



## 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	<a href="#">General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards for Awards Made After March 1, 2016</a> (PDF, 279KB)
between December 26, 2014 and February 29, 2016	<a href="#">General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards For Awards Made After December 26, 2014</a> (PDF, 345KB)
before December 26, 2014	<a href="#">General Terms and Conditions for Awards Made Before December 26, 2014</a> (PDF, 664 KB)

## Interim Reporting

### Performance Reports

If your award was made ...	Then refer to ...
after October 1, 2015	<ul style="list-style-type: none"> <li><a href="#">Interim Performance Form</a> (PDF, 124KB)</li> <li><a href="#">Instructions for Preparing and Submitting an Interim Performance Report Package</a> (PDF, 180KB)</li> </ul>
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	<ul style="list-style-type: none"> <li>• <a href="#">Final Performance Form</a> (PDF-372KB)</li> <li>• <a href="#">Instructions for Preparing and Submitting a Final Performance Report Package</a> (PDF-192KB)</li> </ul>
before September 30, 2015	<ul style="list-style-type: none"> <li>• Cover Sheet for Performance Reports: <a href="#">PDF-627KB</a>, <a href="#">Word-61KB</a></li> <li>• <a href="#">Guidance for Preparing and Submitting a Final Performance Report Package</a> (PDF-357KB)</li> </ul>

### 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](mailto: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](mailto: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](mailto: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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