



## Instructions for Submitting Interim and Final Reports

The Cover Sheet must include the signature of an official authorized to submit grant certifications on the part of the reporting institution. In most cases this will be the Authorized Organizational Representative (AOR). All components of each report package must be submitted together. *Your report may be submitted in any one of three ways:*

- Reports of 20 pages or less, including Cover Sheet and attachments, *may be sent electronically* to [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov). If the Report is submitted electronically, the Cover Sheet as signed by the authorized official must be scanned, formatted as a PDF file, and sent in the same electronic mailing as the body of the report. If this method is used, the grantee is required to maintain the document with the original signature for three years, in case it is required to resolve a question. If report attachments include text or images, and high-quality versions can be transmitted electronically, include them in a single electronic mailing with the Cover Sheet and Performance Report. **Web-based material must be provided on disk or in hard copy, so reports that include this component must be mailed to Grants Administration, as below.**
- Reports of 20 pages or less, including Cover Sheet and attachments, *may be faxed* to 202-653-4604. If this method is used, the grantee is required to maintain the document with the original signature for three years, in case it is required to resolve a question. If report attachments include text or images, and high-quality versions can be transmitted by fax, include them in a single transmission with the Cover Sheet and Performance Report. **Web-based material must be provided on disk or in hard copy, so reports that include this component must be sent to Grants Administration as below.**
- **Reports of more than 20 pages, including Cover Sheet and attachments, and reports of any length that include Web-based material among attachments** should be sent with the original signed Cover Sheet to:

Grants Administration  
Institute of Museum and Library Services  
1800 M Street, NW / 9<sup>th</sup> Floor  
Washington, DC 20036-5802