

How to Prepare and Submit an IMLS Interim Performance Report for Discretionary Grants and Cooperative Agreements

The Reporting Schedule for your IMLS award lists the due date(s) for your Interim Performance Report(s) and is in the **Documents** tab in eGMS Reach. Here is a quick guide to preparing and submitting an interim report directly in eGMS Reach.

- Log into your [eGMS Reach](#) account.
- Under **My Awards**, click the appropriate **Go to Award** link.
- Scroll down and click the **Forms & Reports** tab link.
- Click the pencil icon next to the name of the report you wish to submit. If the pencil icon is not visible, you do not have permission to submit a report. If you believe this is an error, please contact the Program Officer assigned to your award to ask for assistance.
- A webform with fillable fields will open.
- You do not need to complete your Interim Performance Report in one sitting. You may begin your work, click **Save**, close the form, and return to it later.
- Below are the elements you will be asked to address on the Interim Performance Report Form. Note that responses are required for some, while for others, they are optional or conditionally required, depending on the specifics of your project.

Recipient identifying or account number *(optional)*

Enter an account number or any other identifying number that you may have assigned to the award. This number is for your use only and is not required by IMLS.

Activities *(required)*

In this section, we ask you to provide a status report on your project activities. In the first cell, enter a brief description of the first activity proposed in your approved application scheduled for this reporting period [1000-character limit]. If this is a second, third, or subsequent Interim Performance Report, begin with any activity that may have been scheduled for—but not completed within—a previous reporting period. In the second cell, choose **Completed**, **Partially completed**, or **Not undertaken** to describe the completion status as of the end of the period covered by this performance report. In the third, provide an explanation if you selected **Partially completed** or **Not undertaken** [2000-character limit].

Click **Save** at the end of the row and insert a new row for the next activity.

Changes *(conditionally required)*

Certain changes in your project may require prior approval from IMLS. Consult the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#) for your award, as well as [2 C.F.R. part 200 \(Uniform Guidance\)](#), for details. If there were any such changes for which you did not seek IMLS approval during this reporting period, we ask you to identify them in this section.

In the first cell, select the type of change that you are referencing. The choices for the type of change are:

- Budget Revision
- Extension to Period of Performance
- Personnel Change
- Other Change (e.g., request for a report deadline extension, work plan revision, cost-share adjustment, subrecipient change)

In the second, select the date the change became effective. In the third, explain the reason for the change. If you selected “Other Change” in the first cell, be sure to use the third cell to include a description of the change you made. Please note that listing such actions here does not constitute IMLS approval.

Click **Save** at the end of the row and insert a new row for the next change.

If there were no such changes in your project, move to the next section.

Attachments *(conditionally required)*

The Interim Performance Report Form cannot accept attachments; however, you are welcome to provide any attachments as PDF, Word, Excel, or image files up to 100MB each in size through the **Messages** tab in eGMS Reach.

To help us know to look for them there, list the attachment file name (e.g., MA-123456-OMS-21 Attachment 1) in the first cell. In the second, provide a brief description (e.g., Manual for rehousing artifacts [(Word doc)]; Conservation treatment before/after images [JPEGs]; Conference paper [Word doc]).

Click **Save** at the end of the row and insert a new row for the next attachment.

If you do not wish to submit any attachments, move to the next section.

Lessons Learned *(required)*

In this section, we ask you to describe your observations, insights, and any new understandings acquired during your project so far. Please focus on information that could be of use to others doing similar work. In addition, please describe any problems, delays, or adverse conditions that you have encountered so far and describe the action(s) you have taken to address them. Similarly, share any favorable developments that have helped you meet timelines and objectives sooner, at less cost, or produce more or different beneficial results than originally planned [4000-character limit].

- When you have completed your work, click **Submit**. You may view a PDF of your report by clicking the paper icon next to the report name in the **Forms & Reports** tab. You will be able to make edits to the report until IMLS staff change its status to **Under Review** or **Accepted**. If you wish to make a change at that stage, contact the Program Officer assigned to your award.

Thank you for completing this important component of managing your IMLS award.