IMLS Final Performance Report Instructions
For Projects with Award Dates between October 1, 2015 and September 30, 2020
(i.e., award number ends in -16, -17, -18, -19, or -20)

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 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 the 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 (MM/DD/YYYY)	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 final 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.
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.

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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 benefitted from it; your project design, referencing any partners involved in your work; your intended results; the extent to which you achieved your intended results; and how you measured your overall 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 over the course of the entire grant 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	**Results**	
19a	Agency-Level Goals and Performance Measure Statements	Refer to the agency-level goal (i.e. Learning, Community, or Content and Collections) selected on the Program Information Sheet submitted with your application. Check the same box here. For **Learning** and **Community** projects, refer to the Narrative submitted with your application and record the performance measure statement(s) in the first column. In the Survey Respondent column, specify from whom the survey results were obtained: program/project participants, grantee, or community partner. Then for each performance measure statement, record the number of participants, the total number of responses, the number of responses per answer option, and the number of nonresponses. You should have one line of information for each performance measure statement. For **Content and Collections** projects, proceed directly to Question 19b.
19b	Program and Project-Level Results	**For all projects,** in the first column, refer to the Narrative submitted with your application, and list the intended result(s) for the project funded under the particular program. In the second column, list the corresponding actual result(s), and in the third column, explain any variance(s) between your intended and actual project-level results. You should have one line of information for each intended result.
20	Lessons Learned	Describe observations, insights, and new understandings acquired during your project, focusing on information that could be of use to others doing similar work.
21	Next Steps	Describe your plans to sustain the benefit of this project beyond this grant's end date and/or to continue work in this area.
22	Appendices	Attach a copy of any product that resulted from grant-funded activities, including final evaluation reports and instruments; research findings, publications, and manuscripts; curriculum guides, workbooks, manuals, and other learning resources; consultant

		reports; published announcements, mailings, fliers, newspaper releases, articles, and other media coverage. Provide annotated citations and links to any publications or online resources resulting from your work for others who wish to learn more about the project or use its resources.
	Submitting Your Final 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).