IMLS Interim Performance Report Instructions

For Projects with Award Dates between October 1, 2015 and September 20, 2018
(i.e., award number ends in -16, -17, or -18)

No.	Item	Instructions
1	Federal agency and organization element to which report is submitted	Institute of Museum and Library Services has been entered for you.
2	Federal award or other identifying number assigned by federal agency	Enter the grant log number identified in the Federal Award Identification Number identified in the Official Award Notification or as instructed by IMLS.
3a	D-U-N-S® number	Enter the recipient organization's Data Universal Numbering System (D-U-N-S®) number.
3b	EIN/TIN	Enter the recipient organization's Employer or Taxpayer Identification Number (EIN or TIN) assigned by the Internal Revenue Service.
4	Recipient organization	Enter the legal name and complete mailing address of the recipient organization, including ZIP+4/postal code.
5	Recipient identifying or account number	Enter an account number or any other identifying number assigned by the recipient to the award. This number is for the recipient's use only and is not required by IMLS.
6a	Award period of performance start date (MM/DD/YYYY)	Indicate the start date established in the Official Award Notification; this date is the beginning of the period when the non-Federal entity may incur new obligations to carry out the authorized work.
6b	Award period of performance end date (MM/DD/YYYY)	Indicate the end date established in the Official Award Notification; this date is the end of the period during which the non-Federal entity may incur new obligations to carry out the authorized work.
7	Reporting period end date	Enter the end date of the current reporting period.
8	Project URLs, if any	List the URLs of any web-based content created as part of the award-funded project.
9	Report frequency	Mark the appropriate box.
10	Other attachments	Mark the appropriate box. Contact the appropriate IMLS program office to receive instructions for transmitting additional attachments.
11a	Name and title of Project Director	Enter the name and title of the current approved Project Director. IMPORTANT: If the person in this role has changed since the time the Official Award Notification was issued and you have not secured approval from IMLS, contact your Program Officer before completing this form.
11b	Telephone	Enter the telephone number (area code, number, extension) of the current approved Project Director.
11c	Email address	Enter the email address of the current approved Project Director.
12	Certification	N/A
13a	Signature of Authorized Certifying Official	Provide the signature of the current approved Authorized Certifying Official.
13b	Date report submitted (MM/DD/YYYY)	Enter the date on which this interim performance report is being submitted to IMLS.
13c	Name and title of Authorized Certifying Official	Enter the name and title of the current approved Authorized Certifying Official. IMPORTANT: If the person in this role has changed since the time the Official Award Notification was issued and you have not secured approval from IMLS, contact your Program Officer before completing this form.

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13d	Telephone	Enter the telephone number (area code, number, extension) of the current approved Authorized Certifying Official.
13e	Email address	Enter the email address of the current approved Authorized Certifying Official.
14	Recipient Organization	Enter the legal name of the recipient organization.
15	Project Title	Enter the brief descriptive title provided on your application's SF-424S form.
16	Project Summary	Provide a brief overview (no more than 300 words) describing the need, problem, or challenge addressed by your project; who or what is benefitting from it; your project design, referencing partners involved in your work; your intended results; the extent to which you are achieving your intended results; and how you are measuring your success.
17	Activities	In the first column, list the activities proposed in your application's work plan, and in the second column, list the activities completed during this reporting period. In the third column, explain any variance, such as activities not completed as originally planned, new activities not in the original plan, and significant deviations in your schedule of completion.
18	Changes	In the first column, list any changes in your project by type: key personnel (including consultants and contractors); project budget allocations; grant period end date; and/or project approach. In the second column, briefly describe what changed, and in the third column, provide the date on which IMLS approved the change, if applicable.
19	Lessons Learned	Describe observations, insights, and new understandings acquired during this reporting period, focusing on information that could be of use to others doing similar work.
	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).

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