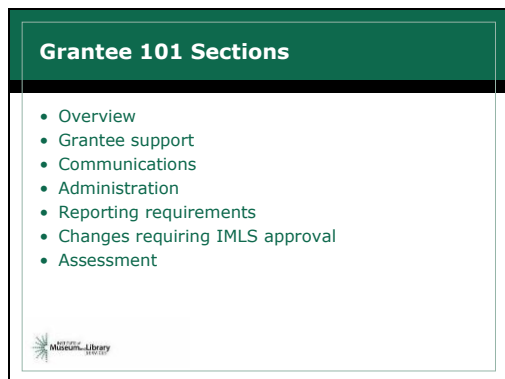
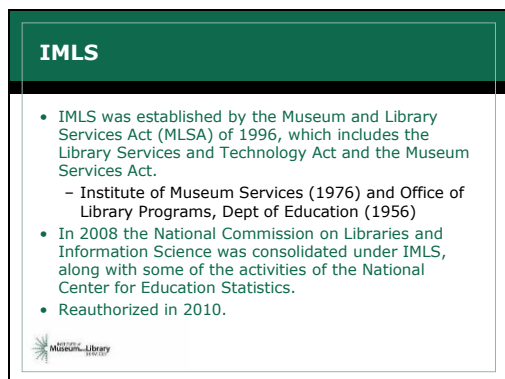


Congratulations on your IMLS award! You may be thinking, “Now What?” Well, welcome to Grantee 101. The Institute of Museum and Library Services designed this web presentation to help you, as a grant recipient of the Office of Library Services Discretionary Programs, understand how to successfully manage some key grant-related administrative activities.



Grantee 101 is made up of seven sections, this overview followed by ones on grantee support, communications, administration, reporting requirements, changes to your project, and assessment.



It may be helpful for you to have some background about IMLS. The Institute was established by the Museum and Library Services Act (MLSA) of 1996, which includes the Library Services and Technology Act and the Museum Services Act. It incorporated the Institute of Museum Services, founded in 1976 and the Office of Library Programs in the Department of Education, created in 1956. Then in 2008 the National Commission on Libraries and Information Science was consolidated under IMLS, along with some of the activities of the National Center for Education Statistics. IMLS was reauthorized in 2010.

IMLS Mission

- Primary source of federal support for the nation's **123,000 libraries** and **17,500 museums**.
- Create strong libraries and museums that connect people to information and ideas.
- Help build the capacity of libraries and museums through **grant-making, convenings, research and publications**



IMLS's mission is to serve as the primary source of federal support for the nation's 123,000 libraries and 17,500 museums; to create strong libraries and museums that connect people to information and ideas; and to help build the capacity of libraries and museums through grant-making, convenings, research and publications.

Support Materials for Grantees



<http://imls.gov/recipients/default.aspx>

This slide shows a screen shot of the IMLS Web page for grant recipients and gives the URL below. The Grant Recipient tab is the third one from the left. This web presentation covers only some of the material available under the Grant Recipients tab, so be sure to check the IMLS Web site for more detailed information and answers.

Support Materials: Administration

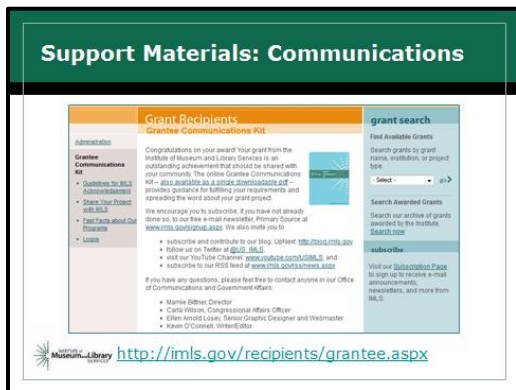


<http://imls.gov/recipients/administration.aspx>

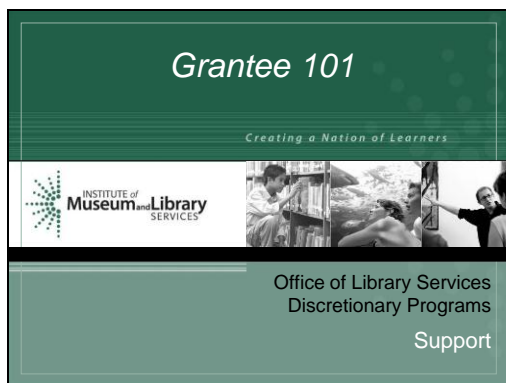
This slide shows a screen shot of the Administration page and gives the URL below. This is where you go to get information and instructions on everything from the general terms and conditions of your award to how to get reimbursed for covered expenses. All of the forms and documents that you need to administer your awards are located here.



This slide shows a screen shot of the Legal References page and gives the URL below. Links on this page will point you or your legal counsel or auditor to relevant legislation, regulations, and Office of Management and Budget circulars and forms. There is a special section at the bottom on Grant-Related Civil Rights and Accessibility.



This is a screen shot of the Grantee Communications Kit and gives the URL below. This is the web page where you can learn how to publicize your award, to acknowledge IMLS when you do so, to download copies of the IMLS logo, and much more.



Grantee 101: section two, Support.

IMLS Support

- Know your grant number (RE- or LG-)
 - Before you call or write, get your number out
 - Include it all communications with IMLS
- Staff is always available to help you
 - Program staff
 - Financial staff
 - Communications staff
- When in doubt contact your program officers



The first thing to keep in mind when you need IMLS support is your grant number (beginning with RE- or LG-). Before you call or write, please get your number out and include it all communications. IMLS staff is always available to help you: Program staff, Financial staff, and Communications staff. When in doubt contact your program officers.

Support for 21st Century Librarian Grants

- Program Office
 - **Mary Alice Ball** Senior Program Officer
202/653-4730 mball@imls.gov
 - **Kevin Cherry** Senior Program Officer
202/653-4662 kcherry@imls.gov
 - **Traci Rucker** Program Specialist
202/653-4689 trucker@imls.gov
- Finance Office
 - **Sean McDonald** Financial Specialist
202/653-4719 smcdonald@imls.gov



If your grant is with the Laura Bush 21st Century Librarian Program, use the following contacts if you have questions for the Program Office:

Mary Alice Ball, Senior Program Officer,
202/653-4730, mball@imls.gov
Kevin Cherry, Senior Program Officer,
202/653-4662, kcherry@imls.gov
Traci Rucker, Program Specialist,
202/653-4689, trucker@imls.gov

If they are for the Finance Office, contact **Sean McDonald**, Financial Specialist, 202/653-4719, smcdonald@imls.gov.

Support for National Leadership Grants

- Program Office
 - **Anthony Smith** Senior Program Officer
202-653-4768 asmith@imls.gov
 - **Chuck Thomas** Senior Program Officer
202-653-4663 cthomas@imls.gov
 - **Kathy Mitchell** Program Specialist
202-653-4687 kmitchell@imls.gov
- Finance Office
 - **Sean McDonald** Financial Specialist
202/653-4719 smcdonald@imls.gov



If your grant is with the National Leadership Grant Program, use the following contacts if you have questions for the Program Office:

Anthony Smith, Senior Program Officer,
202-653-4768, asmith@imls.gov
Chuck Thomas, Senior Program Officer,
202-653-4663, cthomas@imls.gov
Kathy Mitchell, Program Specialist, 202-
653-4687, kmitchell@imls.gov

If they are for the Finance Office, contact **Sean McDonald**, Financial Specialist, 202/653-4719, smcdonald@imls.gov.

Communications Support

Office of Communications and Government Affairs
202/653-4757

- **Mamie Bittner** Director
- **Carla Wilson** Government Affairs Officer
- **Ellen Arnold Losey** Senior Graphic Designer and Webmaster
- **Kevin O'Connell** Writer/Editor



For communications support, contact the Office of Communications and Government Affairs at 202/653-4757.

Mamie Bittner, Director
Carla Wilson, Government Affairs Officer
Ellen Arnold Losey, Senior Graphic Designer and Webmaster
Kevin O'Connell Writer/Editor

Grantee 101

Creating a Nation of Learners





Office of Library Services
Discretionary Programs
Communications

Grantee 101: section three, communications.

Grantee Communications Kit

- Kit provides guidance for spreading the word about your grant
- Share this outstanding achievement with your community
- Suggestions and materials to assist your public relations staff

Online: www.ims.gov/recipients/grantee.aspx
 PDF: www.ims.gov/assets/1/AssetManager/GCK.pdf



The grantee communications kit provides guidance for spreading the word about your grant so you can share this outstanding achievement with your community. It contains suggestions and materials designed to assist your public relations staff developed by the IMLS Office of Communications and Government Affairs.

IMLS Acknowledgement

- IMLS requires public acknowledgement of the activities it supports
 - Logo
<http://www.imls.gov/recipients/logos.shtml>
 - Tag line
<http://www.imls.gov/recipients/acknowledgement.shtml>
- Notify Office of Communications and Government Affairs about publicity campaign
- Guidelines for activities supported by your grant
 - Public or press event, printed material, Web site



IMLS Acknowledgement

IMLS requires public acknowledgement of the activities it supports, using our logo and tag line. See our Web site for more details on logos and tag line.

You must notify OCGA when you have a publicity campaign. Guidelines for activities supported by your grant, whether they are a public or press event, printed material, or a Web site are posted on the IMLS Web site.

IMLS Communications Channels

- Primary Source, our free e-mail newsletter
 - Subscribe at www.imls.gov/signup.aspx
- UpNext, our blog
 - Subscribe at blog.imls.gov
- Follow us on Twitter at @US_IMLS
- Our YouTube Channel
 - Visit at www.youtube.com/USIMLS
- Our RSS feed
 - Subscribe at www.imls.gov/rss/news.aspx



We encourage you to check out all of the IMLS communications channels:

Primary Source, our free e-mail newsletter; UpNext, our blog; Twitter at @US_IMLS; our YouTube Channel; and our RSS feed.

Share Your Project with IMLS

- Keep us in the loop
- Congressional Announcement
 - advance notice of the award
- Public Announcement
 - press release
 - post information on our website
- Project Profiles
 - feature story



Keep us in the loop as your grant project moves forward. We'd like to know if you produce a publication, create a website, or hold an event as part of your grant activities. Here are some of the ways in which we can help you publicize your grant project.

Congressional Announcement – we give advance notice of the award to your federal representatives and senators.

Public Announcement – we put out a press release and post information on our website.

Project Profiles – we write a feature story for our website and for Primary Source.

Fast Facts

- Basic information on each IMLS grant program

www.ims.gov/recipients/fast_fact_sheets.aspx





Fast Facts

Basic information on each IMLS grant program is available on the IMLS Web site for your use at the URL below.

Grantee 101

Creating a Nation of Learners





Office of Library Services
Discretionary Programs
Administration

Grantee 101: section four, administration.

General Terms & Conditions

- This web presentation highlights only some of the terms & conditions that apply to your IMLS grant
- Complete document is available at: www.ims.gov/assets/1/AssetManager/GTC_0511.pdf
- Apply to majority of discretionary awards
- You must comply with these requirements
 - Subject to audit
 - Failure to comply could result in suspension or termination of the grant and IMLS recovery of grant funds.




This web presentation highlights only some of the terms and conditions that apply to your IMLS grant. The complete document is available at the following link: http://ims.gov/pdf/GTC_0511.pdf General terms & conditions apply to the majority of discretionary awards.

You must comply with these requirements. All IMLS grant recipients are subject to audit. Failure to comply could result in suspension or termination of the grant and IMLS recovery of grant funds.

Reminder

- When you applied you were required to:
 - Get a DUNS (Data Universal Numbering System) number from Dun and Bradstreet
fedgov.dnb.com/webform
 - Get a Taxpayer Identification Number from the IRS
 - Social Security Number (SSN) - individuals
 - Employer Identification Number (EIN) - businesses



Reminder


When you applied you were required to:
1) get a DUNS (Data Universal Numbering System) number from Dun and Bradstreet at the following link:

<http://www.imls.gov/applicants/grantsgov/duns.shtm>

2) get a Taxpayer Identification Number from the IRS, either a Social Security Number (SSN) for individuals or an Employer Identification Number (EIN) for businesses.

Register with CCR / SAM

- When you applied you were required to:
 - Register with Central Contractor Registration (CCR)
- On July 24, 2012 CCR became SAM
"SYSTEM FOR AWARD MANAGEMENT"
<https://www.sam.gov/sam/>
 - Combines eight federal procurement systems and the Catalog of Federal Domestic Assistance
- CCR records will be transferred to SAM
- You must register in SAM and be validated to connect with your records



When you applied you were required to register with Central Contractor Registration (CCR). On July 24, 2012 CCR became SAM: **"SYSTEM FOR AWARD MANAGEMENT"**

<https://www.sam.gov/sam/>

SAM combines eight federal procurement systems and the Catalog of Federal Domestic Assistance.

CCR records will be transferred to SAM. You must register in SAM and be validated to connect with your records.

Partnerships

- Informal
 - Letters of support
- Formal
 - Lead grantee has full responsibility for grant
 - All reporting of time & effort
 - Submit Partnership Statement form
 - DUNS number
 - Agree to complete specified activities
 - Use funding in accordance with applicable laws
 - Facilities & programs must comply with federal law



IMLS encourages the use of partnerships in the grants it funds.

An informal partnership only requires letters of support.

In a formal partnership the lead grantee has full responsibility for the grant and for all reporting of time & effort. Each partner must submit a Partnership Statement form including a DUNS number and must agree to complete the specified activities. All partners must use funding in accordance with applicable laws and all facilities & programs must comply with federal law.

Subgrants vs. Subcontracts

- Subgrants
 - Not permitted
- Subcontracts
 - Permitted
 - Terms & conditions are rigorous
 - Performance measurements: goods & services delivery
 - Monitoring stringent with real ramifications



It is critical for you to understand the difference between subgrants and subcontracts. Subgrants are not permitted. Subcontracts are permitted because their terms & conditions are rigorous with performance measurement based on goods & services delivery . Monitoring is stringent with real ramifications for non-fulfillment.

Allowable Costs

- IMLS General Terms and Conditions - overview
- Federal cost principles in detail:
 - 2 CFR, Part 220 – Educational institutions
 - Formerly OMB Circular A-21
 - 2 CFR, Part 230 – Non-profit organizations
 - Formerly OMB Circular A-122
 - 2 CFR, Part 225 – State, local, and Indian tribal governments
 - Formerly OMB Circular A-87



If you have questions regarding allowable costs, consult the IMLS General Terms and Conditions for an overview. For more detailed information on federal cost principles consult the appropriate document. Either 2 CFR, Part 220 – Cost Principles for Educational institutions (formerly OMB Circular A-21); 2 CFR, Part 230 – Cost Principles for Non-profit organizations (formerly OMB Circular A-122), or 2 CFR, Part 225 – Cost Principles for State, local, and Indian tribal governments (formerly OMB Circular A-87).

Food and Entertainment

- Federal funding cannot be used for:
 - Food for entertainment purposes
 - Receptions, all-conference parties
 - Alcohol under any circumstances
 - Gifts or honoraria
- Federal funding can be used for:
 - Food for educational events if within project scope
 - Dinner speaker
 - Lunch-time “table topic” discussions
 - Continental breakfast with poster session
 - Consultant or speaker fees



Federal funding cannot be used for food for entertainment purposes, such as at receptions or all-conference parties, or for alcohol under any circumstances. It cannot be used for gifts or honoraria.

Federal funding can be used for food for educational events if within the project scope, for example, a dinner speaker, lunch-time “table topic” discussions, or a continental breakfast with a poster session. Federal funding can also be used to pay consultant or speaker fees.

Cost Sharing

- 1:1 match required for every federal dollar spent on non-student support activities
 - Reduction in student support=Increase in cost share
- Portion of project costs not charged to IMLS funds
 - Grantee's cash contributions
 - Grantee's contributions of services and property
 - Third party in-kind contributions
- Grantee must maintain auditable records
- Maintain time & effort logs
- Cannot include contributions from state agencies if from federally-assisted program



Cost Sharing is another important part of your IMLS grant's terms and conditions. A 1 to 1 match is required for every federal dollar spent on non-student support activities. A reduction in student support will result in an increase in your cost share. Cost sharing is the portion of your project costs not charged to IMLS funds, for example, your cash contributions or your contributions of services and property, or third party in-kind contributions.

As a grantee you must maintain auditable records and maintain time & effort logs. You cannot include contributions from state agencies as part of your cost share calculations if they are from a federally-assisted program.

Getting Paid

- Required forms are available on the IMLS website
 - ACH Payment Enrollment Form ([SF 3881](#))
 - Request for Advance or Reimbursement Form ([SF-270](#))
 - Email completed forms to Grantsadmin@imls.gov
- Question about payments?
 - Contact your IMLS Financial Specialist
 - Use your grant number in all communications



Of course you want to know about getting paid. The required forms are available on the IMLS Web site: both the ACH Payment Enrollment Form (SF 3881), and the Request for Advance or Reimbursement Form (SF-270). Please email the completed forms to Grantsadmin@imls.gov. If you have a question about payments, contact your IMLS Financial Specialist being sure to use your grant number in all communications.

Grantee 101

Creating a Nation of Learners



Office of Library Services
Discretionary Programs
Reporting Requirements

Grantee 101: section five, reporting requirements.

Reporting Essentials

- Put your grant number on all reports
- Include abstract from original proposal
- All reports must use the IMLS cover sheet
www.ims.gov/assets/1/AssetManager/CoverSheet.pdf
 - Must be signed by authorized certifying official
- All components must be submitted together
- You will need both DUNS and EIN numbers
- Reporting schedule was included in original award packet



Please remember the following reporting essentials:

- Put your grant number on all reports
- Include the abstract from your original proposal
- All reports must use the IMLS cover sheet available at this link:
www.ims.gov/assets/1/AssetManager/CoverSheet.pdf and the cover sheet must be signed by your authorized certifying official
- All reports components must be submitted together and you will need both your DUNS and EIN numbers.
- Your reporting schedule was included in the original award packet.

Submitting Reports

- Reports of 20 pages or less, including Cover Sheet and attachments, may be:
 - Emailed to imsreporting@ims.gov
 - Faxed to 202-653-4604
- Reports of more than 20 pages, send to:
Grants Administration
Institute of Museum and Library Services
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802



Submitting Reports

Reports of 20 pages or less, including the cover sheet and attachments, may be emailed to imsreporting@ims.gov or faxed to 202-653-4604.

Reports of more than 20 pages, should be sent to:

Grants Administration
Institute of Museum and Library Services
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802

Interim Reports / Financial Reports

- Submit on an annual basis
 - Previously had to submit twice a year
 - Focus on activities since last interim report
 - Include both financial and narrative reports
- Financial report
 - Use [SF-425](#) to report financial activity for reporting period
 - Instructions are available at the following link:
<http://ims.gov/pdf/SF425%20FFR%20Instructions.pdf>
 - Report should include both federal funds and local cost share for the project



Interim reports should be submitted on an annual basis; previously they had to be submitted twice a year. Interim reports include both a financial report and a narrative report. For the financial report, use the [SF-425](#) form to report financial activity for the reporting period. Instructions are available at the following link:

<http://ims.gov/pdf/SF425%20FFR%20Instructions.pdf>. Your report should include both federal funds and the local cost share for the project.

Interim Reports / Narrative reports

- Impact can focus on outputs, e.g. patrons served
- Report on status of schedule, explaining delays
- Describe both project successes and challenges
- Justification of travel with attachments
 - Critical for foreign travel
- Detail activities by grant-funded staff
 - E.g., increased time and effort to run a conference
- Include equipment purchases



When writing your narrative report, remember that your impact can focus on outputs, e.g. patrons served. Report on the status of your schedule, explaining delays. Describe both project successes and challenges. Include a justification of travel with attachments, especially critical for foreign travel. Detail the activities by grant-funded staff, e.g., increased time and effort to run a conference. Include equipment purchases.

Narrative Reports (cont.)

- Describe all communication activities
 - Papers, blogs, press releases, general press
- Budget amendments with or without IMLS approval
- Personnel changes with or without IMLS approval



Your narrative report should also describe all communication activities, whether they are conference papers, blogs, press releases, or general press. Include any budget amendments with or without IMLS approval, and any personnel changes with or without IMLS approval.

Final Report

- Submit by the deadline in reporting schedule
- Financial report
- Financial records must be retained for three years after submitting the final report
- Narrative report
 - Impact should focus on outcomes
- Quantitative forms must be completed



Submit your final report by the deadline in your reporting schedule. It should include a financial report; remember that financial records must be retained for three years after submitting the final report. It also should include a narrative report with the impact focusing on outcomes, rather than outputs as in the interim reports. The distinctions between the two are explained in Section 7 of this presentation. Quantitative forms must be completed.

Publications


- Publications resulting from grant activities
 - Required to acknowledge support from IMLS
 - Send 2 copies to the appropriate IMLS program officer



Publications resulting from grant activities are required to acknowledge support from IMLS. In addition, you must send 2 copies to the appropriate IMLS program officer.

Use of Reporting



- Provides transparency and accountability in use of federal funds
- Informational needs of elected officials and other stakeholders
- Grant program evaluation
 - Enables grantees to improve performance
 - Offers lessons learned and best practices
- Analysis and research by IMLS and others
 - Supports research across a range of grants
- Informs other grantees or potential applicants



You may ask yourself what is the use of reporting. It provides transparency and accountability in the use of federal funds. It meets the informational needs of elected officials and other stakeholders. It supports grant program evaluation that enables grantees to improve their performance and that offers lessons learned and best practices. Reporting allows analysis and research by IMLS and others, supporting research across a range of grants. Finally, it informs other grantees or potential applicants.

Grantee 101

Creating a Nation of Learners

Office of Library Services
Discretionary Programs

Changes Requiring IMLS Approval

Grantee 101: section six, changes requiring IMLS approval.

Major Changes Require Approval

- Approval is required prior to making change
- Generally any major decisions or project activities that differ from accepted proposal
 - Usually authorized certifying official must sign change request or must be copied on request
 - Changes in activities must meet the goals defined within the scope of the original proposal
- Budget revisions greater than 10%
- Reductions in cost share



Major changes to your grant require approval prior to making any change. Generally that means any major decisions or project activities that differ from the accepted proposal. Usually the authorized certifying official must sign the change request or must be copied on the request. Changes in activities must meet the goals defined within the scope of the original proposal. Budget revisions greater than 10% always require prior approval from IMLS, as do reductions in cost share.

Travel and Student Support

- Travel
 - Foreign
 - Must be on a U.S. flag air carrier
 - Document designator code and flight number
 - Domestic if not included in proposal
 - Conference
- Changes in student support
 - Often affect the cost share
 - For LB21 awards everything else is administrative




Certain conditions regarding travel and student support might also necessitate approval from IMLS. Foreign travel must be on a U.S. flag air carrier and you must document its designator code and flight number. If it is not possible to fly on a U.S. air carrier, you will need to get written prior approval from your IMLS program officer. If you did not include domestic travel, for example to attend a conference, in your proposal than you will need to get written prior approval from your IMLS program officer.

Changes in student support may also require IMLS approval because they can often affect the cost share that is required of grantees. For Laura Bush 21st Century Librarian awards everything else is an administrative cost and requires cost share.

People or Time



- Key personnel changes
 - 25% reduction in time spent on project
 - 3 administrative personnel listed on application
 - Project director
 - Primary contact/Grants administrator
 - Authorized representative
 - Change in compensation not stipulated in proposal
- Grant period
 - Change in start date
 - Change in end date – referred to as a No-cost extension



Changes in people or time also require prior IMLS approval. Key personnel changes require prior IMLS approval when there is a 25% reduction in time spent on the project, if any one of the 3 administrative personnel listed on your application cover sheet change, or if there is a change in compensation that was not stipulated in the original proposal. You must also get prior IMLS approval if there is a change in the start date of a grant period, or a change in the end date, often referred to as a No-cost extension.

Grantee 101

Creating a Nation of Learners





Office of Library Services
Discretionary Programs
Assessment

Grantee 101: section seven, assessment.

Value of Assessment in Reporting

- Tangible, meaningful demonstration of impact
- Clear, concise data for disseminating results
 - To the public, elected officials, stakeholders
- Justification of funder's investment
- Foundation for future initiatives
- Audiences studied speak through the data
 - Anecdotes, numbers, percentages
- Go beyond participant satisfaction surveys
 - Build in ways to assess how attendees used what they learned in workshop to help their communities



This section is about the value that assessment plays in reporting. It provides a tangible, meaningful demonstration of impact giving clear, concise data for disseminating results to the public, elected officials, and stakeholders. Assessment may provide justification of the funder's investment or serve as the foundation for future initiatives. The audiences that have been studied can speak through the data, whether through anecdotes, numbers, or percentages. For these reasons, it is important for you as a grant recipient to go beyond participant satisfaction surveys and build in ways to assess how attendees used what they learned in a workshop to help their communities, for example.

Assessment Planning

- Essential to start planning before or as soon as grant begins
 - Focus on measurable outcomes to show impact
 - At the end of grant you want to be able to answer:
 - What difference did this make in peoples' lives?
- Shaping Outcomes self-paced online tutorial
 - Outcomes-based planning and evaluation
 - <http://www.shapingoutcomes.org/index.htm>
 - This web presentation highlights certain parts



It is essential to start planning for assessment before or as soon as your grant begins. Focus on measurable outcomes to show impact because at the end of the grant you want to be able to answer the question: What difference did this make in peoples' lives?

Shaping Outcomes is a self-paced online tutorial that offers a wonderful introduction to outcomes-based planning and evaluation. It is available at the following link:

<http://www.shapingoutcomes.org/index.htm> This web presentation highlights certain parts of the Shaping Outcomes tutorial.

Measuring Outcomes

- As a successful IMLS applicant you:
 - Demonstrated the need for your project
 - Persuaded reviewers that you could best address it
 - Articulated clear goals and activities
 - Developed evaluation & sustainability plans
- Effective evaluation is about measuring outcomes
 - Did your project meet the stated need?
 - How can you show that it did?
 - What can you measure in a particular timeframe?
 - short, medium, long



Assessment is about measuring your outcomes. As a successful IMLS applicant you demonstrated the need for your project and persuaded reviewers that you could best address it. You articulated clear goals and activities, and developed evaluation & sustainability plans. Effective evaluation is about measuring outcomes. Did your project meet the stated need? How can you show that it did? What can you measure in a particular timeframe, whether it's short, medium, or long?

Outputs vs. Outcomes

- Common assessment method measures outputs
 - Outputs focus on impact on the library
 - Number of items circulated
 - Number of patrons served
 - Number of students in a class
- More effective assessment method is outcomes
 - Outcomes focus on impact on the people served
 - Measurable changes or indicators
 - Knowledge, skill, behavior, job level
 - The # and % of (participants) who (demonstrate a specified change)



Let's briefly clarify the difference between outputs and outcomes. A common assessment method measures outputs. Outputs focus on impact on the library, by counting the number of items circulated, number of patrons served, or number of students in a class. A more effective assessment method measures outcomes. Outcomes focus on impact on the people served looking for measurable changes or indicators in things like knowledge, skill, behavior, or job level. They assess the # and % of (participants) who (demonstrate a specified change). You decide the who and the what most appropriate for your project.

Data Collection

- Choose most appropriate source for data
 - Survey, observation, interviews, etc.
 - Match for meaningful measurable indicators
- Select the target audience
 - Full or representative group of participants
- Decide on frequency of data gathering
 - Will you measure before and after the project?
 - Baseline data
 - Will you measure during the project cycle?



When you plan your data collection, you will want to choose the most appropriate source for data, perhaps a survey, observation, interviews, or something else. It needs to be a match for meaningful measurable indicators. Select the target audience, either a full or representative group of participants. Decide on the frequency of your data gathering. Will you measure before and after the project? Think about the value of having baseline data. Will you measure during the project cycle?

Targets

- Clarify hopes for successful outcomes
 - Use numbers or percentages
- Ground targets in knowledge and practice
 - Professional literature
 - Established standards
 - Past performance
- Expect targets to be revised



Targets can be helpful when you're creating an assessment plan. You can clarify your hopes for successful outcomes by using numbers or percentages. Set realistic targets by grounding them in knowledge and practice by looking at professional literature, established standards, or past performance. Ultimately, though, you need to expect your targets to be revised.

Best Practices for Grantees

- Good stewards of federal funding
- Well-conceived and executed project
 - Estimated expenses = actual expenses
 - Steady spending rate tied to activities
 - Project goals are achieved
 - No-cost extension may be available to ensure success
 - Activities can be added with program officer approval
- Project fully evaluated
- Project outcomes effectively disseminated
 - To colleagues and external audiences



In conclusion we would like to highlight some best practices for grantees. We all want to be good stewards of federal funding. In a well-conceived and executed project, estimated expenses equal actual expenses and there is a steady spending rate tied to activities. Project goals are achieved. Remember that a no-cost extension may be available to ensure success and that activities can be added with program officer approval. Two other important best practices are that your project is fully evaluated and that project outcomes are effectively disseminated both to colleagues and external audiences.



This web presentation covered only some of the material available on the IMLS Web site. Be sure and visit it for more detailed information and answers.

Grantee 101

- IMLS is testing its use of web presentations
- Accessibility is a priority
- Same material presented in different formats
- IMLS welcomes your feedback
- Send comments to Mary Alice Ball at: mball@ims.gov

IMLS is testing its use of web presentations such as Grantee 101. Accessibility is a priority so the agency is presenting the same material in different formats. IMLS welcomes your feedback. Please send comments to Mary Alice Ball at: mball@ims.gov.