

Performance Reports

Typically, you will need to submit an interim performance report after each year of your grant, and a final, cumulative performance report at the end of your grant period. Reporting requirements vary from agency to agency, from program to program, and from year to year. Always refer to the Terms and Conditions provided to you by your grant agency for specific requirements, regulations, and deadlines!

INTERIM PERFORMANCE REPORTS

Your first interim report is likely to be due 90 days after the one-year mark in your grant. Keep in mind that you're reporting on the activities from the first full year of your grant, not everything up to the date you submit the report. For example, if your grant period started September 1, your first interim report will be due no later than November 30; the reporting period would cover September 1 through August 31.

Submit your interim performance report through eGMS Reach using the Forms & Reports Tab. A detailed description of the fields in the reporting form can be found here:

<https://imls.gov/sites/default/files/2022-03/how-to-interim-performance-report.pdf> It's a good idea to draft your responses outside of eGMS first and then copy-paste them into the form, because most fields have specific character limits.

I. Activities

Use the first column to list the general categories of activities you proposed in your original application. In the second column, indicate whether that activity is 1) Completed, 2) Partially completed, or 3) Not undertaken. If the activity is partially completed or not undertaken, provide a reason for that in the third column. In an interim report, it's likely that many of the activities on your list are still partially completed or not yet undertaken, so your reason might be something like "Need to complete [activity x] before undertaking this activity," or "Planned to begin in year 2 of the grant period."

II. Changes

This is where you will document any major changes to your project. Include those changes you submitted to IMLS for approval as well as any significant changes that did not require IMLS approval. Use the drop-down menu to indicate the category of the change: 1) Budget, 2) End date (period of performance), 3) Staffing, or 4) Other. If you have not made any changes yet, leave this blank.

III. Attachments

This section is optional. You might choose to upload files with project outputs such as press releases, promotional materials, new policies or guidelines adopted as a result of your project, or survey responses. You may not have any attachments to include with your interim report, but keep this section in mind for your final report!

IV. Lessons Learned (4000 character limit)

This is a space to share any reflections, observations, or insights that might be useful to others doing work similar to yours.

FINAL PERFORMANCE REPORT

Your final performance report is likely to be due 90 days after your grant's official end date. The final performance report is similar to the interim reports, but you'll be reporting on your full grant period, not just one year. As part of your final performance report, you'll need to describe how you will sustain the project's benefits beyond the end of the grant, how you will continue work on the project, and/or how you will continue other work in a similar area.

Submit your final performance report through eGMS Reach using the Forms & Reports Tab. A detailed description of the fields in the reporting form can be found here:

<https://imls.gov/sites/default/files/2022-03/how-to-final-performance-report.pdf> It's a good idea to draft your responses outside of eGMS first and then copy-paste them into the form, because most fields have specific character limits.

I. Keywords

From the list provided, select up to eight keywords that describe your project. IMLS may use these keywords as search terms and to help applicants and the public understand more about what IMLS supports.

II. Activities

Use the first column to list the general categories of activities you proposed in your original application. In the second column, indicate whether that activity is 1) Completed, 2) Partially completed, or 3) Not undertaken. If the activity is partially completed or not undertaken, provide a reason for that in the third column.

III. Changes

This is where you will document any major changes to your project. Include those changes you submitted to IMLS for approval as well as any significant changes that did not require IMLS approval. Use the drop-down menu to indicate the category of the

change: 1) Budget, 2) End date (period of performance), 3) Staffing, or 4) Other.

IV. [Project Results \(4000-character limit\)](#)

This is your space to describe project accomplishments, results, or outputs (not project activities). Describe the results or accomplishments you achieved in your project and compare them to what you proposed in your original application. Include major findings, developments, or conclusions (both positive and negative), and key outcomes or other achievements. Examples of outcomes or achievements might include the number of items collected or created, or the number of attendees at events

If you did not meet established goals, provide the reasons. If your project included creating products such as publications, exhibitions, educational materials, toolkits, or databases, describe those and provide links for them, if relevant. Finally, describe how the results of your project have been disseminated to communities of interest through conference papers, presentations, articles, etc.

V. [Attachments](#)

This section is optional. You might choose to upload files with project outputs such as press releases, promotional materials, new policies or guidelines adopted as a result of your project, or survey responses. If you link to an output in the project results section (above) you do not need to attach it here as well.

VI. [Lessons Learned \(4000-character limit\)](#)

Use this section 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.

VII. [Next Steps \(4000-character limit\)](#)

Describe your plans to sustain the benefit of this project beyond this grant's end date or to continue work in this area. What partnerships are going to carry on? What resources or services will you continue to offer? That includes internal resources, like how-to guides created for staff and volunteers, as well as external resources, like circulating audio recording kits or an online collection available to patrons. Did you find any other funding sources or partnerships to continue aspects of your project?