IMLS FINAL PERFORMANCE REPORT FORM

If you have questions concerning the final performance reporting requirements, you may address them to the Program Officer associated with your award in eGMS Reach.

Please note that IMLS may publish Final Performance Reports and attachments online or otherwise share them and the information they contain with awardees, potential awardees, and the general public to further the mission of the agency and the development of museum and library services.

[Data fields designated below in gray will be autofilled by eGMS (IMLS's electronic grants management system) and require no input from the user.]

1. Date Submitted: MM/DD/YYYY

2. Federal Agency to Which Report is Submitted: Institute of Museum and Library Services

3. Federal Award or Other Identifying Number Assigned by Federal Agency: FAIN

4. Project Title: Title

5. Project Director: Name, title, email address, phone number

6. Recipient Organization: Legal Applicant (Organizational Unit), Street Address, City, State, ZIP+4

7. Recipient identifying or account number (optional):

8. Award period of performance start date: MM/DD/YYYY

9. Award period of performance end date: MM/DD/YYYY

10. Agency-level goal: Goal No. and Text

11. Grant program goal and objective(s): Goal No., Objective Number(s), and text

12. Certification

By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name of Authorized Certifying Official: First Name Last Name

b. Signature of Authorized Certifying Official: *This report was signed electronically via eGMS Reach.* [To show on user's version of form: *Your name will be added to the IMLS Final Report Form as the Authorized Certifying Official when you click Submit Report.*]

13. Award Description

Text from approved eGMS award description.

14. Keywords

Enter up to eight keywords that best characterize your project. Choose from the list provided here or provide your own. IMLS may use your keywords as search terms in its compilations describing the agency's grant making and/or provide them as tools to help applicants, other awardees, and the general public understand more about what IMLS supports.

1	
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15. Activities

Activity Proposed in Your Approved Application	Completion Status	Explanation if partially completed or not undertaken
	☐ Completed ☐ Partially completed ☐ Not undertaken	
	☐ Completed ☐ Partially completed ☐ Not undertaken	
	☐ Completed ☐ Partially completed ☐ Not undertaken	
	☐ Completed ☐ Partially completed ☐ Not undertaken	

16. Changes

Changes in key personnel, budget, project plans, schedule of completion, and other actions may require prior approval from IMLS. Consult the General Terms

[and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#) for your award, as well as [2 C.F.R. part 200 (Uniform Guidance](#)), for details. If there were any such changes for which you did not seek IMLS approval during the period of performance for your award, list them here. Show the type of change, the date it became effective, and the reason for it. Please note that listing such actions here does not constitute IMLS approval.

Type of Change	Date Change Became Effective	Reason for Change

17. Project Results

In the space below, provide brief information on the following.

(a) Describe the results or accomplishments you achieved in your project. Compare them to the objectives identified in your approved application and any subsequent approved revision. Include major findings, developments, or conclusions (both positive and negative), and key outcomes or other achievements.

(b) If you did not meet established goals, provide the reasons.

(c) Please also include any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

If your project generated products (e.g., research findings, publications, exhibitions, educational aids or curricula, toolkits, databases, conference papers, presentations, software, models), describe them and provide URLs where appropriate.

Finally, describe how the results of your project have been disseminated to communities of interest.

[TEXT BOX]

18. Attachments

You are welcome to upload any attachments as PDF, Word, Excel, or image files up to 100MB each in size through the Messages tab in eGMS. If you do not have any attachments to submit, please go to the next question.

If you are submitting attachments, please list and briefly describe them here. Identify any information you believe may be privacy-protected, proprietary, or otherwise confidential on the attachment itself and in the description below.

Attachment File Name	Brief Description

19. Lessons Learned

Describe observations, insights, and new understandings acquired during your project, focusing on information that could be of use to others doing similar work. Describe any problems, delays, or adverse conditions that were a barrier to success in your project, and describe the action you took to address them. Similarly, describe any favorable developments during your project that helped you meet time schedules and objectives sooner, at less cost, or produce more or different beneficial results than originally planned.

[TEXT BOX]

20. Next Steps

Describe your plans to sustain the benefit of this project beyond this award's end date and/or to continue work in this area.

[TEXT BOX]

21. Performance Measurement

Rate your performance during the project, referring to the performance measure statements you identified in your approved application. For each performance measure, select one number, ranging from 1 (Never) to 5 (Always), that best represents your project work.

Performance Measure	Rating
Effectiveness: Our project's activities contributed to achieving our intended results.	[Dropdown menu, 1-5]
Efficiency: We used resources (e.g., funds, expertise, time) well and minimized our costs while generating maximum value for our target group(s).	
Quality: The activities we carried out met the requirements and expectations of our target group(s).	
Timeliness: We completed each task/activity within the projected timeframe.	

[Labels for dropdown menu: 1: Never; 2: Rarely; 3: Sometimes; 4: Usually; 5: Always]

Provide a brief explanation for your ratings.

[TEXT BOX]