INSTITUTE *of*
Museum and **Library**
SERVICES

IMLS Interim Performance Report Instructions
For Projects with Award Dates before September 30, 2015 (i.e. award numbers ending in -15 or lower)

Preparing Your Interim Report Package
Your interim 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 3-5 single-spaced pages long, use a 12-point font, and include the following:
   - **Project Title**
   - **Activities Completed during This Reporting Period:** List the high-level activities completed within the period covered by the report and compare them to the activities you set out to complete for the reporting period. Whenever possible, describe activities in both quantitative and qualitative terms. If you have not met your interim project goals, explain why, describe the steps you have taken to get the project back on schedule, and discuss the likelihood that the project will be completed by the expiration date of the grant.
   - **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.
   - **Findings or Accomplishments during This Reporting Period:** Describe significant findings and/or list major accomplishments. Provide images, screenshots, maps, floor plans, charts, tables, publications, or datasets as appropriate to illustrate your project's achievements during the reporting period.

REMINDER: IMLS understands that unavoidable changes may occur during a project. If a change occurs in key project personnel (Project Director, Principal Investigator, grant-funded staff, consultants, or Authorizing Official), or if you contemplate a substantial change in the project budget, scope, or schedule as described in the approved application, the Authorizing Official must request IMLS approval in a separate document, not in the interim report. For instructions, refer to the IMLS General Terms and Conditions for your award, available at
https://www.imls.gov/grants/manage-your-grant/grant-administration.

Submitting Your Interim Report Package
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.