

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.

Submitting a Report

Log into eGMS Reach and select an award from the **Awards** dropdown list in the top menu, or in the **Awards** section of the Home page.

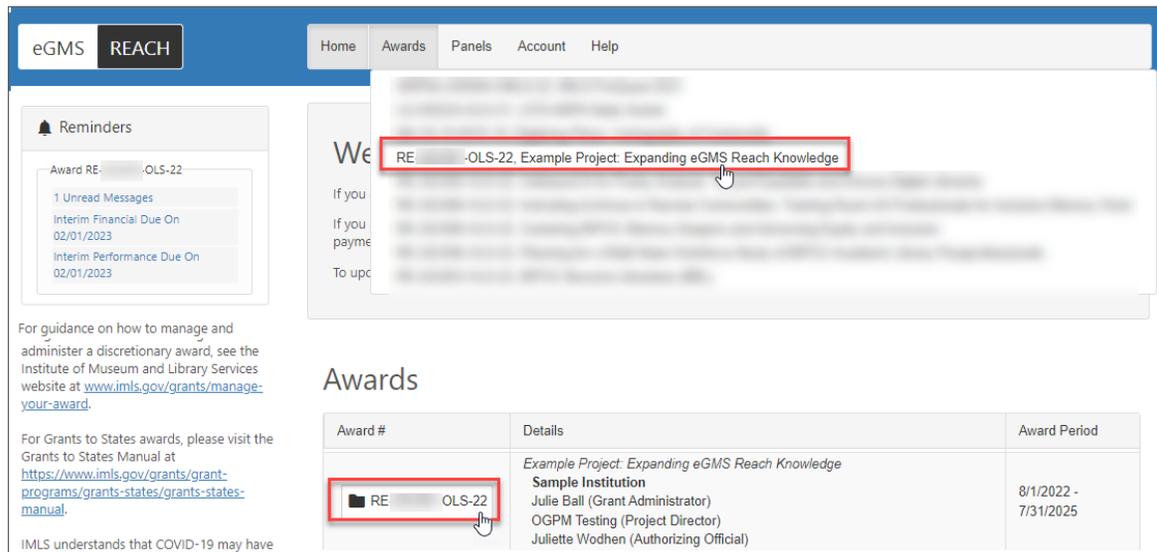


Figure 1: Selecting an award on the eGMS Reach Home page

On the Awards page, select the **Forms & Reports** tab. This tab shows the reporting requirements, due dates, and report status for the award.

The screenshot shows the eGMS REACH interface. At the top, there is a navigation bar with 'Home', 'Awards', 'Panels', 'Account', and 'Help'. Below this, the 'Award: RE-...-OLS-22' page is displayed. A 'Reminders' box on the left indicates '1 Unread Messages' for 'Interim Financial Due On 02/01/2023' and 'Interim Performance Due On 02/01/2023'. The main content area has a 'Forms and Reports' tab highlighted with a red box. Below the tabs, there is a 'Reporting Requirements' section with a table of report types and their due dates. The table has columns for Actions, Report Type, Special Instructions, Due Date, Extension, Submission Date, Submission Comments, Feedback, and Status. All reports listed are 'Not Submitted'.

Actions	Report Type	Special Instructions	Due Date	Extension	Submission Date	Submission Comments	Feedback	Status
	Interim Financial		10/31/2023					Not Submitted
	Interim Performance		10/31/2023					Not Submitted
	Interim Financial		10/31/2024					Not Submitted
	Interim Performance		10/31/2024					Not Submitted
	Final Financial		11/28/2025					Not Submitted
	Final Performance		11/28/2025					Not Submitted

Figure 2: Forms & Reports tab on the Award viewer

Submit a Performance Report

Performance reports are submitted through fillable web forms in eGMS Reach.

Reminders

Award RE- [REDACTED] -OLS-22

1 Unread Messages

Interim Financial Due On 02/01/2023

Interim Performance Due On 02/01/2023

For guidance on how to manage and administer a discretionary award, see the Institute of Museum and Library Services website at www.imls.gov/grants/manage-your-award.

For Grants to States awards, please visit the Grants to States Manual at <https://www.imls.gov/grants/grant-programs/grants-states/grants-states-manual>.

IMLS understands that COVID-19 may have impacted your IMLS-funded project as activities are postponed or canceled and access to your workspace is limited or denied. Please contact your program officer through eGMS Reach to explore options such as modifying project activities, extending the performance period, revising budgets, and rescheduling report submissions. We are committed to working with you to provide the maximum flexibility allowed by our governing authorities.

For the latest overall developments, please

Award: RE- [REDACTED] -OLS-22

Information Funding Instructions Documents **Forms and Reports** Venues Change Requests Payments

Messages Write Ups

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
	Interim Financial		10/31/2023					Not Submitted
	Interim Performance		10/31/2023					Not Submitted
Submit	Interim Financial		10/31/2024					Not Submitted
	Interim Performance		10/31/2024					Not Submitted
	Final Financial		11/28/2025					Not Submitted
	Final Performance		11/28/2025					Not Submitted

Figure 3: Accessing a report form in the Forms and Reports tab

Click the pencil icon next to the report’s name. If the pencil 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.

Interim Financial Due On 02/01/2023
Interim Performance Due On 02/01/2023

Information Funding Instructions Documents Forms and Reports Venues Change Requests Payments

Messages Write Ups

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
	Interim Financial							
	Interim Performance							
	Interim Financial							
	Interim Performance							
	Final Financial							
	Final Performance							

Interim Performance Report

OMB Control Number 3137-0100 Expiration Date: 03/31/2025

Please note that IMLS may publish interim performance reports and attachments online or otherwise share them and the information they contain with awardees, potential awardees, and the general public to further the mission of the agency and the development of museum and library services.

Certification: By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Your name will be added to the IMLS Interim Performance Report Form as the Authorized Certifying Official when you submit this report.

Burden Estimate and Request for Public Comments: The public reporting burden for this collection of information is estimated at an average of 4 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome your suggestions for improving the form and making it as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to grantsadmin@imls.gov. Please note that awardees are not required to respond to a collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

Interim Performance Report

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)
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).

Activity Proposed in Your Approved Application	Completion Status	Explanation If Partially Completed or Not Undertaken
Enter data and click Save at the end of the row to save and insert a new empty row.	Select a value	

Rich text editor: Design HTML Words: 0 Characters: 0

Save

Figure 4: Open and complete a performance report form

Complete the performance report form, following the instructions provided for each question. You may also refer to these [detailed performance report instructions](#) for additional information. Required, conditionally required, and optional fields are labeled as such.

The screenshot shows a web-based form editor. At the top, there is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, link, unlink, list, and indent. Below the toolbar is a text area with a 'Design' button and a status bar showing 'Words: 0 Characters: 0'. To the left of the text area is a dropdown menu with the text 'Select a value'. To the right is a 'Save' button. Below the text area is a paragraph of instructional text: 'ay require prior approval from IMLS. Consult the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement 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 them here. In the first column, select the type of change. In the second, select the date it became effective. In the third, explain the reason for the change" in the first cell, be sure to use the third to include a description of the change you made. Please note that listing such actions here does not'. Below this text is a table with two columns: 'Date Change Became Effective' and 'Reason for Change'. Below the table is a 'Save' button. At the bottom of the form are three buttons: 'Close', 'Save', and 'Save and Continue', with the 'Save and Continue' button highlighted in red.

Figure 6: Save and Continue button on a performance report form with multiple sections

If you would like to complete the form later, click Save to save your data. If you are finished and ready to submit the form, click Submit.

The screenshot shows a performance report form with three sections: 'Quality', 'Timeliness', and 'Performance Measures Explanation'. Each section has a dropdown menu with 'Select a value' and a text area for explanation. At the bottom of the form are four buttons: 'Close', 'Previous', 'Save', and 'Submit', with the 'Save' and 'Submit' buttons highlighted in red.

Figure 7: Save or Submit a Performance Report Form

After submitting the report, the Reporting Requirements table indicates the Submitted status of the report as well as the Submission Date. Click on the paper icon to view or download a printer-friendly version of the report. If you need to make further edits, the pencil icon will be visible and the report editable until marked as Under Review by agency staff.

Award: RE- [REDACTED] -OLS-22

Information Funding Instructions Documents Forms and Reports Venues Change Requests Payments Messages

Write Ups

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
	Interim Financial		10/31/2023					Not Submitted
	Interim Performance		10/31/2023		1/12/2023	Submitted via agency defined form		Submitted
	Interim Financial		10/31/2024					Not Submitted
	Interim							Not

Figure 8: Submitted performance report

Submit a Financial Report

To submit a financial report, click on the pencil icon next to the name of the report you wish to submit.

Complete the fields on the Federal Financial Report form. Click **View Instructions** for help in filling out the form.

The screenshot shows the eGMS REACH interface. At the top, there is a navigation bar with 'Home', 'Awards', 'Panels', 'Account', and 'Help'. Below this is a 'Reminders' section. The main content area displays 'Award: RE [REDACTED]-OLS-22' and a navigation menu with 'Information', 'Funding', 'Instructions', 'Documents', 'Forms and Reports', 'Venues', 'Change Requests', 'Payments', 'Messages', and 'Write Ups'. The 'Reporting Requirements' section explains that users should click the pen icon next to a report's name to submit it. Below this is a table with columns for 'Actions', 'Report Type', and 'Status'. The first row is highlighted, and a red box around the pencil icon in the 'Actions' column has a red arrow pointing to the 'Interim Financial' report type. To the right, the 'Federal Financial Report' form is displayed, featuring a 'View Instructions' link and various input fields for report details.

Actions	Report Type	Status
	Interim Financial	Submitted
	Interim Performance	Submitted
	Interim Financial	Submitted
	Interim Performance	Submitted
	Final Financial	Submitted
	Final Performance	Submitted

Federal Financial Report	
View Instructions	
1. Federal Agency and Organizational Element to Which Report is Submitted	Institute of Museum and Library Services
2. Federal Grant or Other Identifying Number Assigned by Federal Agency	RE-252381-OLS-22
3. Recipient Organization	Sample Institution(Washington, DC) Washington, DC
4 a. UEI	
4 b. EIN	
5. Recipient Account Number or Identifying Number (optional)	<input type="text"/>
6. Report Type	Interim
7. Basis of Accounting	Cash
8. Project/Grant Period	8/1/2022 - 7/31/2025
9. Reporting Period End Date	7/31/2023
10. Transactions	Cumulative
Federal Cash:	
10 a. Cash Receipts	\$ <input type="text"/>
10 b. Cash Disbursements	\$ <input type="text"/>
10 c. Cash on Hand (line a minus b)	\$ <input type="text"/> (calculated)

Figure 9: Submitting a financial report

After you complete the form, click on **Submit Report**. You may also click **Save** if you would like to save your work and return to complete and submit the report later.

After you submit the 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 printer-friendly version of the report. Click the pencil icon to edit the financial report. You may edit only those reports that are in Submitted status or that agency staff have indicated need revision.

The screenshot shows a navigation menu at the top with tabs: Information, Funding, Instructions, Documents, Forms and Reports, Venues, Change Requests, Payments, Messages, and Write Ups. Below the menu is the 'Reporting Requirements' section with a sub-header and a note: '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
 	Interim Financial		2/1/2023		1/12/2023			Submitted
	Interim Performance		2/1/2023					Not Submitted
	Final Financial		11/28/2024					Not Submitted
	Final Performance		11/28/2024					Not Submitted

Figure 10: Submitted Federal Financial Report

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.