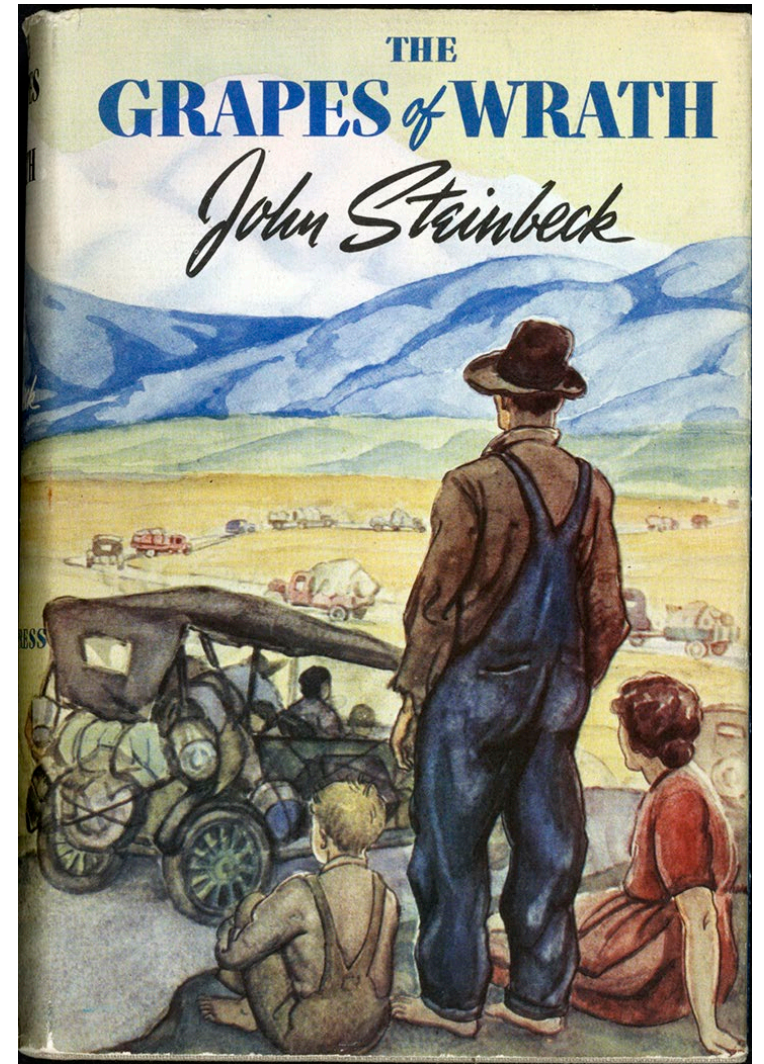
Madison Bolls  
Dennis Nangle





# Overview

- Reporting Concepts
- Narrative Reporting
- Financials
- Technical Tips
- Using SPR Data







# Reporting Concepts





# Goals of Online SPR Report

- A more dynamic tool to capture data
  - How are funds used?
  - Who are the beneficiaries?
  - Where are activities happening?
- Standardize reporting process to increase comparability of project reports
- Share information to facilitate peer learning
- Mode of communication between state and federal entities





# Resources for the SPR

- [SPR Overview and Guide](#)
  - Gives a full picture of the State Program Report including logging in, reporting concepts, adding projects, intents, subjects, activities, outcomes, tags, financial reporting, validating and certifying the report
- [IMLS State Program Reporting Requirements](#)
  - Describes SPR framework, includes a list of all SPR questions, and defines SPR data elements
- [SPR Reporting System User Documentation – SLAA View](#)
  - Guides users through the SPR system, with screenshots and a glossary

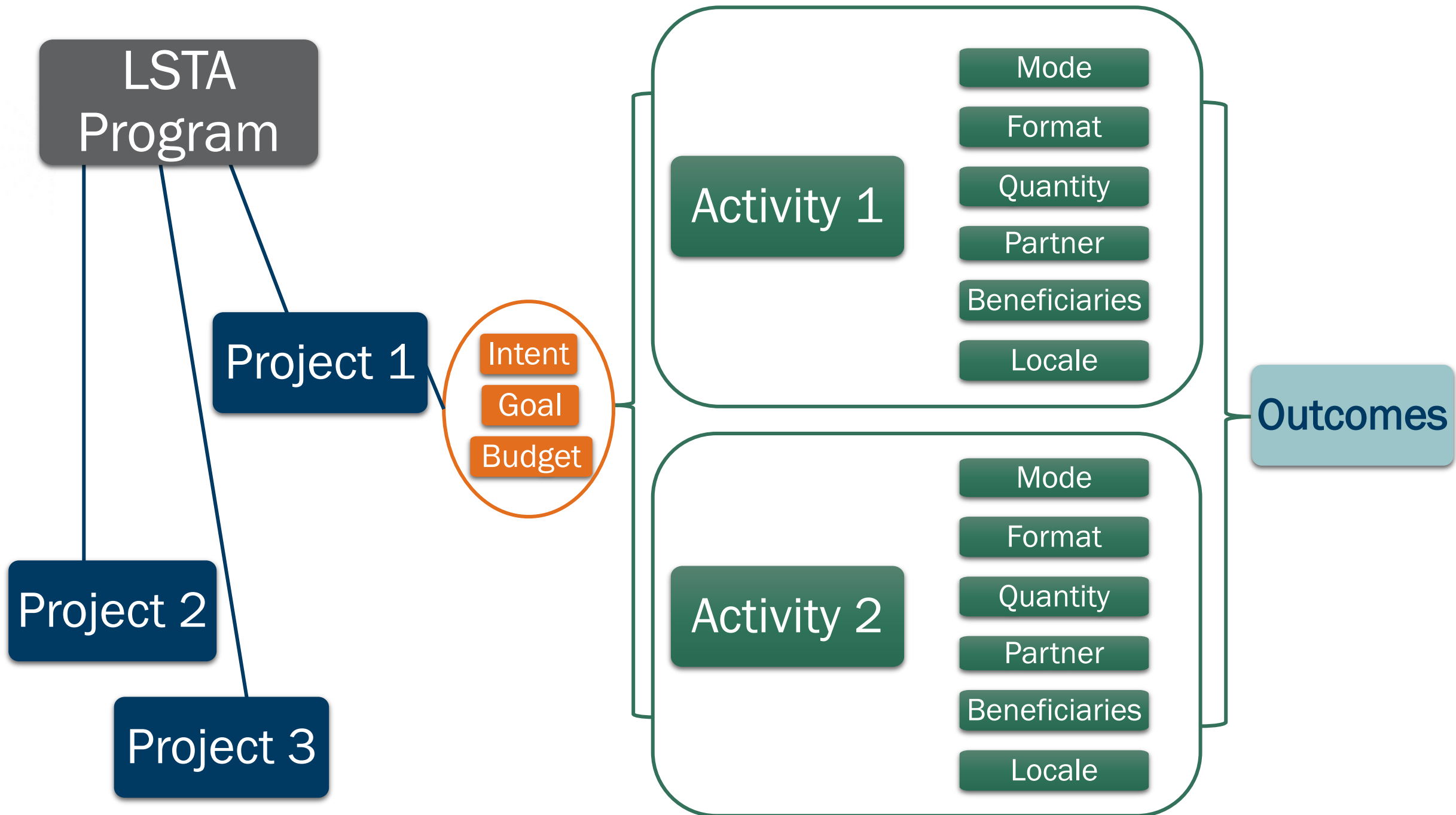




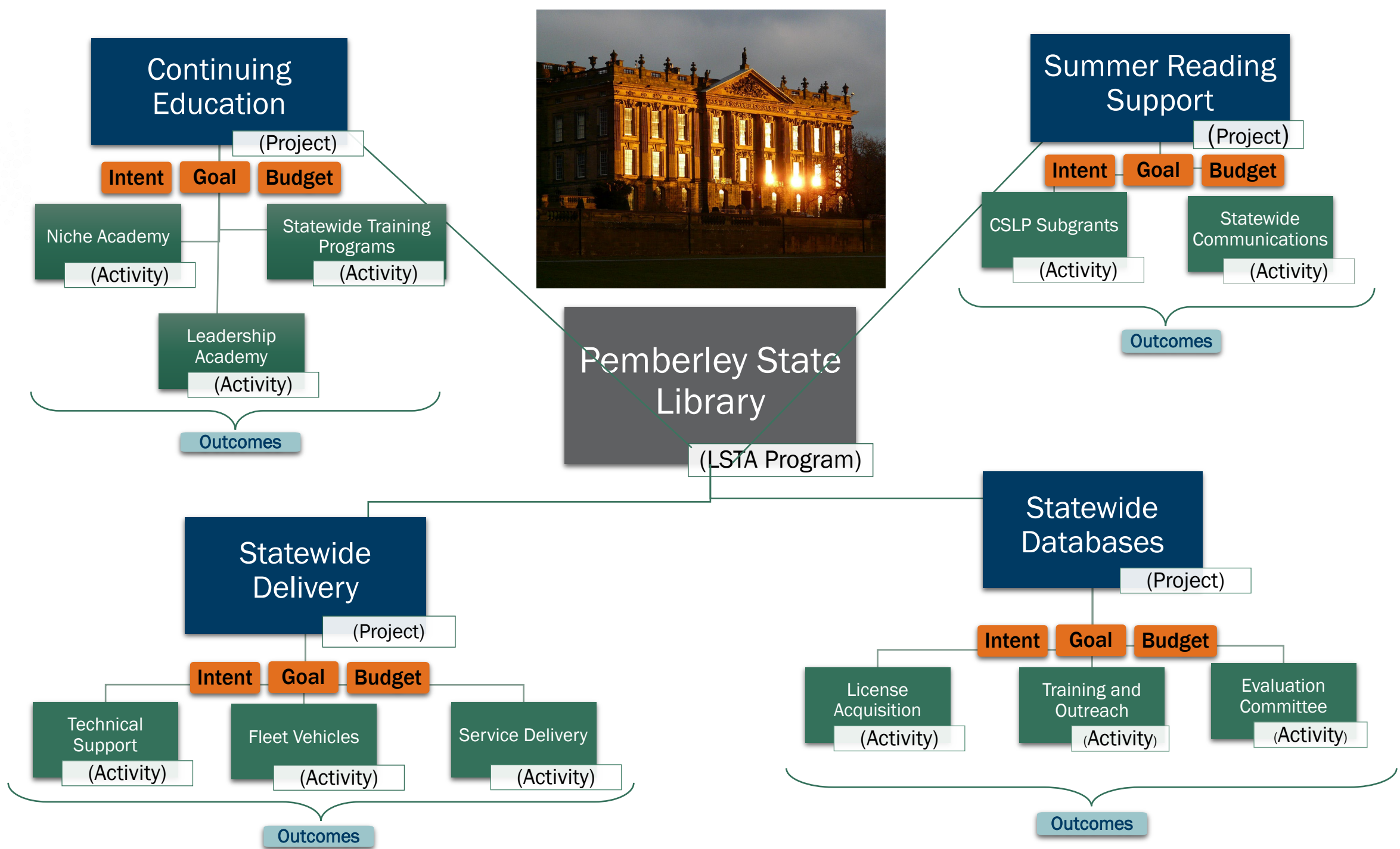
# Projects

- Set of discrete and interdependent activities carried out to achieve an intended outcome
- Contains allocable resources - e.g., dollars spent, people responsible for accomplishing tasks, venue or service location(s), time spent













# Intents and Focal Areas

- Lifelong Learning
- Information Access
- Institutional Capacity
- Employment & Economic Development
- Human Services
- Civic Engagement



Intent:

-- Select An Intent --

-- Select An Intent --

**--- Lifelong Learning**  
Improve users' formal education.  
Improve users' general knowledge and skills.

**--- Information Access**  
Improve users' ability to discover information resources.  
Improve users' ability to obtain and/or use information resources.

**--- Institutional Capacity**  
Improve the library workforce.  
Improve library's physical and technology infrastructure.  
Improve library operations.

**--- Employment and Economic Development**  
Improve users' ability to use resources and apply information for employment support.  
Improve users' ability to use and apply business resources.

**--- Human Services**  
Improve users' ability to apply information that furthers their personal, family or household finances.  
Improve users' ability to apply information that furthers their personal or family health & wellness.  
Improve users' ability to apply information that furthers their parenting and family skills.

**--- Civic engagement**  
Improve users' ability to participate in their community.



Intent:

Improve users' ability to obtain and/or use information ▼

Arts, Culture & Humanities

☐

Business & Finance

☐

Employment

☐

Personal Finance

☐

Small Business

☐

Civic Affairs

☐

Community Concerns

☐

Government

☐

Education

☐

After-school activities

☐

Curriculum support

☐

Environment

☐

General (select only for electronic databases or other data sources)

☒

Health & Wellness

☐

Parenting & Family skills

☐

Personal/Family health & wellness

☐

History

☐

Languages

☐

Literacy

☐

Adult Literacy

☐

Digital Literacy

☐

Early Literacy

☐

Reading Program (Not Summer Reading)

☐

Summer Reading

☐

Science, Technology, Engineering, & Math (STEM)

☐





- |  |                          |
|--|--------------------------|
| Library Infrastructure & Capacity          | <input type="checkbox"/> |
| Broadband Adoption                         | <input type="checkbox"/> |
| Buildings & Facilities                     | <input type="checkbox"/> |
| Certification                              | <input type="checkbox"/> |
| Collection Development & Management        | <input type="checkbox"/> |
| Continuing Education and Staff Development | <input type="checkbox"/> |
| Disaster Preparedness                      | <input type="checkbox"/> |
| Library Skills                             | <input type="checkbox"/> |
| Programming & Event Planning               | <input type="checkbox"/> |
| Research & Statistics                      | <input type="checkbox"/> |
| Outreach & Partnerships                    | <input type="checkbox"/> |
| Systems & Technologies                     | <input type="checkbox"/> |
| Other                                      | <input type="checkbox"/> |





# Four types of activities

Activities are action(s) through which the intent of a project is accomplished.

Activity Name	Definition
Instruction	Involves an interaction for knowledge or skill transfer.
Content	Involves the acquisition, development, or transfer of information.
Planning/Evaluation	Involves design, development, or assessment of operations, services, or resources.
Procurement	Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.





# Activities

- You should have no more than 10 activities per project
- An activity should be included in your project if it accounts for 10% or more of the total project budget
- Any reported activity should be easily identifiable within the project's budget





# Administrative Project

- Many states use the maximum 4% allowed for administration, though not required
- The 4% cap only applies to federal funds, so you may account for additional administrative costs with match contributions





# State Goals

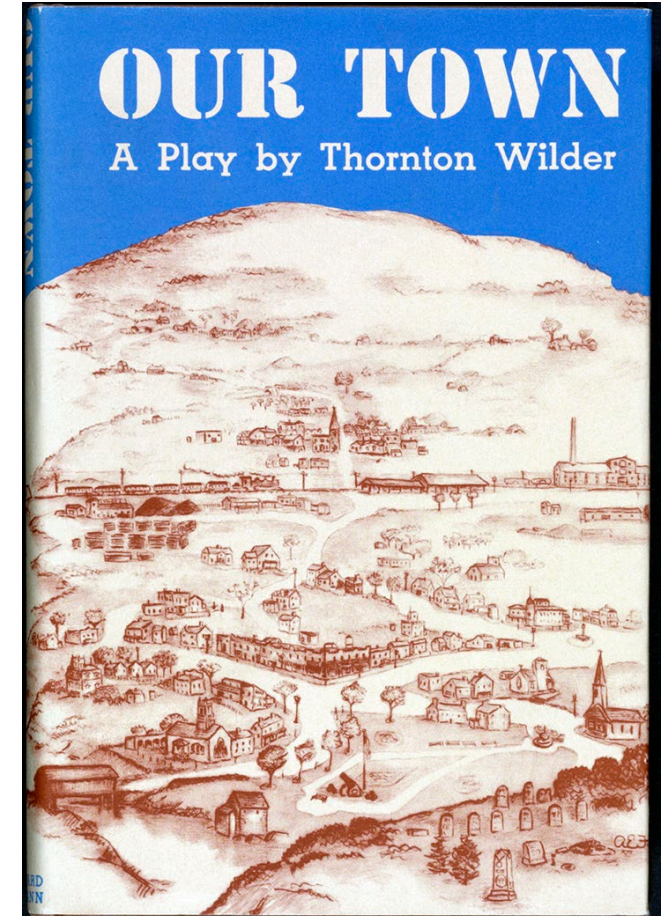
- Derived from your Five-Year Plan
- All reported projects in the SPR must be associated with one state goal
- Value emerges during Five-Year Plan evaluations
- Be mindful of reporting years vs. active grant years when working with State Goals in the SPR





# Statewide Projects

- A Statewide Project:
  - has the entire state's population as potential beneficiaries rather than a specific, and smaller, target audience;
  - is usually administered by the SLAA







# Consolidating Subawards

- Individual subawards may be combined together in a single project report if they:
  - Support a single Intent;
  - Cover the same subjects; AND
  - Target similar beneficiaries.



## Subaward Information

Select a fiscal year: 2022 ▼

State	CA
Number of subaward applications	150
Number of subawards funded	104
Number of applicants	91
Number of applicants receiving subawards	68
Total amount of subaward funds requested	11759984.00
Total amount of subaward funds awarded	10570661.00

Update

Cancel

## View SPR Summaries

Use the fiscal year and state options below to view summary reports across all relevant projects funded by state libraries through G States.

Choose Fiscal Year(s)

☐ 2018  
☐ 2019  
☐ 2020  
☐ 2021  
☒ 2022

Choose State(s)

☐ Arkansas  
☒ California  
☐ Colorado  
☐ Connecticut  
☐ Delaware

Go

Total Projects

71

Allotment

\$15,642,110.00

LSTA Funds  
Expended

\$15,642,110.00

Total Matching  
Funds

\$16,925,959.23

Number of subaward  
applications

150

Number of subawards funded

104

Number of applicants

91

Number of applicants receiving  
subawards

68

Total amount of subaward funds  
requested

\$11,759,984.00

Total amount of subaward funds  
awarded

\$10,570,661.00

Project Counts by Focal Area





# Match-Only Projects

- Entered as regular project
- Assign “Intent”
- Report at least one “Activity”
- Include “Match-Only” in title





# Exemplary Projects

- An opportunity to showcase particularly notable projects
- Determining why a project is exemplary is up to you: exceptional outcomes, stellar subgrantee administration, etc.
- Provides IMLS with helpful talking points when showcasing your state





# Narrative Reporting





# General Narrative Tips

- Use plain language (avoid acronyms and jargon)
- Write in the past tense
- Use position titles, not staff names
- Save Often!
- Use unique project title names
  - Within a project, titles and narratives should be distinct from each other
- Abstract Lengths should be kept to around 160 words



# Project Abstracts

## Abstract:

OCLC software

**Abstract:** Delaware Library Access Services (DLAS) is the state of Delaware's local network of the Library of Congress National Library Service for the Blind and Print Disabled (NLS). NLS is a free library service for people with temporary or permanent low vision, blindness, or a physical disability that prevents them from reading or holding the printed page. Eligible patrons may receive books and magazines in braille or audio format, through free mail delivery or digital download. DLAS provides library services to eligible blind and print disabled residents of the state of Delaware to meet their needs and expectations through innovative and quality service. Books and magazines in a specialized format for use with a Digital Book Machine and other approved devices are either mailed directly to the patron at home, or the patron may access the books and magazines via direct download. Braille material is also made available through an agreement between DLAS and the Library of Accessible Media for Pennsylvanians (LAMP).

Abstract: The Youth Services Coordinator (YSC) for the Maryland State Library Agency (MSLA) participated in several statewide programs and partnerships to promote youth services amongst library staff. The Coordinator participated in statewide action groups, including the MD Family Engagement Coalition and the State Early Childhood Advisory Council, to help further awareness and action surrounding state early literacy initiatives. Within the MD Family Engagement Coalition, the Coordinator served as a member of the Technology Subcommittee. The Youth Services Coordinator also guided Maryland's summer reading program; provided statewide trainings to Youth Services staff about YALSA Transforming Teen Topics (T3), STEM, Teen Mental Health, Family Data Privacy, and media mentorship topics; and convened monthly check-in meetings of the statewide library youth services coordinators to foster sharing, networking, and collaboration. The Youth Services Coordinator contributed to the following partnerships which enhanced youth services programs throughout Maryland: - YALSA - provided training on tween/middle school programming as well as "T3: Transforming Teen Services" topics: Youth Development, Connected Learning, Computational Thinking, Educational Equity, and Guided Facilitation. - Maryland Family Engagement Coalition - provided a public library perspective, MSLA liaison - Maryland Library Association - MSLA liaison - Maryland Department of Veterans Affairs - partnered with the Director of Advocacy & Outreach to provide a Summit about library services and programs for military-connected youth and military families - Maryland Department of Health - partnered with Director, MD Commitment to Veterans in planning trainings for library staff regarding veterans mental health and suicide prevention - Mid-Atlantic Equity Consortium - served on their Advisory Council to help bring awareness of the importance of developmental play to families, including through library programming, and was a member of the CAFETEA sub-committee (Technology, Equity & Access) which created a technology and media literacy basics parental guide. The Youth Services Coordinator (YSC) coordinated Maryland Public Libraries' statewide, annual summer reading program as a member of the Collaborative Summer Library Program consortium (CSLP), individualized by county. The primary purpose of the program is to ensure that all Maryland students discover and participate in reading and other enriching activities that are engaging for youth and families during the summer months when school is not in session and schedules allow for varied exploration of interests. In the summer of 2021, libraries followed the CSLP theme, "Tails & Tales" as they created their various reading and learning programs. Statewide partnerships were still on pause, due to the pandemic, but community partnerships throughout the state support programs at the local level. In the early months of 2022, while planning for summer of 2022, the 2022 theme, "Oceans of Possibilities", along with improved pandemic conditions, allowed the Coordinator to forge new state partnerships, including the National Aquarium, the Maryland State Fair, and the National History Society of Maryland. Digital literacy skills were also fostered as library systems utilized various digital platforms for families to track their summer reading experiences and also accepted eBooks as a reading format. The Youth Services Coordinator of the Maryland State Library Agency provided opportunities for increased awareness and learning in the areas of early literacy and family engagement. The Coordinator participated as an active member of the state MD Family Engagement Coalition and served on this Coalition's Technology sub-committee. The Coordinator continued a partnership with the Maryland State Department of Education and Dr. Betsy Diamant-Cohen (Mother Goose on the Loose, LLC), in the refinement and implementation of a Maryland public library pilot of "Hatchlings", an early literacy program for expectant and new families. The Coordinator also collaborated with the Ezra Jack Keats Foundation to host a watch-party/discussion for Maryland youth services staff of their documentary released in 2021, "Tell Me Another Story: Diversity in Children's Literature." The Youth Services Coordinator of the Maryland State Library Agency provided opportunities for increased awareness and learning in teen services and technology education. With a planning committee, the Coordinator coordinated two Teen Connect Conferences to support library staff as they are engaged with teens and teens through the 2021-2022 school year. Through collaboration with Dr. Mega Subramaniam and the University of Maryland, teen services staff received a three-part training in the resources and strategies library staff can provide to youth and families regarding data and digital privacy. The Coordinator also worked with the Maryland Department of Health and a clinical counseling consultant to bring training to youth staff in the area of teen mental health and teen suicide prevention, and she provided further training sessions to teen services staff on the YALSA Transforming Teen Services curriculum, covered the topics of Connected Learning, Computational partners, alongside NASA @ My Library programs and activities. y and OER nal development. the chance to explore ulum created for the Biztown was unopened important opportunities ones of Science - clusive Library Services "Youth" and Safe Data | for the Maryland State brary staff. The Childhood Advisory nt Coalition, the d's summer reading Mental Health, Family ces coordinators to hich enhanced youth i: Transforming Teen ilitation. - Maryland iliation - Maryland services and programs ment to Veterans in planning trainings for library staff regarding veterans mental health and suicide prevention - Mid-Atlantic Equity Consortium - served on their Advisory Council to help bring awareness of the importance of developmental play to families, including through library programming, and was a member of the CAFETEA sub-committee (Technology, Equity & Access) which created a technology and media literacy basics parental guide. The Youth Services Coordinator (YSC) coordinated Maryland Public Libraries' statewide, annual summer reading program as a member of the Collaborative Summer Library Program consortium (CSLP), individualized by county. The primary purpose of the program is to ensure that all Maryland students discover and participate in reading and other enriching activities that are engaging for youth and families during the summer months when school is not in session and schedules allow for varied exploration of interests. In the summer of 2021, libraries followed the CSLP theme, "Tails & Tales" as they created their various reading and learning programs. Statewide partnerships were still on pause, due to the pandemic, but community partnerships throughout the state support programs at the local level. In the early months of 2022, while planning for





# Budget Narratives

- Differentiate what is paid for with LSTA and Matching funds
- Provide position titles and FTEs
- Avoid generic terms like, “other” or “miscellaneous”
- “Other Operational Expenses” means indirect costs for sub-awardees





# Activity Abstract

- Character limit is important
- Should be distinct from larger project abstract
- Refrain from listing outcomes; that's for later
- When choosing an “other” Activity Format, a brief description is encouraged

**Activity:** Instruction

**Mode:** Program

**Format:** Other

**Other mode/format:**

Eleven library staff members from around Alaska were able to travel and participate in a variety of library training opportunities.





# Quantities/Metrics

- Quantity info in activities contribute to the larger story of your SPR projects
- Can help articulate statewide reach of training programs, express the value of large-scale acquisitions, and more
- Pair quantity information with narrative elements to provide a complete picture





# Additional Materials

- Consider this as part of the larger project narrative
- Refer to additional materials within the other narrative sections of the SPR as needed
- **Note!** Additional Materials do not appear in the Public View





# Outcomes

- Project outcomes are required!
  - Don't just leave it blank; even if there's not much to add here, please indicate as such
- Ideas for possible outcomes:
  - Cost savings
  - Changes in logistics
  - Quotes from users
  - Anecdotal stories
- For ongoing projects: opportunity to add year-specific reflections/observations





# Financials





# Interim Financial Reports

- Annual Reporting is required by law
- You are reporting on FY2025 allotment
- Due December 30th
- Covers October 1, 2024 - September 30, 2025: the first year of the award period
- Use exact figures
- Must be certified by the Authorized Certifying Official





# Final Financial Status Report (FSR)

- FSR data should be entered for the two-year award period.
- The FSR corresponds to entered projects, which populate most of FSR data.
- We recommend you look at this last, as it automatically captures all of the project budget information





# Financial Status Report (FSR)

## The White Fields must be completed:

- Enter Maintenance of Effort (MOE)
- Enter all other recipient outlays not previously reported (if applicable – typically \$0).
- Enter total unliquidated obligations (Should be \$0)
- Enter IMLS-approved date unliquidated obligations are expected to clear (if applicable, typically \$0).

The grey fields are system-generated from other parts of the report and cannot be edited:

- Minimum MOE Required
- MATCH-State Funds expended specifically on the Five-Year-Plan (auto-populated from projects)
- MATCH-Other funds expended specifically on the Five Year-Plan (auto-populated from projects)
- Total Match (system calculated; must be at least \$.01 to successfully validate report)
- Minimum Match Required (system calculated)
- Unobligated balance of Federal funds (these funds to be deobligated) (system calculated)
- Federal share of net outlays (system calculated)
- LSTA Administrative Costs:

Allowed: This figure represents 4% of the federal allotment (system calculated)

Actual: Auto-populated from the Administrative Project.

Difference: The system-calculated difference between the allowed 4% and what the State Library spent to administer this grant program.

Total SLAA funds expended to meet the purposes of LSTA, including the Five-Year-Plan (MOE) ⓘ *	\$	0.00
Minimum MOE Required	\$	0.00

MATCH-State funds expended specifically on the Five-Year Plan	\$	7100.00
MATCH-Other funds expended specifically on the Five-Year Plan ⓘ	\$	1600.00
Total Match	\$	8,700.00
Minimum Match Required ⓘ	\$	0.00
All other recipient outlays not previously reported	\$	0.00

Total unliquidated obligations (expected to clear by Dec. 30 or later IMLS-approved date)	\$	0.00
Unobligated balance of Federal funds (these funds to be deobligated) ⓘ	\$	-56,830.00
Federal share of net outlays ⓘ	\$	56,830.00

LSTA Administrative Costs		
Allowed	Actual	Difference
\$ 0.00	\$ 30,000.00	\$ 0.00

IMLS-approved date unliquidated obligations are expected to clear	01/01/0001
---	------------





# Project Status for Admin/FSR

- You still have to open the Administrative Project separately in order to change its status
- We recommend opening and saving the Financial Status Report at the very end of your reporting process to reflect the final information in the projects

The screenshot shows a web application interface. On the left is a sidebar with a menu. The 'Home' button is at the top, and the 'Projects' button is selected and highlighted. Under 'Projects', there is a list of links: 'List Projects', 'Add Project', 'Batch Upload Projects', 'Administrative Project', 'Financial Status Report', and 'Certify Reports'. The 'Administrative Project' and 'Financial Status Report' links are grouped together and enclosed in a red rectangular box. The main content area on the right is titled 'List Projects'. Below the title is a label 'Select a fiscal year:' followed by a dropdown menu showing '2019'. Below this are five orange buttons arranged in two rows. The top row contains 'View Admin Project', 'View Final Financial Status Report', and 'Batch Upload Projects'. The bottom row contains 'Print All Projects' and 'Add Project'. A red rectangular box highlights the 'View Admin Project' and 'View Final Financial Status Report' buttons.

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports

List Projects

Select a fiscal year: 2019

View Admin Project View Final Financial Status Report Batch Upload Projects

Print All Projects Add Project





# Technical Tips





# Logging In: <https://imls-spr.imls.gov/Login>

## Ways to Prevent Data Loss:

- Chrome and Firefox are recommended browsers
- Don't open two browser windows or tabs for the SPR at the same time
- Multiple users should not work on editing an SPR project at the same time



## Grants To States Program Report

Sign In To Continue To The State Program Report

Sign In

If you have trouble signing in, contact your Program Officer.





# User Roles

User Role	Add/View/ Edit all projects	Add/View/Edit Admin Project, Financial Status Report, Interim Federal Financial Report	Certify Report	Validate Report	Add Subrecipient User Accounts
ACO	Yes	Yes	Yes		Yes
Coordinator	Yes	Yes		Yes	Yes
SLAA Project Data Entry	Yes				
Financial Manager	Yes	Yes			





# Subrecipients

Home

Projects

User Reports

Account Management

- Manage Subrecipients
- Subaward Info
- State Goals
- State Info
- Subrecipient Access**
- User Info

Help

## Subrecipient User Management

Add User

Username	First Name	Last Name	Subrecipient	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Page 1 of 0

No records to view






# Adding Projects



Grants to States Program Report -- SLAA View

Madi B  [Logout]

Home

Projects

List Projects

Add Project

Batch Upload Projects

Administrative Project

Financial Status Report

Certify Reports

User Reports

Account Management

Help

SPR Data Export

## Add a Project

Select a fiscal year: 2024 ▾

I would like to:

☒ Add a new project

☐ Continue a project from a prior fiscal year

☐ Copy a project

Add Project





# Batch Upload

Home

Projects

List Projects  
Add Project  
Batch Upload Projects  
Administrative Project  
Financial Status Report  
Certify Reports

User Reports

Account Management

Help

SPR Data Export

## Project Batch Upload

### Purpose

The Batch Upload Templates provide a method to create a stub record containing selected information about SPR projects. You may include as many projects as desired in this template, but mistakenly added projects must be deleted individually. This template does not upload all SPR fields due to the relationships between fields, but will provide a jump-start on data entry.

### How-To

Download one of the Excel Templates (below) and add the named fields for your projects. Any formatting added to the fields will not be retained when adding projects using the Batch Upload Template. Below is an explanation of each of the fields for the template:

*Title* - \*REQUIRED\* Can contain any alphanumeric characters.

*Fiscal Year* - \*REQUIRED\* Should be a four number year for the fiscal year. **Pay particular attention to this date.**

*Project Abstract* - Can contain any alphanumeric characters. Limit 30000 characters.

*State Project Code* - Can contain any alphanumeric characters.

*Start Date* - \*REQUIRED\* Should be a date (e.g. 12-31-2014)

*End Date* - \*REQUIRED\* Should be a date (e.g. 12-31-2014)

*Project Tags* - Comma separated list of project tags

*Project Budgets* - Decimal fields, each type in its own column.

If you have questions

If you have any issues or questions about how to use the Batch Upload Template, please contact IMLS at [sprhelp@imls.gov](mailto:sprhelp@imls.gov).

### Templates

[2003 Template \(.xls\)](#)

[Excel 2007+ Template \(.xlsx\)](#)

**Choose a file to upload:**

No file chosen





# Finished? Try Validating the SPR

**INSTITUTE of Museum and Library SERVICES**

Grants to States Program Report -- SLAA View

Madi B [Logout]

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports**

User Reports

Account Management

Help

## Certify Financial and Project Reports

I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Select a fiscal year: 2020 ▼

Certify Reports **Validate Reports**

IMLS Home FOIA Privacy/Terms of Use





# Possible errors

- You could receive an error message if your projects aren't completed

The screenshot shows a web application interface for the Institute of Museum and Library Services. The title is "Grants to States Program Report -- SLAA View". The user is logged in as "Madi B" with a [Logout] link. A left sidebar contains navigation links: Home, Projects, User Reports, Account Management, and Help. A large yellow box contains the following error messages in red text:

- The Final Financial Status Report either needs the SLAA to save it first or have IMLS review it; if the latter, contact your program officer.
- The administrative project either needs the SLAA to change it to "complete" or have IMLS review it; if the latter, contact your program officer.
- The following projects either need the SLAA to change them to "complete" or have IMLS review them; if the latter, contact your program officer:  
2020-ZT-82744
- The Final Financial Status Report has an Unobligated Balance less than \$0.
- The Administrative Project exceeds 4% of the LSTA award (allotment).

Below the error messages is the section "Certify Financial and Project Reports". It includes a certification statement: "I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents." Below this is a "Select a fiscal year:" dropdown menu set to "2020". To the right of the dropdown are two buttons: "Certify Reports" (grey) and "Validate Reports" (orange). The footer contains links for "IMLS Home", "FOIA", and "Privacy/Terms of Use".





# Certify the SPR

Remember: Only the Authorized Official can certify

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Reports**

## Certify Financial and Project Reports

I certify to the best of my knowledge and belief that all these reports are correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Select a fiscal year: 2015 ▼

**Certify Reports** Validate Reports





# Using SPR Data

[\*\(return to Table of Contents\)\*](#)





# Search the Report Database

- URL: <https://imls-spr.imls.gov/Public>
- Contains report data from 2014 onward from all 59 states

## IMLS Labs: Search SPR Projects

Welcome to **IMLS Labs**, a place for visitors to try new capabilities IMLS is exploring for sharing information with the public. Some of these capabilities may still have bugs in them—please help us find those issues and [send us feedback](#).

The Grants to States program is the largest source of federal funding support for library services in the U.S. Using a population based formula, funds are distributed among the State Library Administrative Agencies (SLAAs) every year and ultimately support over 1,500 projects. These include statewide initiatives and services, and SLAAs may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

The tools available here will allow you to search or browse these annual IMLS Grants to States projects. Please note that these are two-year awards that are reported after the period of performance; for example, funds distributed in Fiscal Year 2014 were not reported until the end of calendar year 2015. See the [IMLS Grants to States program overview](#) for more information.

Search All Fields

Go

Choose Fiscal Ye ▼

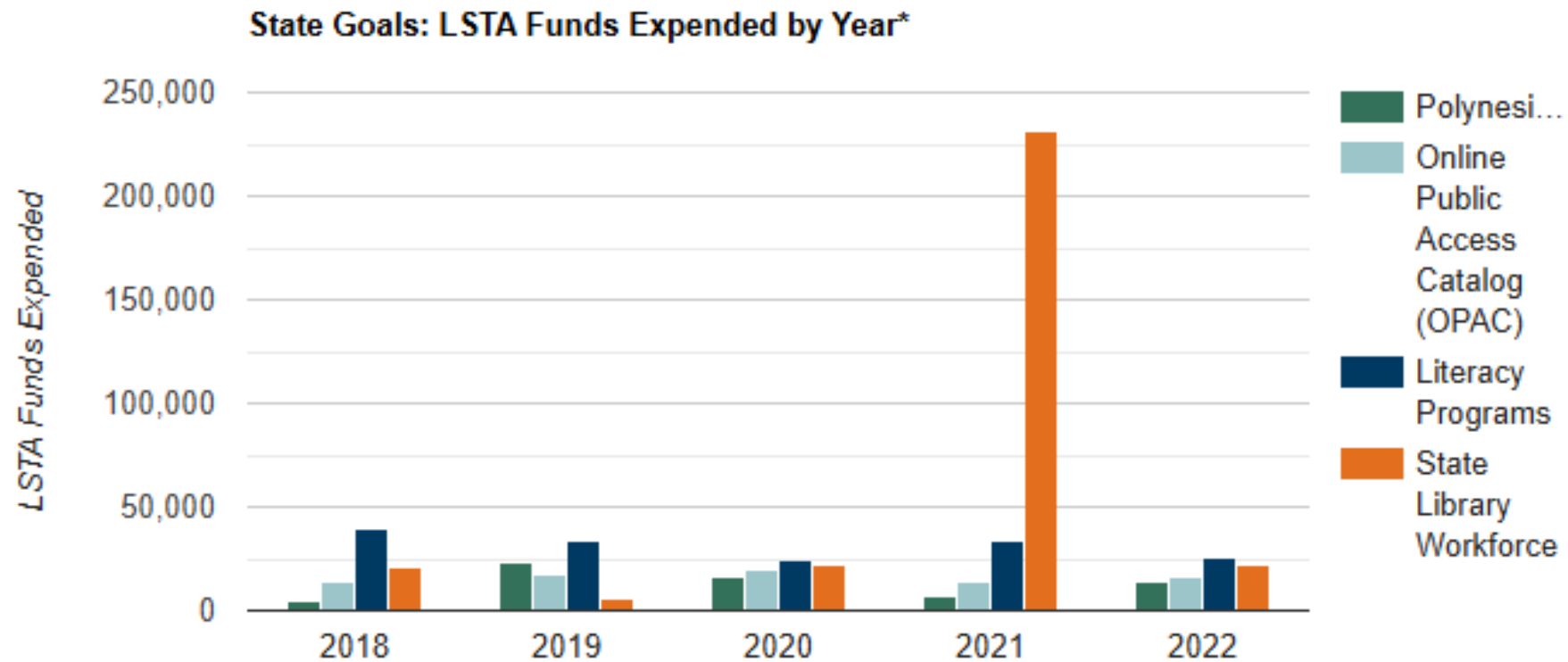
Nevada ▼







# SPR Dashboard







# Data Export



Grants to States Program Report -- IMLS View

Madi B  [Logout]

Home

Projects

User Reports

Account Management

Help

SPR Data Export

## SPR Data Export

Select Start Year, End Year and Project Status(es) from below options to generate the report. Clicking the "Generate Reports" button will start the report generation process. This may take a few minutes time to complete depending on the number of years selected and starting any other functionality in the IMLS SPR application will stop the report generation process.

Options to download files are displayed when the file generation is completed. Click "Download" to download individual file and save to local folders.

Select Start Year: 2022 ▾

Select End Year: 2024 ▾

Select Status(es):

- Draft ☐
- Completed ☐
- Certified ☐
- Approved ☒
- Returned ☐
- Accepted ☐

Generate Reports





# Resources for the SPR- Reminder

- [SPR Overview and Guide](#)
  - Gives a full picture of the State Program Report including logging in, reporting concepts, adding projects, intents, subjects, activities, outcomes, tags, financial reporting, validating and certifying the report
- [IMLS State Program Reporting Requirements](#)
  - Describes SPR framework, includes a list of all SPR questions, and defines SPR data elements
- [SPR Reporting System User Documentation – SLAA View](#)
  - Guides users through the SPR system, with screenshots and a glossary



# Questions?

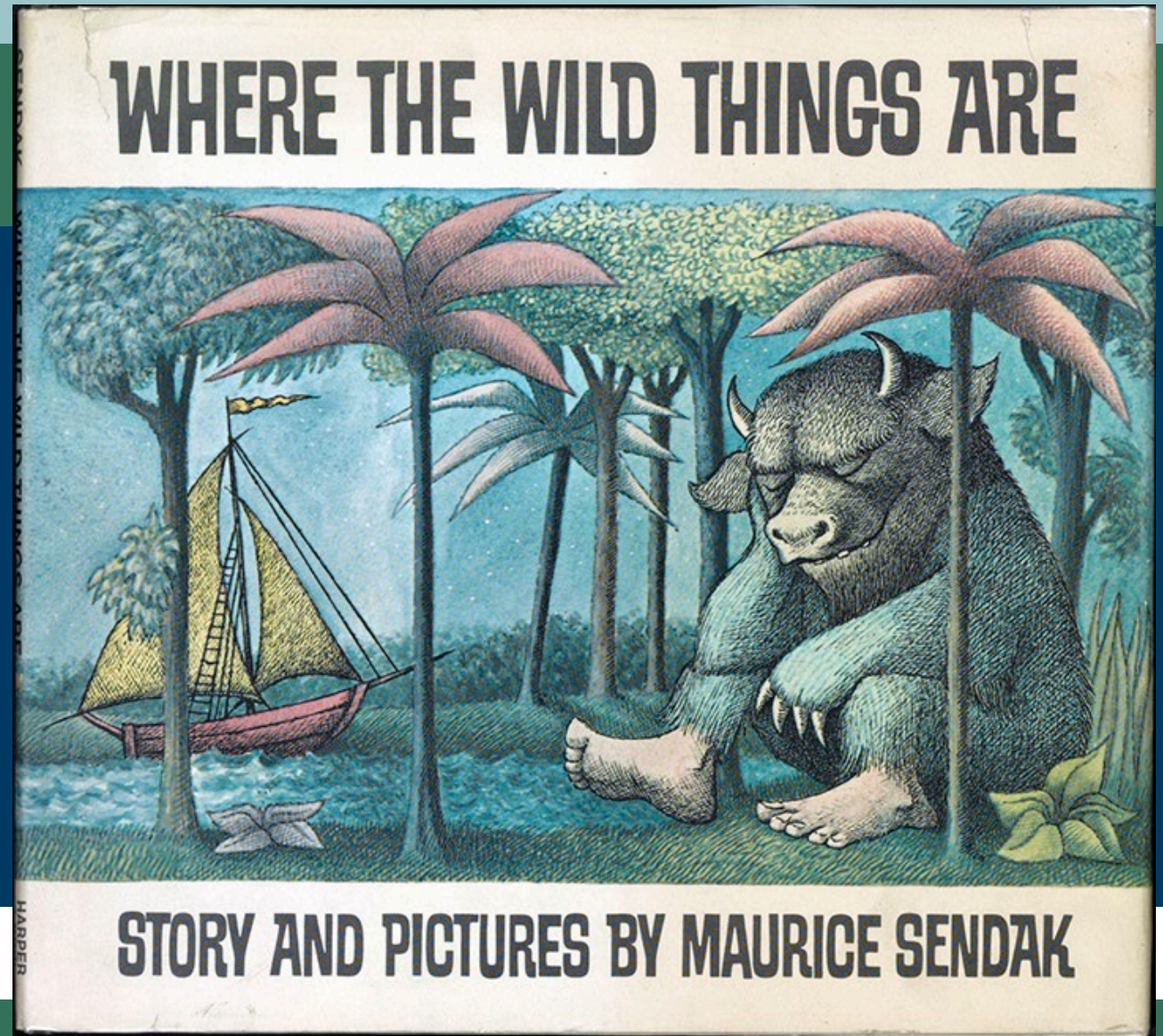


Image Source: [http://www.loc.gov/exhibits/books-that-shaped-america/1950-2000/Assets/ba0087\\_enlarge.jpg](http://www.loc.gov/exhibits/books-that-shaped-america/1950-2000/Assets/ba0087_enlarge.jpg)



# Break

2:30 – 2:45 PM (Eastern Time)