



## IMLS Final Performance Report Instructions

For Projects with Award Dates before September 30, 2015 (i.e., award number ends in -15 or lower)

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 behalf 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.)
  - **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.
  - **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.
  - **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**

Submit all reports in PDF format through your eGMS Reach account using the Forms & Reports tab. If you have attachments, you may either:

- Combine them into one PDF with your report form and submit the single PDF using the Forms & Reports tab; or
- Send attachments separately using eGMS Reach's Messages tab.

PDF file size is limited to 100MB.

IMLS does not accept emailed or faxed reports.

**IMPORTANT:** Please remember that records must be maintained for three years following the date of submission of the final expenditure report, or as otherwise required by law (see 2 CFR part 200).

**Burden Estimate and Request for Public Comments:** Send comments 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, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC 20024-2135.