

How to Submit a Report in eGMS Reach

Introduction

This document describes where to view your report schedule and how to submit a report in eGMS Reach.

Additional Help

If you have questions that are not answered within this document, please contact the eGMS Help Desk by emailing Reach-HelpDesk@imls.gov.

Submitting a Report

1. Log into eGMS Reach and navigate to the **My Awards** section of the homepage.
2. Select your award using the **My Awards** link in the left section of the homepage, or under **My Awards** in the center section of the homepage.

The screenshot shows the eGMS REACH homepage. At the top, there is a navigation bar with 'eGMS REACH' and user information including 'ebrochu', 'Messages (2)', and 'Help'. On the left, a 'My Awards' sidebar lists two awards: 'MA-19, Test Project Title ABC' and 'NLG-L-19, Training Project 123'. The 'NLG-L-19, Training Project 123' award is highlighted with a red box. Below the sidebar, there are links for managing awards and grants. The main content area features a 'Welcome to eGMS Reach' message and a 'My Awards' table. The table has columns for 'Details', 'Award Period', and 'Alerts'. Two rows are visible, each with a 'Go to Award' button and a '19' indicator. The first row is for 'Test Project Title ABC' and the second for 'Training Project 123'. The 'Alerts' column shows 'You have unread messages.' The footer contains the logo for the Institute of Museum and Library Services.

	Details	Award Period	Alerts
<input type="checkbox"/> Go to Award MA-19	Test Project Title ABC Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Project Director) Kristin McLaughlin (Authorizing Official) Test User (Authorizing Official)	7/1/2019 - 10/31/2022	<input checked="" type="checkbox"/> You have unread messages.
<input type="checkbox"/> Go to Award NLG-L-19	Training Project 123 Test Institution XYZ Betsy Blackwell (Grant Administrator) Eileen Brochu (Authorizing Official) Test User (Project Director)	6/1/2019 - 11/30/2021	

Figure 1 eGMS Reach homepage

3. Scroll to the bottom of the award information page and select the **Forms & Reports** tab.

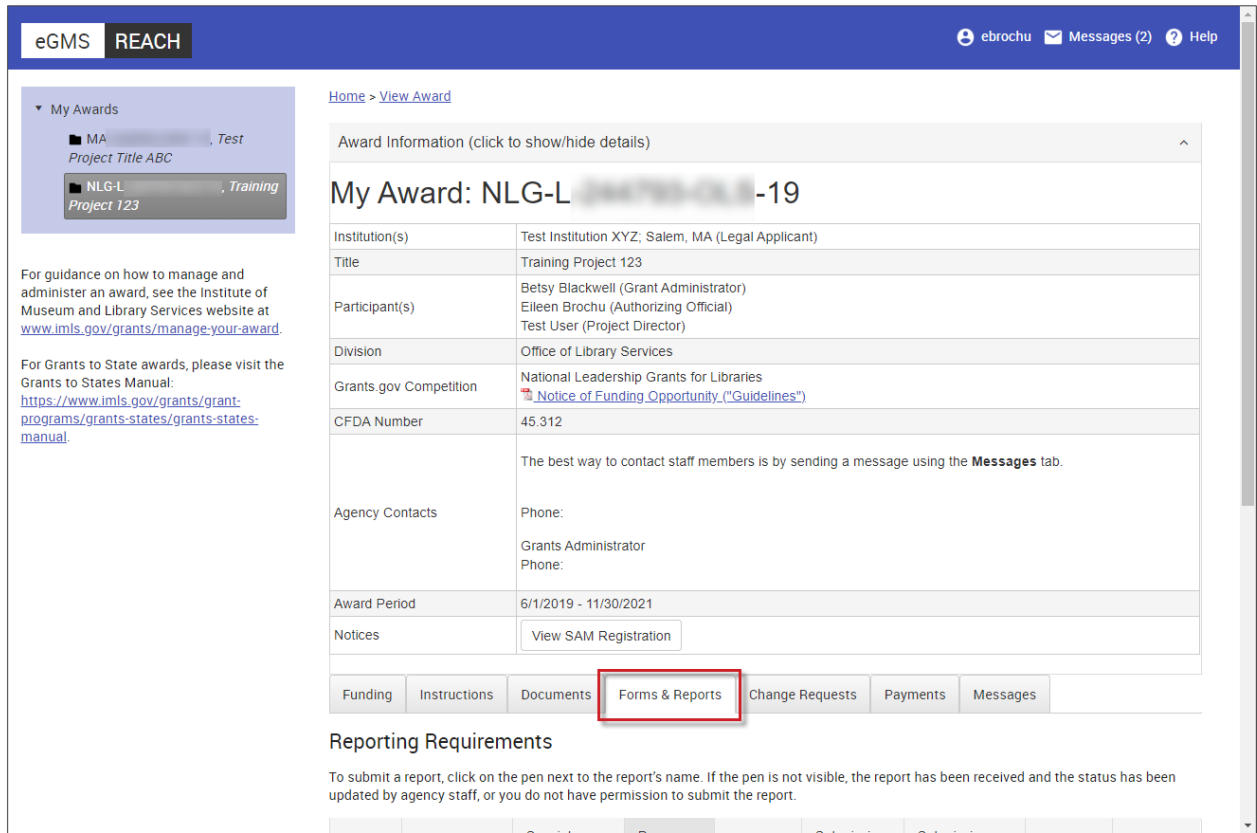


Figure 2 Reports tab on the Award viewer

4. The **Forms & Reports** tab displays the reporting requirements for this award.

Submit a Performance Report

1. To submit a performance report, click on the pen icon next to the report's name. If the pen is not visible, either the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.
2. Select a file by clicking on **Select** or dragging and dropping the file below to the "Drag and drop file here" spot. Report forms and instructions on how to complete them are available on the Grant Administration page of the IMLS website. Submit all reports in PDF format (PDF file size is limited to 100MB). If you have attachments, you may either:
 - Combine them into one PDF with your report form and submit the single PDF; or
 - Send attachments separately using eGMS Reach's **Messages** tab.

3. Then, click on **Complete Upload**.

Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Final Financial		8/31/2019					Not Submitted
	Final Performance		8/31/2019					Not Submitted

Additional Forms

Complete any forms listed below.

Actions	Required?	Campaign/Form
		No form requests.

Award Information (click to show/hide details) ▼

Final Performance

Select a file by clicking the *Select* button or dragging and dropping the file below to the "drop file here" spot. Then, click *Complete Upload*.

Accepted file formats: PDF (.pdf). Maximum file size: 100 MB.

Comments (optional)

Drag and drop file here

Figure 3 Submit a performance report

The Reporting Requirements table now indicates the Submitted status of the report as well as the Submission Date. Click on the paper icon to view or download a PDF version of the report.

Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Final Financial		8/31/2019					Not Submitted
	Final Performance		8/31/2019		9/6/2019			Submitted

Figure 4 Submitted interim performance report



Submit a Financial Report

1. To submit a financial report, click on the pen icon next to the name of the report you wish to submit.
2. Complete the fields on the Federal Financial Report form. Click on **View Instructions** for help in filling out the form.

Funding | Instructions | Documents | Forms & Reports | Change Requests | Payments | Messages

Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Final Financial		8/31/2019					Not Submitted
	Final Performance		8/31/2019					

Award Information (click to show/hide details) ▼

Federal Financial Report

[View Instructions](#)

1. Federal Agency and Organizational Element to Which Report is Submitted	Institute for Museum and Library Services
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	NLG-L-244793-OLS-19
3. Recipient Organization	Test Institution XYZ (Salem, MA) Salem, MA
4 a. DUNS Number	
4 b. EIN	
5. Recipient Account Number or Identifying Number (optional)	<input type="text"/>
6. Report Type	Final ▼
7. Basis of Accounting	Cash ▼
8. Project/Grant Period	
9. Reporting Period End Date	
10. Transactions	Cumulative
Federal Cash:	
10 a. Cash Receipts	\$ <input type="text"/>
10 b. Cash Disbursements	\$ <input type="text"/>

Figure 5 Submitting a financial report

3. After you complete the form, click on **Submit Report**.

The Reporting Requirements table now indicates the Submitted status of the report as well as the Submission Date. Click on the paper icon to view or download a PDF version of the report. Click on the pencil icon to edit the financial report. You may edit only those reports that are in Submitted status.













Funding	Instructions	Documents	Forms & Reports	Change Requests	Payments	Messages																											
<h3>Reporting Requirements</h3> <p>To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Report Type</th> <th>Special Instructions</th> <th>Due Date ▲</th> <th>Extension</th> <th>Submission Date</th> <th>Submission Comments</th> <th>Feedback</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Final Financial</td> <td></td> <td>8/31/2019</td> <td></td> <td>9/6/2019</td> <td></td> <td></td> <td>Submitted</td> </tr> <tr> <td> </td> <td>Final Performance</td> <td></td> <td>8/31/2019</td> <td></td> <td>9/6/2019</td> <td></td> <td></td> <td>Submitted</td> </tr> </tbody> </table>							Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status	 	Final Financial		8/31/2019		9/6/2019			Submitted	 	Final Performance		8/31/2019		9/6/2019			Submitted
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Figure 6 Submitted Federal Financial Report