



Cover Sheet for Performance Reports

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1. Grant or other identifying number assigned by IMLS: _____	
2. Recipient organization (name and address, including zip code): _____	3a. DUNS number: _____
	3b. EIN: _____
	4. Recipient identifying or account number: _____
5a. Project/Grant period start date (mo/day/yr): _____	6a. Reporting period end date (mo/day/yr): _____
5b. Project/Grant period end date (mo/day/yr): _____	6b. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Project URLs, if any: _____ _____	8. Report frequency: <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input type="checkbox"/> other
	If other, describe: _____
9. Please transmit the performance report as instructed by the Institute of Museum and Library Services.	
10. Other attachments? <input type="checkbox"/> Yes <input type="checkbox"/> No Transmit accompanying documents with this cover as instructed by the Institute of Museum and Library Services	
11. 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.	
11a. Name and title of authorized certifying official: _____ _____	11c. Telephone (area code, number, extension): _____
	11d. Email address: _____
11b. Signature of authorized certifying official _____	11e. Date report submitted (mo/day/yr): _____
12a. Name and title of Principal Investigator/Project Director: _____ _____	12b. Telephone (area code, number, extension): _____
	12c. Email address: _____
13. Agency use only: _____	

Instructions for submitting this report are available at <http://www.ims.gov/recipients/administration.shtm>. For assistance or questions contact your Program Officer.

Burden Estimate and Request for Public Comments: Public reporting burden for this collection of information (Final Report, Parts 1 and 2) is estimated to average eight to thirteen hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, Chief Information Officer, 1800 M Street, NW, 9th Floor, Washington, DC 20036-5802, and to the Office of Management and Budget, Paperwork Reduction Project 3137-0071, Washington, DC 20503.