## Guidance for Preparing and Submitting Your Interim Performance Report Package

**Preparing Your Interim Report Package**
Your interim report package should consist of the following components. Be sure to include the IMLS award number at the top of each page.

**1. Cover Sheet** signed by an official authorized to submit grant certifications on behalf of the reporting institution. In most cases, this will be an Authorized Organization Representative (AOR).
**2. Narrative**
The narrative should be 3-5 single-spaced pages long, use a 12-point font, and include the following:

- **Project Title**
- **Activities Completed during This Reporting Period:** List the high-level activities completed within the period covered by the report and compare them to the activities you set out to complete for the reporting period. Whenever possible, describe activities in both quantitative and qualitative terms. If you have not met your interim project goals, explain why, describe the steps you have 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.
- **Changes:** Provide a bulleted list of any changes in key personnel, budget allocation, scope, or schedule and reference the request to and approval by IMLS.
- **Findings or Accomplishments during This Reporting Period:** Describe significant findings and/or list major accomplishments. Provide images, screenshots, maps, floor plans, charts, tables, publications, or datasets as appropriate to illustrate your project's achievements during the reporting 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 if you contemplate a substantial change in the project budget, scope, or schedule as described in the approved application, the Authorizing Official must request IMLS approval in a separate document, not in the interim report. For instructions, refer to the IMLS General Terms and Conditions, available at www.imls.gov/recipients/administration.aspx.

**Submitting Your Interim Report Package**
Depending on its overall file size, you may submit your report package in one of two ways:
**1.** If it is **less than 20MB** in size, you must send it electronically in PDF format to imlsreporting@imls.gov. Be sure to include your award number in the subject line of your email.
**2.** If it is **more than 20MB** in size, you must send it in hard copy with the original signed Cover Sheet to:

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

IMLS does not accept faxed reports.

**Important:** Please remember that as a grantee you are required to maintain report document(s) with original signatures for three years, in case they are required to resolve a question.

Refer to IMLS General Terms and Conditions at, available at www.imls.gov/recipients/administration.aspx, for more information about reporting requirements. For assistance or questions, contact your Program Officer.

**Burden Estimate and Request for Public Comments:** Public reporting burden for this collection of information (Interim Performance Report) is estimated to average four to six 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.