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ADMINISTRATION

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All the documents and forms you will need to administer your awards are accessible below. Be certain to read the General Terms and Conditions for IMLS Discretionary Awards; it is your responsibility to be familiar with this document and to comply with its requirements. All forms are provided as fill-in PDF files or Microsoft Word documents.

Getting Started

If your award was made …	Then refer to …
after March 1, 2016	General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards for Awards Made After March 1, 2016 (PDF, 279KB)
between December 26, 2014 and February 29, 2016	General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards For Awards Made After December 26, 2014 (PDF, 345KB)
before December 26, 2014	General Terms and Conditions for Awards Made Before December 26, 2014 (PDF, 664 KB)

Interim Reporting

Performance Reports

If your award was made ...	Then refer to ...
after October 1, 2015	• Interim Performance Form (PDF, 124KB) • Instructions for Preparing and Submitting an Interim Performance Report Package (PDF, 180KB)
before September 30, 2015	

Cover Sheet for Performance Reports: PDF, 627KB, Word, 61KB
- Guidance for Preparing and Submitting an Interim Performance Report Package (PDF, 343KB)

Financial Reports

- Federal Financial Report Form (SF425); (PDF-109KB)
- Instructions for Federal Financial Report Form (SF425); (PDF-53KB)

Final Reporting

Final Performance and Financial Reporting for Native American Library Services Basic Grants

- Final Financial and Performance Report: Word, 97KB, PDF, 191KB

Performance Reports for All Other Discretionary Programs

If your award was made …	Then refer to …
after October 1, 2015	- Final Performance Form (PDF-372KB) - Instructions for Preparing and Submitting a Final Performance Report Package (PDF-192KB)
before September 30, 2015	- Cover Sheet for Performance Reports: PDF-627KB, Word-61KB - Guidance for Preparing and Submitting a Final Performance Report Package (PDF-357KB)

Financial Reports for All Other Discretionary Programs

- Federal Financial Report Form (SF 425); (PDF-109KB)
- Federal Financial Report Instructions (SF 425); (PDF-53KB)

Interim and final reports (reports of 20MB or less) should be emailed in PDF format to imlsreporting@imls.gov ✉. The award number must be referenced in the 'Subject' of the email. If you do not have the capability to email PDF documents, the reports may be mailed to:

Institute of Museum and Library Services
Attn. Grants Administration

955 L'Enfant Plaza, SW, Suite 4000

Washington, DC 20024-2135

Reports that exceed 20MB must be mailed.

Failure to submit reports on a timely basis may result in delayed payments and the suspension of action on pending applications.

Requesting Payment

SF270 - Request for Advance or Reimbursement (PDF-159KB)

You will request payments with form SF270 - Request for Advance or Reimbursement and e-mail it in PDF format to IMLS Grants Administration at Grantsadmin@imls.gov ✉.

If you do not have the capability to email PDF documents, forms may be mailed to:

Institute of Museum and Library Services

Attn. Grants Administration

955 L'Enfant Plaza, SW, Suite 4000

Washington, DC 20024-2135

If your SF270 form is incomplete or inaccurate, your payment will be delayed.
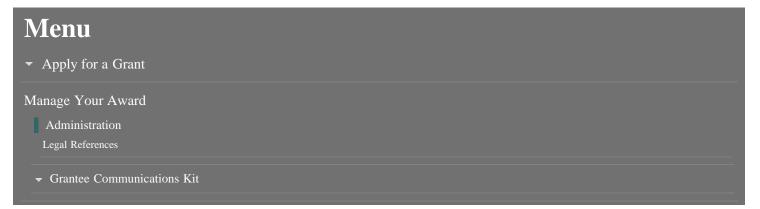
Helpful Resource

Glossary to Support Grant Reporting (PDF-56KB)

Contact information for questions concerning the SF425 and SF270

Questions regarding financial reporting or payment information should be emailed to grantsadmin@imls.gov ✉. The award number must be referenced in the 'Subject' of the email. You can also reach an OCFO staff member at 202-653-4737.

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