

## Interim Performance Report Narrative

Institute of Museum and Library Services-funded projects vary a great deal in their goals and activities. Please address the topics below as they apply to this project during this reporting period. Interim narrative reports are typically 3-5 pages.

**Please include the IMLS grant number at the top of each page of narrative. Use the following sequence:**

1. Cover Sheet
2. Compare actual accomplishments with goals established for the report period. Whenever possible, describe activities or services in both quantitative and qualitative terms. If interim project goals have not been met, explain why, describe what steps have been taken to get the project back on schedule, and discuss the likelihood that the project will be completed by the expiration date of the grant.
3. Describe any significant findings or accomplishments in this period.
4. Include other comments or anecdotal information that shows project achievements or lessons learned in this period.

**REMINDER:** IMLS understands that unavoidable changes may occur during a project. If a change occurs in key project personnel (Project Director, Principal Investigator, grant-funded staff, consultants, or authorizing official), or a substantial change is contemplated in the project budget, scope, or schedule as described in the approved application, approval must be requested by the Authorizing Official in a separate document. Refer to the IMLS General Terms and Conditions (<http://www.imls.gov/pdf/GTC0606.pdf>) for instructions.

Instructions for submitting this report are available at <http://www.imls.gov/recipients/administration.shtm>. For assistance or questions contact your Program Officer.

**Burden Estimate and Request for Public Comments:** Public reporting burden for this collection of information (Final Report, Parts 1 and 2) is estimated to average eight to thirteen hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, Chief Information Officer, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project 3137-0071, Washington, DC 20503.