

Justification for Change

3137-0092 Generic Clearance for IMLS Grant Form: IMLS Library-Discretionary Program Information Form

IMLS is requesting a change to a previously approved clearance in order to replace a Grants.gov dynamic form with a form that will be formatted as a fillable PDF. The current OMB approval expiration date of 08/31/21 remains the same.

Request abstract:

In this clearance submission (3137-0092) and justification, IMLS is requesting a non-substance change to a previously approved clearance for a form used in the applications to five of its grant programs.

Program Information Form:

In preparation for IMLS's adoption of eGMS, the grants management system created by the National Endowment for the Humanities (NEH), IMLS took several of its standard forms and made them Grants.gov compatible. This made it possible for data provided by the applicants to be immediately transferred from Grants.gov and ingested into the eGMS system, beginning with the FY20 grant cycle.

After one grant cycle's use, IMLS recognized that the transfer of a set of four questions relating to Organizational Financial Information from the IMLS Library-Discretionary Program Information Form to the Organizational Profile, a one-page narrative required document, was ill advised. Applicants frequently made errors of omission, and IMLS staff found it more difficult to assess this information in a narrative format. Consequently, we wish return to requesting this information from applicants in a tabular format.

IMLS has created a new IMLS Library-Discretionary Program Information form that will be used by all applicants to five grant programs. It restores the one set of four questions addressing Organizational Financial Information. If this form is approved, we will create a fillable PDF that applicants will download from our website as they do our IMLS Budget Form and our Digital Product Form.