# Getting started with Blackboard

- Configure Audio Setup Wizard:



- Or dial in:  1-888-272-8702; code 2053175#

As you arrive, please configure Audio Setup Wizard

**September 21, 2016**

# Measuring Success:
## SPR Refresher – Using the System

# Overview

- Welcome & Introduction

- Review of system

  - Logging In / User Accounts

  - System Basics

  - Financial Reports

  - Adding Projects

  - Certifying Reports

- Reminders

# Logging In

## http://imls-spr.imls.gov/

Recommended Browsers:

Chrome

Firefox (Mozilla)

Note: *IE 11 has been tested with the system and will function, but there are known issues with earlier versions of IE.*

# Logging In



**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.

# Logging In

**INSTITUTE of Museum and Library SERVICES**

## Grants To States Program Report

Welcome to the online reporting system for IMLS' State Grant Program. Before entering your data and descriptions, please take a moment to review this information about security and privacy. After reading the information, click the "I Accept" button to demonstrate that you understand and agree to the conditions below and are ready to enter the system.

**Security and Accuracy of Information:** You are entering an Official United State Government System, which may be used only for authorized purposes. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and /or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030. Federal law provides criminal penalties of up to $10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the United States Government. 18 U.S.C. Section 1001.

**Privacy:** Except as otherwise indicated, the information you submit through the online reporting system may be made publicly available through a public IMLS website. Information submitted to IMLS through the online reporting system may also be subject to disclosure as required by law under the Freedom of Information Act or other statutory provisions. For more information about privacy, please see our Privacy Policy.

**I Accept**

**Agency Location**
955 L'Enfant Plaza North, SW,
Suite 4000
Washington, D.C. 20024-2135

**Contact Us**
Phone: 202-653-IMLS (4657)
imlsinfo@imls.gov
Contact Us Form

**Library Grants**
Phone: 202-653-4700

**Museum Grants**
Phone: 202-653-4789

**Communications and Government Affairs**
imlsnews@imls.gov

**Webmaster**
webmaster@imls.gov

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# Logging In



**State Library Dashboard**

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

Home

Projects

User Reports

Account Management

Help

Select a fiscal year: 2015

You do not have any alerts.

Fiscal Year: **2015**
Projects Entered: **5**
Projects in Draft Status: **5**
Projects marked as Completed: **0**
Projects Certified: **0**
Projects Approved: **0**
Projects Accepted: **0**
Administrative Project Status: **Draft**
Final Financial Status Report Status: **Draft**
LSTA Award (i.e., Allotment): **$100,000.00**
LSTA Funds Expended: **$0.00**
Match Funds Expended: **$0.00**

There are no announcements.

# User Accounts

- 2 Types of User Accounts
  - IMLS administered
  - SLAA administered

# User Accounts: IMLS-administered

3 user roles:

- Authorized Certifying Official (ACO)*
- LSTA Coordinator
- Financial Manager (optional)

*Typically the Chief Officer, but in states where the Chief Officer is not the ACO, the Chief will be assigned a coordinator-role account.

# User Accounts: IMLS-administered

## Permissions

| User Account Type | Add/View/Edit <u>All</u> Projects and FSR | Certify Report | Validate Report | Add Subrecipient User Accounts |
|---|---|---|---|---|
| **ACO** | √ | √ | | √ |
| **Coordinator** | √ | | √ | √ |
| **Financial Manager** | √ | | | |

# User Accounts: IMLS-administered

- Added upon request to your program officer:
  - Financial Manager (based on Info Update)
  - 1 additional 'Coordinator'
- Lost/Forgotten Password: contact program officer or e-mail sprhelp@imls.gov

# User Accounts: SLAA-administered

- Optional = Subrecipient (SLAA or other entity)

- Added by Coordinator / ACO

- Subrecipient User may only view/add/edit projects for a single assigned entity

- Lost/Forgotten Password: managed by Coordinator / ACO

# User Accounts: SLAA-administered

# User Accounts: SLAA-administered

## Add User

### General Information

Email (Username): *

Title:

First Name:

Last Name:

Phone: ⓘ

Fax:

Address1:

Address2:

Address3:

City:

State: ZT

Zip:

Zip:

## Password *

New Password:

Repeat New Password:

## User Assigned Subrecipient

Subrecipient: *

-- Select A Subrecipient --

Cancel    Save User

*Questions?*

# *System Basics*

# System Basics

Recommended first steps:

- User Info

- State Goals

- State Info

- Subaward Info

# User Info

## User Information

### General Information

First Name: Z

Last Name: Test

Title: Test Coordinator

Email: zt-coordinator@imls.gov

Phone: ℹ

Fax:

Address1:

Address2:

Address3:

City:

State: * ZT

Zip:

---

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Manage Subrecipients
Subaward Info
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State Info
Subrecipient Access
User Info

Help

Address3:

City:

State: *   ZT ▼

Zip:

## Change Password

Current Password:

New Password:

Repeat New Password:

**Update Information**

# State Goals

# State Goals

# State Info

State Information

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State Info
Subrecipient Access
User Info

Help

## Agency Information

Name of SLAA *

Address *

City *

State          ZT

Zip *

DUNS

EIN

Parent Organization *

## Chief Officer

Name *

Title *

Phone ⓘ *

Fax *

Email *

# State Info

## Authorized Certifying Official

**Is the Chief Officer also the Authorized State Agency Official? (if No, please fill out the fields below)**

Yes ⦿

No ○

Name * [                    ]

Title * [                    ]

Address * [                    ]

City * [                    ]

State * [ ZT ⌄ ]

Zip * [                    ]

Phone ⓘ * [                    ]

Email * [                    ]

# State Info

## LSTA Coordinator

Name *

Title *

Phone ℹ *

Email *

## Library Development

Name

Title

Phone ℹ

Email

## Fiscal Officer

Name

Title

Phone ℹ

Email

Update  Cancel

# Subaward Info

**New Label!**

## State Library Dashboard

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Subaward Info
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State Info
Subrecipient Access
User Info

Help

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

Select a fiscal year: 2015 ▾

You do not have any alerts.

Fiscal Year: **2015**
Projects Entered: **3**
Projects in Draft Status: **0**
Projects marked as Completed: **0**
Projects Certified: **3**
Projects Approved: **0**
Projects Accepted: **0**
Administrative Project Status: **Certified**
Final Financial Status Report Status: **Certified**
LSTA Award (i.e., Allotment): **$100,000.00**
LSTA Funds Expended: **$20,000.00**
Match Funds Expended: **$5,000.00**

There are no announcements.

IMLS Home   FOIA   Privacy/Terms of Use

# Subaward Info

## Subaward Information

Select a fiscal year: 2015 ▼

| State | ZT |
|---|---|
| Number of subaward applications | 0 |
| Number of subawards funded | 0 |
| Number of applicants | 0 |
| Number of applicants receiving subawards | 0 |
| Total amount of subaward funds requested | 0 |
| Total amount of subaward funds awarded | 0 |

Save    Cancel

# *Questions?*

# *Financial Reports*

# Financial Reports

## State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

**Home**

**Projects**

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

**User Reports**

**Account Management**

**Help**

Select a fiscal year: 2015 ▾

You do not have any alerts.

There are no announcements.

Fiscal Year: **2015**
Projects Entered: **5**
Projects in Draft Status: **5**
Projects marked as Completed: **0**
Projects Certified: **0**
Projects Approved: **0**
Projects Accepted: **0**
Administrative Project Status: **Draft**
Final Financial Status Report Status: **Draft**
LSTA Award (i.e., Allotment): **$100,000.00**
LSTA Funds Expended: **$0.00**
Match Funds Expended: **$0.00**

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# **Financial Reports**

## Financial Status Report

I'd like to work with the:

[Interim (FFR)] [Final (FSR)]

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**Projects**

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

**User Reports**

**Account Management**

**Help**

IMLS Home    FOIA    Privacy/Terms of Use

# Final Financial Status Report

## Final Financial Status Report

Select a fiscal year: 2015

Select Version: 1

Save    Cancel    Print

### General Information

Federal Grant or Other Identifying Number Assigned By Federal Agency *

Total Federal Funds Authorized for This Funding Period       $ 100000.00

Recipient Account Number or Identifying Number

### Report Basis *

Cash        ○

Accrual     ○

# Final Financial Status Report

| | | |
|---|---|---|
| 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 | $ | 0.00 |
| MATCH-Other funds expended specifically on the Five-Year Plan ⓘ | $ | 0.00 |
| Total Match | $ | 0.00 |
| 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) ⓘ | $ | 0.00 |
| Federal share of net outlays ⓘ | $ | 0.00 |

## LSTA Administrative Costs

| Allowed | Actual | Difference |
|---|---|---|
| $ 0.00 | $ 0.00 | $ 0.00 |

# Final Financial Status Report

IMLS-approved date unliquidated obligations are expected to clear

01/01/0001

Name of Authorized Certifying Official

Title of Authorized Certifying Official

Signature of Authorized Certifying Official

Phone Number of Authorized Certifying Official

Email of Authorized Certifying Official

Report Status

Draft

Date Report Certified

01/01/0001

Agency DUNS

Agency EIN

Agency Name

Save    Cancel

# Interim Federal Financial Report

## Interim Federal Financial Report

Select a fiscal year: 2016 ▾    Select Version: 1 ▾

[ Save ]  [ Cancel ]  [ Print ]  [ Certify ]

Red asterisks denote fields that will be checked upon Certify.

| | |
|---|---|
| Federal Agency and Organizational Element to Which Report is Submitted | Institute of Museum and Library Services |
| Federal Grant or Other Identifying Number Assigned by Federal Agency * | |
| Recipient Organization (Name and complete address including Zip code) | Ztest 123 Main z, ZT 99999 |
| DUNS Number | 00 |
| EIN | 00 |
| Recipient Account Number or Identifying Number | |

### Report Type *
Quaterly ○
Semi-Annual ○
Annual ○
Final ○

### Basis of Accounting *
Cash ○
Accrual ○

# Interim Federal Financial Report

**Transactions**

**Federal Cash**

| | | |
|---|---|---|
| Cash Receipts * | $ | 0.00 |
| Cash Disbursements * | $ | 0.00 |
| Cash on Hand | $ | 0.00 |

**Federal Expenditures and Unobligated Balance**

| | | |
|---|---|---|
| Total Federal funds authorized * | $ | 100000.00 |
| Federal share of expenditures * | $ | 0.00 |
| Federal share of unliquidated obligations * | $ | 0.00 |
| Total Federal share | $ | 0.00 |
| Unobligated balance of Federal funds | $ | 100000.00 |

**Recipient Share**

| | | |
|---|---|---|
| Total recipient share required * | $ | 51515.1515151515151515151 |
| Recipient share of expenditures * | $ | 0.00 |
| Remaining recipient share to be provided | $ | 51515.15 |

**Program Income**

| | | |
|---|---|---|
| Total Federal program income earned * | $ | 0.00 |
| Program income expended in accordance with the deduction alternative * | $ | 0.00 |
| Program income expended in accordance with the addition alternative * | $ | 0.00 |
| Unexpended program income * | $ | 0.00 |

# Interim Federal Financial Report

## Indirect Expense(s)

| Type | Rate | Period |
|------|------|--------|
| 0 | 0 | From: 10/01/2015 |
| | | To: 09/30/2017 |

| Base | Amount Charged | Federal Share |
|------|----------------|---------------|
| $ 0.00 | $ 0.00 | $ 0.00 |

| Type | Rate | Period From-To |
|------|------|----------------|
| 0 | 0 | From: 10/01/2015 |
| | | To: 09/30/2017 |

| Base | Amount Charged | Federal Share |
|------|----------------|---------------|
| $ 0.00 | $ 0.00 | $ 0.00 |

| Base Total | Amount Charged Total | Federal Share Total |
|------------|----------------------|---------------------|
| $ 0.00 | $ 0.00 | $ 0.00 |

# Interim Federal Financial Report

Remarks [                    ]

## Certification

Name of Authorized Certifying Official [          ]

Title of Authorized Certifying Official [          ]

Signature of Authorized Certifying Official [          ]

Phone Number of Authorized Certifying Official [          ]

Email of Authorized Certifying Official [          ]

Report Status [ Draft ]

Date Report Certified [          ]

## Comments (for SLAA review)

[                    ]

[ Save ]  [ Cancel ]

*Questions?*

# *Working with Projects*

# List Projects

**New Feature!**

## Navigation Menu
- Home
- Projects
  - List Projects
  - Add Project
  - Batch Upload Projects
  - Administrative Project
  - Financial Status Report
  - Certify Reports
- User Reports
- Account Management
- Help

## List Projects

Select a fiscal year: 2015

[View Admin Project] [View Final Financial Status Report] [Batch Upload Projects]

[Print All Projects] [Add Project]

| Status | System Code | State Code | Title | Grantee | LSTA |
|---|---|---|---|---|---|
| x | x | x | x | x | x |

# List Projects

# List Projects

## List Projects

Select a fiscal year: [ 2015 ▼ ]

[ View Admin Project ]  [ View Final Financial Status Report ]  [ Batch Upload Projects ]

[ Print All Projects ]  [ Add Project ]

| Status | System Code | State Code | Title ⇕ | Grantee | LSTA |
|--------|-------------|------------|---------|---------|------|

# Adding Projects

# Adding Projects

## Add a Project

Select a fiscal year: [2015 ▼]

I would like to:

- ⦿ Add a new project
- ◯ Continue a project from a prior fiscal year
- ◯ Copy a project

[Add Project]

**Navigation menu:**

- Home
- Projects
  - List Projects
  - Add Project
  - Batch Upload Projects
  - Administrative Project
  - Financial Status Report
  - Certify Reports
- User Reports
- Account Management
- Help

IMLS Home   FOIA   Privacy/Terms of Use

# **Adding Projects**

## Add a Project

Select a fiscal year:  2015 ▾

I would like to:

- ○ Add a new project
- ◉ Continue a project from a prior fiscal year
- ○ Copy a project

Select a fiscal year:

| 2014 | ▾ |

Select A Project:

| -- Select A Project -- | ▾ |

**Add Project**

# Adding Projects

Add a Project

Select a fiscal year: 2015 ▼

I would like to:

- ○ Add a new project
- ○ Continue a project from a prior fiscal year
- ● Copy a project

Select a fiscal year:

| 2014 | ▼ |

Select A Project:

| -- Select A Project -- | ▼ |

**Add Project**

# Adding Projects: Batch Upload

Home

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- Administrative Project
- Financial Status Report
- Certify Projects

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Account Management

Help

## 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.

*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.

# Adding Projects: Batch Upload

Templates
2003 Template (.xls)

Excel 2007+ Template (.xlsx)

**Choose a file to upload:**

Browse...   No file selected.

IMLS Home   FOIA   Privacy/Terms of Use

# Adding Projects: Batch Upload

| FILE | HOME | INSERT | PAGE LAYOUT | FORMULAS | DATA | REVIEW | VIEW | ACROBAT |

A2 $fx$

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | **ProjectTitle** | **FiscalYear** | ProjectAbstract | StateProjectCode | StartDate | EndDate | Tags | Salaries-LSTA |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |

# Adding Projects: Batch Upload

Templates
2003 Template (.xls)

Excel 2007+ Template (.xlsx)

**Choose a file to upload:**

Browse... | No file selected.

IMLS Home    FOIA    Privacy/Terms of Use

# Adding Projects: Batch Upload

File imported successfully!

# Adding / Editing Projects

New Features!

## Add a Project

Cancel    Save and Continue    Save Project

**Table of Contents**

General Information
Project Director
Grantee
Additional Materials
Budget Information
Intent
Activities
Project Outcomes
Exemplary
Project Tags

## Edit A Project

Save    Save and Continue    Cancel

**Table of Contents**

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Project Outcomes
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Project Tags
Project Status

# Adding / Editing Projects

# Adding / Editing Projects

**Project Director**

Director Name:

Director Phone: ⓘ

Director Email:

Back to Top

**Grantee:** ⓘ     -- Select A Grantee --

Back to Top

**Additional Materials**

Attach File (file limit: 40MB)

Browse...     Upload

Enter URL ⓘ

Add URL

Back to Top

# Adding / Editing Projects

## Budget Information

| | LSTA | MATCH-State | MATCH-Other | Total |
|---|---|---|---|---|
| **Salaries/Wages/Benefits** | 0.00 | 0.00 | 0.00 | $0.00 |
| Description | | | | |
| **Consultant Fees** | 0.00 | 0.00 | 0.00 | $0.00 |
| Description | | | | |
| **Travel** | 0.00 | 0.00 | 0.00 | $0.00 |
| Description | | | | |
| **Supplies/Materials** | 0.00 | 0.00 | 0.00 | $0.00 |
| Description | | | | |

# Adding / Editing Projects

**Equipment**

| 0.00 | 0.00 | 0.00 | $0.00 |

Description

**Services**

| 0.00 | 0.00 | 0.00 | $0.00 |

Description

**Other Operational Expenses**

| 0.00 | 0.00 | 0.00 | $0.00 |

Description

Totals:        $0.00        $0.00        $0.00        $0.00

Back to Top

# Adding / Editing Projects

Intent ⓘ

Add Intent

Back to Top

# Adding / Editing Projects

# Adding / Editing Projects

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) ☑

# Adding / Editing Projects

| | |
|---|---|
| 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) | ☐ |

# Adding / Editing Projects

Library Infrastructure & Capacity ☐
    Broadband Adoption ☐
    Buildings & Facilities ☐
    Certification ☐
    Collection Development & Management ☐
    Continuing Education and Staff Development ☐
    Disaster Preparedness ☐
    Library Skills ☐
    Programming & Event Planning ☐
    Research & Statistics ☐
    Outreach & Partnerships ☐
    Systems & Technologies ☐

Other ☐

# Adding / Editing Projects

**Activities** ⓘ

Add Activity

Back to Top

# Adding / Editing Projects

## Activity Information

Title: *

Abstract:

Intent: *    -- Select An Intent --

Cancel    Next >>

# Adding / Editing Projects

**Activity Information**

| | |
|---|---|
| Activity: * | Content ▼ |
| Mode: * | -- Select An Activity -- |
| | Instruction |
| | **Content** |
| Format: * | Planning & Evaluation |

[Cancel]    [<< Prev]    [Next >>]

# Adding / Editing Projects

**Activity Information**

Activity: *  | Content ▼

Mode: *  | Acquisition ▼

-- Select A Mode --
**Acquisition**
Creation
Preservation
Description
Lending
Other

Format: *

# Adding / Editing Projects

**Activity Information**

| Activity: * | Content ▼ |
| Mode: * | Acquisition ▼ |
| Format: * | Digital ▼ |

-- Select A Format --
**Digital**
Physical
Combined physical & digital

# Adding / Editing Projects

## Activity Information

Activity: *      | Content ▼
Mode: *          | Acquisition ▼
Format: *        | Digital ▼

## Quantity Information

| | |
|---|---|
| Number of hardware acquired | 0 |
| Number of software acquired | 0 |
| Number of licensed databases acquired | 48 |
| Number of print materials (books & government documents) acquired | 0 |
| Number of electronic materials acquired | 0 |
| Number of audio/visual units (audio discs, talking books, other recordings) acquired | 0 |

Cancel     << Prev     Next >>

# Adding / Editing Projects

*New Format!*

## Partner Information

**Please identify the area(s) in which your partner organization(s) operates.**

| | |
|---|---|
| Libraries | ☐ |
| Historical Societies or Organizations | ☐ |
| Museums | ☐ |
| Archives | ☐ |
| Cultural Heritage Organization Multi-type | ☐ |
| Preschools | ☐ |
| Schools | ☐ |
| Adult Education | ☐ |
| Human Service Organizations | ☐ |
| Other | ☐ |

**Please identify the legal type of the partner organization(s) for this project.**

| | |
|---|---|
| Federal Government | ☐ |
| State Government | ☐ |
| Local Government (excluding school districts) | ☐ |
| School District | ☐ |
| Non-Profit | ☐ |
| Private Sector | ☐ |
| Tribe/Native Hawaiian Organization | ☐ |

# Adding / Editing Projects

**Beneficiaries**

**Is the activity directed at the library workforce (includes volunteers and trustees)?** *

Yes ○

No ◉

**Is the activity for a targeted group or for the general population?** *

Targeted Group ○

General Population ◉

**Which best describes the geographic community of the targeted group?**

Urban ☐

Suburban ☐

Rural ☐

# Adding / Editing Projects

**Which best describes the geographic community of the targeted group?**

| | |
|---|---|
| Urban | ☑ |
| Suburban | ☑ |
| Rural | ☑ |

**Select one or more of the following activity target age groups.**

| | |
|---|---|
| All Ages | ☑ |
| 0-5 years | ☐ |
| 6-12 years | ☐ |
| 13-17 years | ☐ |
| 18-25 years | ☐ |
| 26-49 years | ☐ |
| 50-59 years | ☐ |
| 60-69 years | ☐ |
| 70+ years | ☐ |

Cancel    << Prev    Next >>

# Adding / Editing Projects

## Locale

**Is the activity statewide?** *

Yes ⦿

No ○

## Institution Types

| | |
|---|---|
| Public Libraries | 46 |
| Academic Libraries | 5 |
| SLAA | 1 |
| Consortia | 0 |
| Special Libraries | 0 |
| School Libraries | 78 |
| Other | 0 |

Cancel  << Prev  Next >>

# Adding / Editing Projects

# Adding / Editing Projects

New Feature!

# Adding / Editing Projects

# Adding / Editing Projects

New Feature!

# Adding / Editing Projects

# Adding / Editing Projects

## Project Outcomes

List any important findings or outcomes from your project: ⓘ

Please briefly describe importance of findings.

What methods did you use to determine your findings? Check all that apply.

| | |
|---|---|
| Survey | ☐ |
| Review of Administrative Data | ☐ |
| Interview/Focus Group | ☐ |
| Participant Observation | ☐ |
| Other | ☐ |

Based on outputs, outcomes and/or other results, explain any significant lessons learned from these findings for either the SLAA or others in the LIS field.

# Adding / Editing Projects

New Location!

# Adding / Editing Projects

## Project Status

Selecting Completed will lock fields for further editing. If further editing is required after "Completing" the project, you can reselect Draft.
This project must be set to Completed to allow for the fiscal year's Report to be Certified and submitted to IMLS.

Version: | 1

Status: | Draft

Draft ⦿
Completed ○

Back to Top

Save Project   Save and Continue   Cancel

# **Validating Reports**

Validating Reports
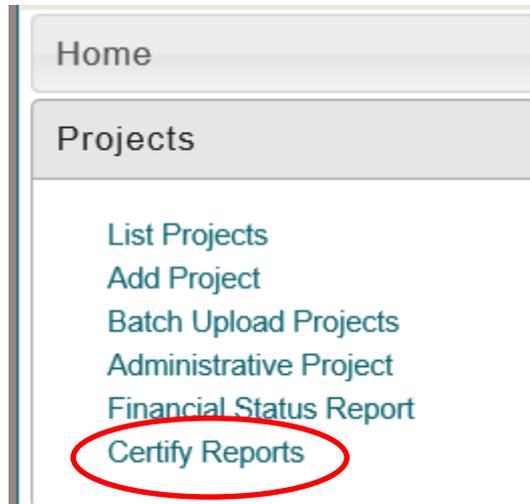


**State Library Dashboard**

The purpose of the State Program Report (SPR) is to provide a record of grant-fur information on project outcomes, and share promising practices. IMLS uses these and the Office of Management and Budget about the agency's progress on addres which focus on learning, community, and content.

You do not have any alerts.

# **Validating 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

# Validating Reports

This report successfully validates.
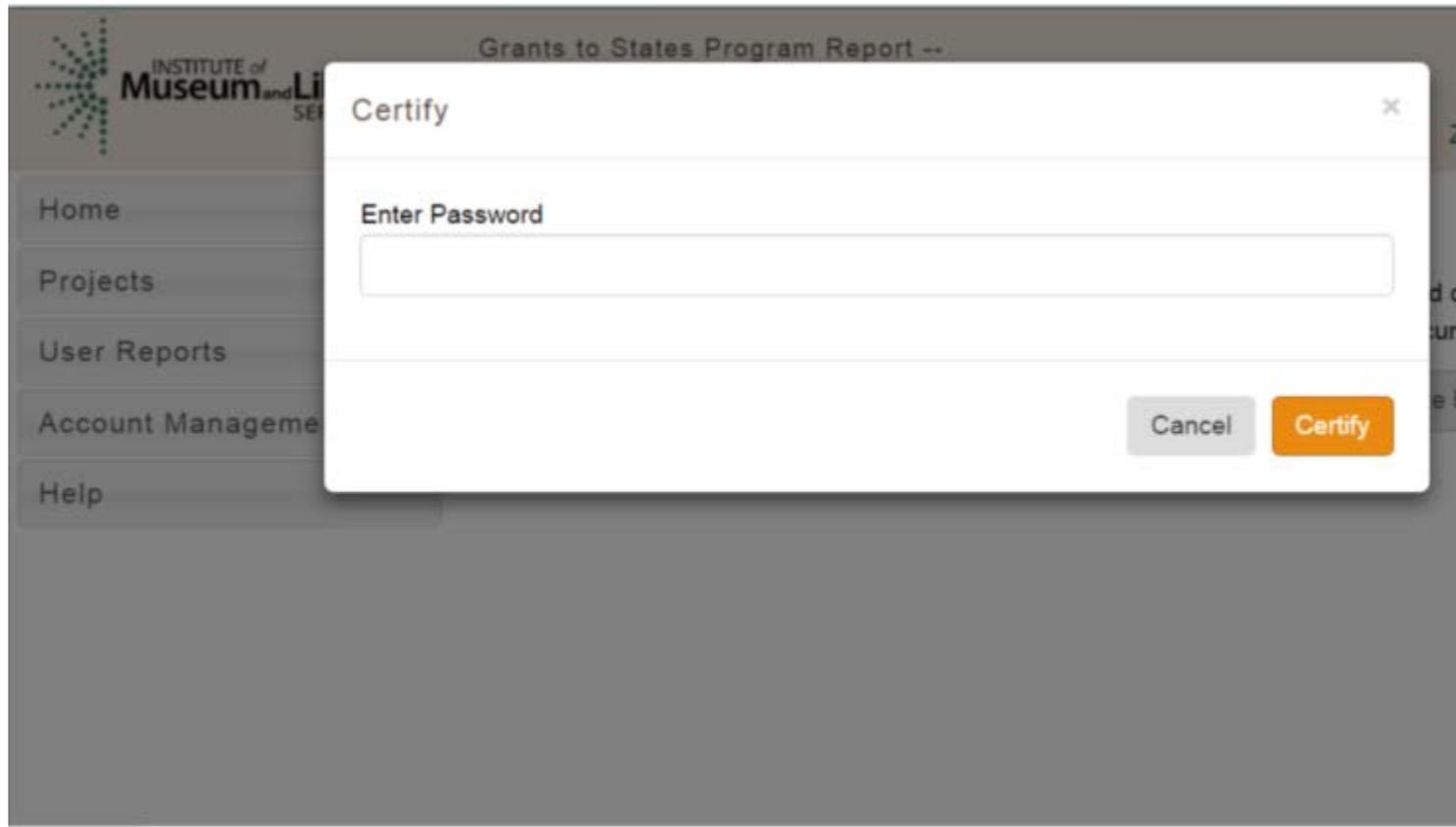
## Certify Financial and Project Reports

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.

# Certifying Reports

# Certifying 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

# Certifying Reports

# Certifying Reports

The report was successfully certified.

## 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

# Certifying Reports



## Interim Federal Financial Report

Select a fiscal year: 2016 ▾            Select Version: 1 ▾

**Save**   **Cancel**   **Print**   **Certify**

Red asterisks denote fields that will be checked upon Certify.

| | |
|---|---|
| Federal Agency and Organizational Element to Which Report is Submitted | Institute of Museum and Library Services |
| Federal Grant or Other Identifying Number Assigned by Federal Agency * | |

*Questions?*

# Reminders

- Sandbox is available for testing and training: http://imls-testspr.imls.gov

Reporting Deadlines

- FY 2015 Report (all projects and Final FSR)
  - **December 29, 2016**
- FY 2016 Interim FFR
  - **December 30, 2016**

# Reminders

**SPR Framework Webinar**

- Wednesday, October 5<sup>th</sup>,
  3:00 pm – 4:00 pm Eastern (2:00 pm – 3:00 PM Central; 1:00 – 2:00 pm Mountain; Noon – 1:00 pm Pacific; 11:00 am – Noon Alaska; 9:00 am – 10:00 am Hawaii)
- Draft Glossary will be shared before webinar

**Mentors Update**

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