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# **FISAP Desk Reference 2007-2008**

**U.S. Department of Education**

**June 2006**

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## **FISAP Basics**

### **How to Access the Web Site**

You can access the FISAP on the Web at [www.cbfishap.ed.gov](http://www.cbfishap.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 need a Personal Identification Number (PIN) and a Title IV Gateway Number (TG number) from the U.S. Department of Education (ED). The FISAP site uses these numbers to validate each user's identity and access rights. A school participating in Title IV programs already has an ED TG number. Check with your Destination Point Administrator (DPA) if you do not know your number.

#### How to Obtain a PIN

A PIN serves as your unique identifier and lets you access information in various ED systems, not just the eCampus-Based system (eCB). Register for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov). You will receive your PIN via e-mail in approximately four business days. You will want to register for a PIN at least four days before beginning the FISAP process.

#### How to Receive a TG Number

The TG number is used to identify your school and your access rights to eCB. You must have this number to login to eCB. If your school is new to the campus-based programs, you need to assign someone as the school's Destination Point Administrator (DPA). The DPA must login to [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov) and enroll in the Student Aid Internet Gateway (SAIG). At that point, the school is assigned a TG number. From then on, that user and any other at the school who wants to login to eCB must link his or her PIN information to the school's assigned TG number.

If you do not have access to the FISAP on the Web, check with the DPA to see if you can be added to your school's list of users; if so, the DPA can tell you the level of access you have been granted.

### **When to Submit the FISAP**

You must complete and submit the FISAP before midnight on **September 29, 2006**. The usual October 1 deadline has been changed because October 1 falls on a Sunday this year.

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### **When to Submit the Reallocation Form**

If your school plans to return to ED unexpended campus-based program funds or request supplemental Federal Work-Study (FWS) funds for community service jobs, you must complete and submit a Reallocation Form to ED before midnight, **August 18, 2006**. See page 11 for a discussion of this form.

### **How to Obtain Compliance Certifications**

In Part I of the FISAP (Identifying Information, Certifications and Warning), the Department has combined the anti-lobbying, debarment, and drug-free workplace certifications with the FISAP certifications and signature page. You must print these combined certifications and signature pages from the “Self-Service” option. (On the “Self-Service” screen, the pages are called “Debarment Form and Signature Pages.”) Have your school’s CEO, President, Chancellor, or Director provide an ORIGINAL SIGNATURE on the page. This signature provides for compliance with certification requirements under 34 CFR Part 82, “New Restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact that ED 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 **September 29, 2006**.

**Electronic FISAP Administrator  
1951 Kidwell Drive, Eighth Floor  
Vienna, Virginia 22182**

For more information about these pages, see page 10.

### **How to Request an Underuse of Funds Waiver**

If your school is returning more than 10 percent of its Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), or FWS allocation for the 2005-2006 award year, you will receive a reduction of that program’s 2007-2008 allocation equal to the returned 2005-2006 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 “Waive” from the dropdown box, which will take you to the “Additional Information” screen. There, you must explain the circumstances that caused the underuse of your allocation. The waiver request deadline is **February 9, 2007**.

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A review panel will consider each waiver request and will respond to schools via e-mail by March 16, 2007. The e-mail directs schools to the eCB Web site so they can view the results of their requests on the “Self-Service” screen.

### **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, 2006**, when edit corrections are due.

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 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, 08130, 08140, 09172, and 09175. For details on these edits, see page 9.

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

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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 each validation edit message. 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 dropdown 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 page 9.

## **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 help 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.
- Field help 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,” “Frequently Asked Questions,” and “Getting Started with FISAP.” You will also find a search feature.

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:

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- The 2007-2008 FISAP form
  - ❖ Submitted Version
  - ❖ Current Working Version
  - ❖ Combined certifications and signature pages (combined Debarment Form and Signature pages)
  - ❖ Lobbying Form
- FISAP forms going back to the 2002-2003 award year
- Reallocation Forms going back to the 2003-2004 award year
- Campus-Based notifications going back to the 2001-2002 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 for 2006, 2005, and 2004
- Statements of Account going back to the 2001-2002 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](http://www.adobe.com), using the link provided on the FISAP on the Web.

### **How to View the Submission Log**

Submissions acknowledgements are located in the “Self-Service” section; select “Acknowledgements,” 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](http://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:

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### 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 e-mail [CBFOB@ed.gov](mailto:CBFOB@ed.gov), or call the Campus-Based Call Center at 1-877-801-7168.

## **How to Define a Complete FISAP Submission**

A complete FISAP submission to ED 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 “Acknowledgements” heading.
- mailed to ED completed combined certifications 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 certifications and signature pages **must be postmarked** no later than **September 29, 2006**. (For information on printing these pages, see page 10.)

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As mentioned earlier, your FISAP must also be received by September 29, 2006. If you have any questions about preparing your FISAP, contact the CB Call Center at 1-877-801-7168. Also, you can e-mail your questions to [CBFOB@ed.gov](mailto: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 2007-2008 or *only* reporting on campus-based program funds expended in 2005-2006.

The FISAP is divided into three main parts: Identifying Information, Certifications 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 certifications and signature pages, containing Part I information and original signatures, to

**Electronic FISAP Administrator  
1951 Kidwell Drive, Eighth Floor  
Vienna, Virginia 22182**

### Part II – Application

You must complete Part II if you want to request funds for your school from any of the three campus-based programs for the 2007-2008 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.
- your school is liquidating its Federal Perkins Loan Fund.
- your school did not receive a Federal Capital Contribution for the award year 2005-2006 but did make loans from its Fund.

### Part IV – FSEOG Report

You must complete Part IV if your school received FSEOG federal funds for 2005-2006.

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### Part V – Federal Work-Study

You must complete Part V if your school received FWS funds for the 2005-2006 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 2005-2006 award year. You must complete Part VI, Section B if you are claiming an administrative cost allowance for the 2005-2006 award year.

Section A asks you to identify aid recipients by type of student (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 page 7.)
4. Enter data or data changes in the form elements 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

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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 page 3.

### **Step 3: Submit the FISAP.**

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

<b>Edit Code</b>	<b>Error Message</b>	<b>Field Name</b>
<b>08130</b>	Part IV, Section E, Field 16 cannot be negative. You will NOT be able to submit your data until this is corrected.	Expended FSEOG Authorization
<b>08140</b>	Part IV, Section E, Field 17 cannot be negative. You will NOT be able to submit your data until this is corrected.	Unexpended FSEOG Authorization
<b>09172</b>	Part V, Section E, Field 17 cannot be negative. You will not be able to export your data until this is corrected.	Expended FWS Authorization

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<b>09175</b>	Part V, Section E, Field 18 cannot be negative. You will not be able to submit your data until this is corrected.	Unexpended FWS Authorization
<b>01010</b>	You must complete the Signatures section on Part I, Page 2 before you are allowed to Submit. Please fill this section in and then re-run the Submit Process.	Part I, Page 2 (Section B)
<b>01020</b>	You must complete the FAA section on Part I, Field 6 before you are allowed to Submit. Please fill this section in and then re-run the Submit Process.	FAA e-mail address

**01040**

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If you have any questions about the FISAP and/or the reallocation process, please call the CB Call Center at 1-877-801-7168.

# **Completing the Reallocation Form (For Continuing Schools Only)**

If you have unexpended 2005-2006 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 2006-2007 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 18, 2006, you will not be able to complete any items on the form.
2. Access the form’s instructions through the “Help” tab on the top navigation bar: under the “Contents” tab on the left-hand menu, select “Setup” and then “Setup-Reallocation Form.”
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” and “Help” buttons. There is also a notice that the user must select “Submit” on the left navigation bar to submit the Reallocation Form.
4. Complete Section A and Section B (if necessary), and then begin validation by selecting “Submit” on the left navigation bar.
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 2005-2006 original plus supplemental FSEOG allocation.
  - Error 00210—the amount in Field 2 is greater than the 2005-2006 FWS original plus supplemental allocation.
  - Error 00220—the amount in Field 3 is greater than the 2005-2006 Perkins Loan FCC original plus supplemental allocation.

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- 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.