



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

The Reporting Schedule for your IMLS award lists the due date for your Final Performance Report and is in the **Documents** tab in eGMS Reach. Here is a quick guide to preparing and submitting your 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 final 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 Final 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 Final 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.

Keywords, Activities, and Changes

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.

Keywords *(required)*

In this section, we ask you to choose from one to eight keywords that best characterize your project from the options that appear alphabetically in the drop-down list. IMLS may use these keywords as search terms in its compilations describing the agency's grantmaking and/or provide them as tools to help applicants, other awardees, and the public understand more about what IMLS supports. The Final Performance Report Form does not allow us to set a limit on the number of keywords that you choose, so we ask that you make sure to select no more than eight.

The keyword choices are as follows:

☐ Accessibility / Universal Design / Inclusive Design	☐ Museum Visitor Services
☐ Archives Practice / Management / Use	☐ Museum /Archives / Library Staff Professional Development / Training
☐ Artificial Intelligence / Machine Learning	☐ Open Educational Resources
☐ Broadband Access	☐ Oral History
☐ Civic Engagement	☐ Pre-K-12 Out of School / Summer Programs
☐ Civic Technology	☐ Pre-K-12 School Programs
☐ Collections Care / Conservation / Preservation	☐ Public Programs
☐ Collections Management	☐ Scholarly Communications
☐ Community Engagement	☐ School Libraries / Librarianship

☐ Community Memory / Community History ☐ Community Science ☐ Crowdsourcing ☐ Data Privacy / Security ☐ Data Science / Computational Analysis ☐ Digital Asset Management ☐ Digital Preservation / Curation ☐ Diversity, Equity, Inclusion, and Accessibility ☐ Early Learning ☐ Emergency / Disaster / Crisis Preparedness and Response ☐ Environmental Education ☐ Family Learning ☐ Fellowship / Internship / Mentorship Programs ☐ Gaming ☐ Institutional Capacity Building ☐ Language Preservation / Cultural Revitalization ☐ Literacy: Civic ☐ Literacy: Digital ☐ Literacy: Financial ☐ Literacy: Health and Wellness ☐ Literacy: Information ☐ Museum and Library Partnerships ☐ Museum Education Technology ☐ Museum Exhibitions ☐ Museum Interpretation ☐ Museum Multilingual Programs / Resources ☐ Museum Program Evaluations	☐ Services and Programs for Adults ☐ Services for Children and Families ☐ Services for College Students ☐ Services for Emerging Adults ☐ Services for English-Language Learners ☐ Services for Immigrants / Refugees ☐ Services for Incarcerated Individuals / Returning Citizens ☐ Services for Individuals who are Neurodivergent ☐ Services for Individuals with Disabilities ☐ Services for LGBTQIA+ ☐ Services for Older Adults ☐ Services for Rural Communities ☐ Services for Those below the Poverty Line or Unstably Housed ☐ Services for Tribal Communities ☐ Services for Urban Communities ☐ Services for Veterans / Active-Duty Military ☐ Services for Teens ☐ Shared Infrastructures / Open-Source Software ☐ STEM / STEAM Programming ☐ Summer Services ☐ Teacher / Educator Professional Development ☐ Web Archiving ☐ Website Creation / Enhancement ☐ Workforce Development
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Activities (required)

In this section, we ask you to provide a summary of your project activities. In the first cell, enter a brief description of the first activity proposed in your approved application [1000-character limit]. In the second, choose **Completed**, **Partially completed**, or **Not undertaken** to describe the completion status as of the end of your award's period of performance. In the third, provide an explanation if you selected **Partially completed** or **Not undertaken** [2000-character limit]. Because this is the final report for your project, be sure to include all activities for the entire project, and not simply those completed since your most recent interim report.

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 the period of performance for your award, 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, click **Save and Continue** to move to the next tab.

Project Results, Attachments, Lessons Learned, and Next Steps

Project Results *(required)*

In this section, we ask you to address the following [4000-character limit].

- (a) Describe the results or accomplishments you achieved in your project. Compare them to what you proposed in your approved application and any subsequently approved revision. Include major findings, developments, or conclusions (both positive and negative), and key outcomes or other achievements.
- (b) If you did not meet established goals, provide the reasons.
- (c) Please also include any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.
- (d) If your project generated products (e.g., research findings, publications, exhibitions, educational aids or curricula, toolkits, databases, conference papers, presentations, software, models), describe them and provide URLs where appropriate.
- (e) Finally, describe how the results of your project have been disseminated to communities of interest.

Attachments *(conditionally required)*

The Final 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, focusing on information that could be of use to others doing similar work. Describe any problems, delays, or adverse conditions that were a barrier to success in your project and describe the action(s) you took to address them. Similarly, describe any favorable developments that helped you meet timelines and objectives sooner, at less cost, or produce more or different beneficial results than originally planned [4000-character limit].

Next Steps *(required)*

In this section, we ask you to describe your plans to sustain the benefits of this project beyond this award's end date and/or to continue work in this area [4000-character limit].

Performance Measurement

Performance Measurement *(conditionally required)*

Reporting performance measures is required for all awards made by IMLS after November 12, 2020. Refer to your Official Award Notification located in the **Documents** tab of eGMS Reach to confirm whether this requirement applies to this award.

If it does, then in this section, we ask you to rate your performance as an IMLS awardee during your project. The grant program through which your award was made identified two, three, or four measures for this purpose. When determining your rating, refer to your Official Award Notification and/or the Performance Measurement Plan you submitted with your application, in which you identified what data you would collect from what source, the method you would use to collect it, and according to what schedule.

In the report form, you will be reacting to two, three, or all four of the following statements:

Effectiveness: Our project's activities contributed to achieving our intended results.

Efficiency: We used resources (e.g., funds, expertise, time) well and minimized our costs while generating maximum value for our target group(s).

Quality: The activities we carried out met the requirements and expectations of our target group(s).

Timeliness: We completed each task/activity within the projected timeframe.

In the report form, select a value from the drop-down list that best describes your performance for each of these measures. The choices are:

- 1: Never
- 2: Rarely
- 3: Sometimes
- 4: Usually
- 5: Always
- Not Applicable



If a measure was not specified in the grant program through which your award was made, select **Not Applicable**.

Then in the text box, provide a brief explanation for your ratings [2000-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.