

Justification for Change

Generic Clearance for IMLS Grant Program Application and Post-Award Report Forms: Budget Form, Program Information Sheet, and Digital Product Form and instructions

IMLS has submitted a request to separate three forms (Budget Form, Program Information Sheet, and Digital Product Form and instructions) from the IMLS Grant Program Application and Post-Award Report Forms OMB ICR # 201606-3137-003. This request is to remove these three grant forms from 3137-0071 once a new separate clearance number has been approved. All other information collection items within 3137-0071 will remain the same.

Request abstract:

The information collections in this package include three forms and instructions to apply for IMLS program grants.

Justification for the Removal of Budget Form, Program Information Sheet, and Digital Product Form and instructions from 3137-0071

IMLS has continued to bring its Grant Program Application and Post-Award Report Forms into close conformity with the standards set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. part 200, in particular Appendix I – Full Text of Funding Opportunity). IMLS in turn has determined that a managing these documents under one information collection is not conducive to the current processes in for changes and updates.

- 1) The IMLS Program Information Sheet (PIS) form is used to gather information from applicants among all IMLS grant programs. The information gathered relates to the applicant's institution and additional information specific to a grant application.
- 2) The IMLS Digital Product Form is used to gather information from applicants proposing to create digital products (i.e. digital content, resources, assets, software, and datasets). The information gathered relates to the applicant's proposed plan for creating and managing digital products in order to expand public access. The information is specific to a particular grant application.
- 3) The IMLS Budget Form is used to gather information from applicants among all IMLS grant programs. The information gathered relates to how the applicants will spend the grant funds they are requesting from IMLS. The information is specific to a particular grant program.

The respondent burden should remain the same for those that remain in the original information collection.