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FEDERAL STUDENT AID

Fiscal Operations Report and Application to Participate (FISAP) Desk Reference

2011-2012

U.S. Department of Education

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FISAP Basics

How to Access the Web Site

You can access the FISAP on the Web at https://cbfisap.ed.gov/. Here you will complete and submit your FISAP, receive real-time validation edits, access your statement of account, view your electronic notifications, and more.

To access the FISAP, you must be registered. If you are already registered, click on the Welcome page "Login" button and enter your User ID and password. If you are not registered, click on the "Login" button, then click on the "Registration" link in the left navigation bar and enter the information requested. Once you have registered, you will receive a User ID by e-mail. At this time, an e-mail will be sent to your Destination Pont Administrator for approval. Once approved, return to this site and click "Login." Enter your User ID and the password you created when you registered. Click "Submit" to access eCB.

What if I have forgotten my password?
Click the "Login" button and click on "Forgot Password." Re-enter your User ID. You will then be asked a challenge question; once you respond correctly, you will need to create a new password. In an hour, you should be able to access eCB.

What if my school is new to the campus-based programs?
If you do not possess a current Program Participation Agreement for the Title IV programs or are a first-time participant in the campus-based programs, you will need to apply for participation through the Department of Education's office of Case Management and Oversight (CMO). An online application to participate in federal student aid programs is available at www.eligcert.ed.gov.

How to Register a Destination Point Administrator (DPA)

If your school is new to the campus-based programs, you need to assign someone as your school's DPA. The DPA must login to www.fsawebenroll.ed.gov and enroll in the Student Aid Internet Gateway (SAIG).

When to Submit the FISAP

You must complete and submit the FISAP before midnight on **October 1, 2010**.

When to Submit the Reallocation Form

If your school plans to return unexpended campus-based program funds to the Department of Education (Department) or request supplemental Federal Work-Study (FWS) funds for community service jobs, you must complete and submit a Reallocation Form to the Department before midnight, **August 20, 2010**. See page 12 for a discussion of this form.

How to Obtain Compliance Certification

In Part I of the FISAP (Identifying Information, Certification and Warning), the Department has combined the anti-lobbying certification with the FISAP certification and signature page. You must print the combined certification and signature pages from the "Self-Service" option. (On the "Self-Service" screen, go to "Forms and Reports" and click on "Signature Pages." Have your school's CEO, President, Chancellor, or Director provide an ORIGINAL SIGNATURE. This signature provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." The certification shall be treated as a material representation of fact that the Department will rely on when it determines to award the covered transaction, grant, or cooperative agreement.

You must mail your combined certification and signature pages to the address below; the envelope must be postmarked by **October 1, 2010**.

FISAP Administrator
3110 Fairview Park Drive
Suite 950
Falls Church, VA 22042

For more information about these pages, see page 11.

How to Request an Underuse of Funds Waiver

If your school has reported on the FISAP an unexpended amount of 10 percent or more of its total Federal Supplemental Educational Opportunity Grant (FSEOG) or Federal Work-Study (FWS) allocation for the 2009-2010 award year or has returned 10 percent or more on the Reallocation Form , you will receive a reduction of that program's 2011-2012 allocation equal to the returned 2009-2010 funds.

You may request a waiver of the underuse of funds penalty by selecting the "yes" button in Part II, Section C, Field 6. Then select "Additional Info" from the left navigation bar. Select "02090" from the Edit # drop down box. There, you must explain the circumstances that caused the underuse of your allocation. The waiver request deadline is **February 11, 2011**.

A review panel will consider each waiver request and will respond to schools via e-mail.. The e-mail directs schools to the eCB Web site so they can view the results of their requests on the "Self-Service" screen. Scroll to the "Underuse Penalty Waivers" bullet and select the "2011-2012" link.

How to View FISAP Edits (Using Real-Time Data Validation)

The validation feature is designed to provide easy and immediate validation of FISAP data. The system generates edits and error messages that you may correct, or you may explain on the "Additional Information" screen why the edit/error messages are not errors. You need not address all validation edits before submitting the FISAP (except for certain edits—see below.) However, because any incorrect or missing data might affect your school's funding, you should correct or explain all validation edits no later than **December 15, 2010**, when edit corrections are due. There will be no edits accepted after December 15 without prior approval from the Department.

There are three ways to have data validated. Two of these are found under the "Validation" link in the left navigation bar on the Web site:

- **Validate –** Selecting this link will validate data in the FISAP up to the section where you are currently located.

- **Validate All –** Selecting this link will validate your entire FISAP. You should complete your FISAP before selecting this link.

The third way to validate is by selecting the "Submit" link that appears below the "Validation" link in the left navigation bar. (To see the "Submit" link, you cannot currently have selected "Validation.") Selecting "Submit" will automatically validate your entire FISAP and, unlike "Validate All," will allow you to proceed to submission. (This is the first step in the FISAP submission process.)

Some validation edits must be corrected before your submission will be accepted. These edits are 01010, 01020, 01040, 03000, 03010, 04200, 04630, 04640, 08130, 08140, 09172, and 09175. For details on these edits, see pages 10 and 11.

Note: While you are in validation, you can access only those FISAP sections containing edit messages. If you need to access other areas of the Web site, you must select the "Exit Validation" sub-link under the Validation link on the left navigation bar.

After you select one of the links mentioned above, any applicable validation edit/error numbers and edit/error messages will be displayed on a validation worksheet. The worksheet contains a "Print Friendly Version" link at the top of the page so you can print a copy for your records.

As mentioned above, you will be able to either explain or correct your validation edits/errors. Here is how it works:

- **Correcting Errors –** A "Fix Error" button is located to the right of the validation edit/error message. Clicking the button will take you to the FISAP page where the error occurs. If the error involves more than one field on separate pages, the system will take you to the last page affected by the error. The error message text will describe other fields affected by the error, which you might need to adjust.

- **Logging Errors –** You can "log" certain items that appear to be errors by explaining why they are not errors. A "Log" check box is located next to many validation edit messages. You may check the edits you want to log and click "Log" at the bottom of the left side of the screen. This action will display the "Additional Information" screen. Select the edit number from the drop down box and provide your explanation in the "Notes" box. If the explanation is sufficient, you will not have to correct those items. Note that your explanation **does not remove an edit message** but allows ED to decide if you should be contacted about your explanation.

For additional information on validation, see pages 9 and 10.

How to Access Help and Self-Service Features

The FISAP on the Web contains three help features: section help, field help, and system help.

- For assistance with a FISAP section, click on the help button at the bottom left side of almost all pages of the Web site. You will see a list of all fields in the section you are in. Click on a field for more information about that field.

- Individual field clarification is represented by a question mark at the right of those FISAP fields that are often the most problematic for schools. Click on the question mark for information about that field.

- For system help, click on the help button at the top navigation bar of each FISAP screen. You can obtain information about the campus-based programs, including "FISAP Basics," "Setup" options, and a "Related Topic." You will also find a search feature.

Note: For 2010-2011 and 2011-2012, the help features provide a link to the FISAP Instructions for the appropriate year.

The "Self-Service" feature is designed to provide easy and immediate access to your school's campus-based information via a secure Internet connection. Within the "Self-Service" feature, you can access and print your school's information, including the following:

- The 2011-2012 FISAP Form
  - Submitted Version
  - Working Version
  - Combined certification and signature pages
  - Lobbying Form

- FISAP forms going back to the 2005-2006 award year

- Reallocation Forms going back to the 2005-2006 award year

- Campus-based notifications going back to the 2004-2005 award year

- Submission Log(s) as of the selected year (Note: The year the user can select depends on what year(s) the user has been granted access to.)

- Dear Partner/Dear Colleague letters from 2009 going back to 1997 and Electronic Announcements for 2010, 2009, and 2008

- Statements of Account going back to the 2004-2005 award year

To make the site accessible to all users, some forms and reports are viewable via Adobe Acrobat Reader 7.0. You can download a free copy of this software at www.adobe.com, using the link provided on the FISAP on the Web.

How to View the Submission Log

Submissions acknowledgments are located in the "Self-Service" section; select "Acknowledgments" and then "Submission Log." You will find tracking information for FISAP on the Web submissions.

How to Print from FISAP on the Web

If you are having any trouble printing the PDF files under the "Self-Service" section, please complete the following step(s):

- Download a free version of Acrobat Adobe Reader 7.0. A link is available at the top of the "Self-Service" page that will take you to the Adobe Web site. You may also access the software directly at www.adobe.com/products/acrobat/readstep2.html. After the download and installation, please attempt to print the PDF again. If you are still experiencing difficulties, continue to the step below.

- Configure your PC to read dynamically created FDF files by completing the following procedures:

  For computers using Windows 98, 2000, or XP

  1. Go to "My Computer."
  2. Select the "Tools" or "View" menu.
  3. Select "Folder Options" or "Options."
  4. Select the "File Types" tab.
  5. Select the option for "Extension FDF and File Type Adobe Acrobat Forms Document."
  6. Select the "Edit" or "Advanced" tab, whichever is applicable to the software.
  7. Check that the "Confirm Open After Download" option is NOT selected.
  8. Click the "OK" button.

  For computers using Windows NT

  1. Go to "Control Panel."
  2. Select the "View" menu.
  3. Select "Options."
  4. Select the "File Types" tab.
  5. Select the option for "Extension FDF and File Type Adobe Acrobat Forms Document."
  6. Select the "Edit" or "Advanced" tab, whichever is applicable to the software.

7. Confirm that the "Open After Download" option is NOT selected.
8. Click the "OK" button.

If you still have questions, please call the Campus-Based Call Center at 1-877-801-7168 or e-mail your questions to CBFOB@ed.gov.

How to Define a Complete FISAP Submission

A complete FISAP submission to the Department means you have

- received a real-time acknowledgment of your completed FISAP. After you have clicked the "Submit" button and followed the steps to have your FISAP data submitted, you will receive a message on your screen showing the date and time of acceptance. FISAP submissions can also be verified by going to "Self-Service" and clicking the "Submission Log" link under the "Acknowledgments" heading.

- mailed to the Department completed combined certification and signature pages (printed from the FISAP on the Web) containing the original signature of your school's CEO, President, Chancellor, or Director. See below for the mailing address. Your FISAP certification and signature pages **must be postmarked** no later than **October 1, 2010**. (For information on printing these pages, see page 11.)

As mentioned earlier, your FISAP must also be received by October 1, 2010. If you have any questions about preparing your FISAP, contact the Campus-Based Call Center at 1-877-801-7168 or e-mail your questions to CBFOB@ed.gov.

Note: A "complete FISAP submission" does not necessarily mean you must complete the entire FISAP. For example, your school might not participate in all three programs. Also, you might *only* be applying for funds for 2011-2012 or *only* reporting on campus-based program funds expended in 2009-2010.

The FISAP is divided into three main parts: Identifying Information, Certification and Warning; the Application to Participate; and the Fiscal Operations Report.

Part I - Identification

All schools must complete this part. You are required to send a hard copy of the combined certification and signature pages, containing Part I information and an original signature, to

FISAP Administrator
3110 Fairview Park Drive
Suite 950
Falls Church, VA 22042

Part II – Application

You must complete Part II if you want to request funds for your school for the 2011-2012 award year.

Part III – Perkins Loan Report

You must complete Part III if your school is a continuing participant in the Federal Perkins Loan Program, or your school is liquidating its Federal Perkins Loan Fund.

Note: Even though your school did not receive a Federal Capital Contribution for the 2009-2010 award year, you must complete Part III to report all collections and expenditures if your school made loans from its Perkins Fund. If your school has decided to end its participation in Perkins, your school must continue to report its Perkins Fund activity until your school officially liquidates.

Part IV – FSEOG Report

You must complete Part IV if your school received FSEOG federal funds for 2009-2010.

Part V – Federal Work-Study

You must complete Part V if your school received FWS funds for the 2009-2010 award year.

Part VI - –Program Summary

You must complete Part VI, Section A, if you participated in the Federal Perkins Loan, FSEOG, or FWS program in the 2009-2010 award year. You must complete Part VI, Section B if you are claiming an administrative cost allowance for the 2009-2010 award year.

Section A asks you to identify aid recipients by type of student (for example, dependent and independent undergraduates) and by income category. You must enter the amount spent in each category of aid recipient.

Section B assists you in calculating the administrative cost allowance.

Completing the FISAP

Step 1: Complete the FISAP data.

1. Read the FISAP instructions or online Help to make sure you complete data fields correctly.

2. If multiple school files are set up, choose the desired school by going to "Setup" and then to "Change Schools."

3. Select the FISAP section to be completed by clicking on the appropriate part of the menu on the left side of the screen, such as "Application." (For information on which parts of the FISAP to complete, see pages 7 and 8.)

4. Enter data or data changes in the fields on each page. To switch between pages, select a new part number from the left navigation bar, which is present throughout the FISAP Web site.

5. Upon completing each section, select the "Save" button. The page will refresh and all data on the screen will be saved.

6. Respond to edits or errors (if applicable) by changing data or providing answers. Use the "Additional Information" ("Additional Info") tab to explain errors or to submit any additional information you want to include with this application. First select the edit number (if any) and then press "Enter." Your cursor then moves to the "Notes" field, where you can begin entering information. The FISAP on the Web automatically fills in the "Mod. User," "Mod. Date," and "Mod. Time" fields.

Step 2: Complete the validation process.

The "Validate" option provides quick access to available validation data for the current FISAP. The school name and OPEID Number are both apparent on the page.

There are four columns in the validation report:

- "Error" lists the unique error number that was encountered.

- "Validation" presents the details of the error, including where it occurred and how to fix it.
- "Fix Error" is a button that returns the user to the field(s) affected and allows for an opportunity to correct mistakes.
- "Log" displays a box that you can check to allow you to enter an explanation why the "error" is not really a mistake.

The validation process also begins upon selecting the "Submit" link, which takes the user to the "FISAP – Validation" page.

For more information on FISAP validation, see pages 3 and 4.

Step 3: Submit the FISAP.

Click "Submit" to transmit your FISAP. Note there are twelve critical errors that, if not corrected, will halt the submission process:

Edit Code	Error Message	Field Name
01010	You must complete the Signatures section in Part I, Field 8 before you are allowed to Submit. Please fill in this section and then re-run the Submit process.	Part I, Section B, Field 8, CEO Date Signed
01020	You must complete the FAA section in Part I, Field 6 before you are allowed to Submit. Please fill in this section and then re-run the Submit process.	Part I, Section A, Field 6, FAA E-mail Address
01040	You must complete the CEO Title in Part I, Field 8 before you are allowed to Submit. Please fill in this section and then re-run the Submit process.	Part I, Section B, Field 8, CEO Title
03000	In Part II, Section D, you have selected your school as "Traditional," but you have data in both the traditional and non-traditional enrollment grids. Please remove data in the non-traditional enrollment grid, or change your school's calendar to "Non-traditional." You will NOT be able to submit your data until this is corrected.	Part II, Section D, "My school's calendar is: __Traditional __Non-Traditional."
03010	In Part II, Section D, you have selected your school as "Non-Traditional," but you have data in both the traditional and non-traditional enrollment grids. Please	Part II, Section D, "My school's calendar is: __Traditional __Non-

	remove data in the traditional grid, or change your school's calendar to "Traditional." You will NOT be able to submit your data until this is corrected.	Traditional."
04200	In Part III, Section A, Field 58(c) must equal Field 58(d). You will NOT be able to submit your data until this is corrected.	Part III, Section A, fields 58(c) and 58(d), Total debits and credits
04630	WARNING! In Part III, Section A, the data in Field 56(c) has changed since last year. You must explain the change on the "Additional Information" screen in enough detail for the Department to assess the entry's validity. You will NOT be able to submit your data until this is corrected.	Part III, Section A, Field 56(c), Balancing Adjustments (Debits)
04640	WARNING! In Part III, Section A, the data in Field 57(d) has changed since last year. You must explain the change on the "Additional Information" screen in enough detail for the Department to assess the entry's validity. You will NOT be able to submit your data until this is corrected.	Part III, Section A, Field 57(d), Balancing Adjustments (Credits)
08130	In Part IV, Section E, Field 17 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part IV, Section E, Field 17, Expended FSEOG Authorization
08140	In Part IV, Section E, Field 18 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part IV, Section E, Field 18, Unexpended FSEOG Authorization
09172	In Part V, Section E, Field 18 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part V, Section E, Field 18, Expended FWS Authorization
09175	In Part V, Section E, Field 19 cannot be negative. You will NOT be able to submit your data until this is corrected.	Part V, Section E, Field 19, Unexpended FWS Authorization

Step 4: Print the combined certification and signature pages.

You must print the combined certification and signature pages for your FISAP submission. Select "Self-Service" from the top navigation bar. Then select "Signature Pages" under the "Forms and Reports" header. The form is presented in Adobe PDF format. You may then select from the available print options.

To print the Lobbying Form, select "Self-Service" from the top navigation bar. Then select "Lobbying Form" under the "Forms and Reports" header. The form is presented in Adobe PDF format. You may then select from the available print options.

Step 5: Mail the certification and signature pages.

Mail these pages with the required original signature to

FISAP Administrator
3110 Fairview Park Drive
Suite 950
Falls Church, VA 22042

Step 6: Submit edit corrections and Perkins Cash on Hand.

All schools are not required to submit corrections, but if yours is a Perkins Loan school, in Part III, Section A, Field 1.2, you will need to update your "Cash on Hand" figure as of October 31, 2010. Schools can submit corrections to their original FISAP submissions until December 15, 2010.

Completing the Reallocation Form (For Continuing Schools Only)

If you have unexpended 2009-2010 FSEOG, FWS, and/or Perkins Loan funds, you will need to complete Section A of the Reallocation Form. If you want to request supplemental FWS funds for community service jobs for the 2010-2011 award year, you must complete Section B.

To set up your Reallocation Form:

1. Go to the "Setup" tab on the top navigation bar and select the "Reallocation Form" link from the "Setup" window. Note: After August 20, 2010, you will not be able to complete any items on the form.

2. Access the form's instructions through the "Instructions" link located below your OPEID Number near the top of the page.

3. Note that the following fields are pre-populated on the form: Name of School, Address of School, City, State, Zip, and OPEID Number. Below these displayed

fields, enter reallocation information. At the bottom of the page are "Save," "Submit," and "Help" buttons.

4. Complete Section A and Section B (if necessary), and then begin validation by selecting "Submit" at the bottom of the page.

5. Unexpended program funds cannot be greater than program award amounts; therefore, if any of the following three critical errors occurs, the Reallocation Form cannot be submitted:

   - Error 00200—the amount in Field 1 is greater than the 2009-2010 original plus supplemental FSEOG allocation.

   - Error 00210—the amount in Field 2 is greater than the 2009-2010 FWS original plus supplemental allocation.

   - Error 00220—the amount in Field 3 is greater than the 2009-2010 Perkins Loan FCC original plus supplemental allocation.

   If an error occurs, check your figures with your Chief Fiscal Officer and correct the mistake.

6. Select the "Continue to Submit" button.

7. The system displays a certification box where you must indicate that you have the authority to submit the Reallocation Form. Click "Submit" if you agree to the terms in the certification. If you do not agree, click the "Exit Validation" link.

8. The reallocation submission is then complete and officially identified in the database, which logs the submission and the name of the school that submitted the Reallocation Form. A confirmation page is displayed, showing the date and time of submittal and a recommendation that you print the page.

If you have any questions about the FISAP and/or the reallocation process, please call the Campus-Based Call Center at 1-877-801-7168 or e-mail your questions to CBFOB@ed.gov.