

**2005-2006**

**FISAP on the Web  
Reference**



Department of Education  
Campus-Based Programs

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# **FISAP Basics**

## **How to Logon**

You can access the FISAP on the Web at <http://cbfisap.ed.gov>. This site will allow you to complete and submit your FISAP online, receive real-time validation edits, access your statement of account, view your electronic notifications and more.

## **How to Access the Website**

To access FISAP on the Web, you will need a PIN and a TG # from the Department of Education (ED). The FISAP site will use these to validate each user's identity and their access rights. Many schools that already participate in Title IV Programs have an ED TG #. Check with your Destination Point Administrator (DPA) if you are unsure.

## **How to Obtain a PIN Number**

You can register for a PIN at <http://www.pin.ed.gov>. The PIN serves as your identifier for accessing various ED websites. Once you submit an application online, a PIN will be sent via electronic mail in approximately four business days. You will want to complete this step at least four days before you wish to begin the FISAP cycle on the Web.

## **How to Receive a TG #**

If your school is new to the Campus-Based Programs (CB), log onto <http://fsawebenroll.ed.gov> to enroll in the Student Aid Internet Gateway. Once enrolled, you will receive a TG # for the FISAP. If your school already participates in the CB, your school already has a TG #. Check with your school's Destination Point Administrator (DPA) to see if you need to be added to the existing profile.

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

You must complete and submit the Campus-Based Reallocation Form to ED by midnight of August 20, 2004, if your school plans to release unexpended CB Program funds or request supplemental Federal Work-Study (FWS) funds.

The Reallocation Form can be found in the FISAP on the Web through the "Setup" tab on the top navigation bar. The setup window displays a link to the Reallocation Form for the school. Instructions for the Reallocation Form can be accessed 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 to view the Reallocation Form instructions.

**Note:** After August 20, this option will not be available and will be grayed out.

## **How to Obtain Compliance Certifications**

Applicants should review the regulations and the instructions for certification. Signature of this form 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 upon which reliance will be placed when the ED determines to award the covered transaction, grant, or cooperative agreement.

The combined Drug-Free Workplace, Anti-Lobbying and Debarment Certifications, FISAP Certification and Signature Page, and Identifying Information, Certifications and Warning can be printed by clicking Self-Service in the top navigator and selecting it from the list of reports.

It is important that you print your combined certification and signature pages from the Self-Service page and mail them with ORIGINAL SIGNATURES to the following address:

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

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

If your school is returning more than 10 % of its Federal Perkins Loan, Federal Supplemental Opportunity Grant (FSEOG), or FWS allocation for the 2003-2004 award year, you will receive a reduction of that program's 2005-2006 allocation in the same amount of the returned 2003-2004 funds.

You may request a waiver of the "Underuse of Funds" penalty by selecting the "Yes" radio button in Part II, Section C, Field 6. You must also provide a written explanation of the circumstances that caused the underuse of your allocation on the Additional Information screen. If you need to send additional documentation to support your written explanation, please attach that documentation to your combined certification and signature pages. The deadline for a waiver request is February 11, 2005.

A review panel will consider each waiver request and ED will send the approval or denial decision to schools by March 15, 2005.

## **How to View FISAP Edits Using the Real-Time Data Validation of FISAP on the Web**

The Validation Feature is designed to provide easy and immediate validation of FISAP data. The system generates edits and error messages that you may fix, explain with additional information or ignore. You do not have to complete the FISAP before the data is validated.

FISAP on the Web offers three validation scenarios:

- **Validate-** Selecting this link from the left navigation bar on the website (located under Validation) will *partially* validate your FISAP. Validations will be checked from the beginning of your FISAP up to the page from where you selected the Validate Link. No validations will be checked for parts beyond that page.
- **Validate All-** Selecting this link from the left navigation bar on the website (located under Validation) will validate your entire FISAP. It is recommended that you complete your FISAP before selecting this link.
- **Submit-** Selecting this link from the left navigation bar on the website will automatically validate your entire FISAP. This is the first step in the FISAP submission process. There are some validation edits that must be fixed before submission.

Please note that while you are in validation mode you will not be able to access any other links on the website. A 'Cancel Validation' sub-link will be available under the Validation link on the left navigation bar if you need to access other areas of the website.

Validation error numbers and error messages are displayed after selecting one of the three validation scenarios. A validation worksheet is displayed detailing error numbers and validation messages. The worksheet contains a 'Print Friendly Version' link on the top of the page so you can print a copy for your records.

You will be able to either log or fix your validation errors. Here is how it works:

- **Fixing Errors-** A 'Fix Error' button will be located to the right of the validation error message. Clicking the button will take you to the FISAP page where the error occurred. If the error involves more than one field on separate pages, the system will take you to the last page affected by the error. You may then fix all fields related to an error.
- **Logging Errors-** A 'Log' check box will be located next to each validation error message. You may check the errors that you want to log and click 'Log' at the bottom of the left side of the screen. Clicking 'Log' will display the Additional Information Page where you may supply any information you think will be relevant to that error.

## **How to Access Help and Self-Service Features**

The FISAP on the Web contains three help Features: Section Help, Page Help and System Help.

- **Section Help** is represented by a question mark located to the right of the more complex fields on the FISAP. This button gives information specific to that section.
- **Page Help** is located on the bottom left side of almost all pages of the website. It contains information specific to the current page.
- **System Help** is located on the top navigation bar of each screen. It contains information about the CB Programs including FISAP Basics, Frequently Asked Questions, Getting Started with FISAP, a search feature, and more.

The Self-Service Feature is designed to provide you easy and immediate access to your school's CB information via a secure Internet connection. Within the Self-Service Feature you can access and print your school's CB Programs' information including:

- **The 2005-2006 FISAP form:**
  - Submitted Version
  - Current Working Version
  - Debarment Form & Signature Page
  - Lobbying Form
- **FISAP form**
  - 2005-2006
  - 2004-2005
  - 2003-2004
  - 2002-2003
- **Reallocation Form**
  - 2005-2006
  - 2004-2005
  - 2003-2004
- **Campus-Based notifications for all available award years**
- **Submission Log and Dear Partner/Dear Colleague letters**
- **Statement of Account for the following years:**
  - 2004-2005 Award Year
  - 2003-2004 Award Year

- 2002-2003 Award year
  - 2001-2002 Award Year
  - 2000-2001 Award Year
  - 1999-2000 Award Year
  - 1998-1999 Award Year
- **Help Desk-** CB Call Center (877) 801-7168. E-mail address CBFOB@ed.gov.

To make the site accessible to all users some forms and reports are viewable via Adobe Acrobat Reader 6.0. You can download a free copy of Acrobat Adobe Reader 6.0 at [www.adobe.com](http://www.adobe.com) using the link provided on the FISAP on the Web.

### **How to View Acknowledgement Files in FISAP on the Web**

Acknowledgements are located in the Self-Service section as Submission Logs, which contain tracking information for FISAP on the Web submissions.

### **How to Print from FISAP on the Web**

If you are experiencing difficulties with printing the PDF files under the Self-Service section of the FISAP on the Web, please complete the following step(s):

- Download a free version of Acrobat Adobe Reader 6.0. A link is available at the top of the Self-service page that will take you to the Adobe website to download your free version of Acrobat Adobe Reader 6.0. You may also access the software directly at: <http://www.adobe.com/products/acrobat/readstep2.html>. After downloading and installing the Adobe Acrobat Reader 6.0, please attempt to print the PDF again. If you are still experiencing difficulties, please continue to the step below.
- Configure your PC to read dynamically created FDF files. If downloading Adobe Acrobat Reader 6.0 did not resolve your printing problem, please complete the following steps on your PC:

#### **If your computer is using Windows 98 or 2000**

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. Confirm the 'Open After Download' option is NOT selected.
8. Click the 'OK' button.

### **If your computer is using Windows NT**

1. Go to 'Control Panel'.
2. Select 'View Menu'.
3. Select 'Options'.
4. Select '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 the 'Open After Download' option is NOT selected.
8. Click the 'OK' button.

If you still have questions, please email [CBFOB@ed.gov](mailto:CBFOB@ed.gov), or call the CB Call Center.

### **What Is a Complete FISAP Submission**

A complete FISAP submission to ED consists of the following items:

- Real-time acknowledgement of a completed electronic FISAP on the Web. After you have completed the FISAP, click the “submit” button to have your FISAP data submitted. You can verify your submission by going to the “Self-Service” page and clicking on the “Submission Log” link under the “Acknowledgements” heading.
- Receipt of the combined certification and signature pages printed from the FISAP on the Web with original signatures.
- Any additional documentation you are submitting with your “Underuse of Funds” waiver request (if applicable).

Refer to the *FISAP Instruction Booklet* on the IFAP Web site for complete mailing instructions. Your FISAP signature page and compliance certifications **must be postmarked** no later than **October 1, 2004**. Your FISAP data must also be received by **October 1, 2004**. If you have any questions concerning the preparation of your FISAP, contact the CB Call Center at 1-877-801-7168. You can also e-mail your questions to them at [CBFOB@ed.gov](mailto:CBFOB@ed.gov).

You may not need to complete the entire FISAP submission. To decide what parts must be completed, you must know what your school did last year and what it plans to do next year. This package contains data cells for two separate award years: an Application for funds for 2005-2006 and a Fiscal Operations Report for 2003-2004.

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

contents is your guide to instructions for each part of this FISAP package.

### Part I- Identification

You are required to send a completed paper FISAP combined certification and signature page containing Part I information and original signatures to:

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

### Part II- Application

If you want to request CB funds for your schools for the 2005-2006 award year, you must complete Part II.

### 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. (Hereafter known as the **Fund**)
- Your school did not receive a Federal capital contribution for the award year 2003-2004 but did make loans from its Fund.

### Part IV- FSEOG Report

You must complete Part IV if your school received FSEOG federal funds for 2003-2004.

### Part V- Federal Work-Study

You must complete Part V if your school received FWS funds for the 2003-2004 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 2003-2004 award year. You must complete Part VI, Section B if you are claiming an administrative cost allowance for the 2003-2004 award year.

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

Section B assists you in calculating the administrative cost allowance.

#### Additional Information

- Use the Additional Information (Addt'l 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. FISAP automatically fills in the Mod. User, Mod. Date, and Mod. Time fields.
- Valid field content is any keyboard character.

## **Electronic FISAP Process for New and Continuing Schools**

### **The Online FISAP Checklist**

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

#### **Continuing Schools**

- Reallocation Form: Complete sections A and B as appropriate for your school under **Setup, Reallocation Form**.
- Print the FISAP form, if you want to review and distribute (if more than one office is working on the FISAP).
- Print, sign, and mail your combined certification and signature page to the correct address by October 1, 2004.

#### **New Schools**

- Print the FISAP form, if you want to review and distribute (if more than one office is working on the FISAP).
- Print, sign, and mail your newly combined certification and signature pages to the correct address by October 1, 2004. Electronic FISAP Administrator address presented in Step 6 below.

The following is a simplified overview of the steps required to complete the electronic FISAP on the Web.

## **The Online FISAP Process**

### **Step 1: Reallocation Form Completion**

Continuing schools will need to complete section A of the Reallocation Form if they have unexpended 2003-2004 FSEOG, FWS, and/or Perkins Loan funds. If a continuing school wants to request supplemental FWS funds for community service jobs for the 2004-2005 award year, they must complete section B.

#### **To set up your Reallocation Form:**

1. Select the **Reallocation Form** link from the sub-navigation bar on the **Setup** page.
2. The System displays the Reallocation Form. The following fields are pre-populated: Name of School, Address of School, City, State, Zip, and Serial Number. Below these displayed fields is where you enter reallocation information. At the bottom of the page are a **Save** button and a **Help** button. There is also a notice that to submit the Reallocation Form, the User must select the Submit link on the left navigation bar.
3. Complete Section A and Section B (if necessary), and then begin validation by selecting Submit on the left navigation bar.
4. There are three 'critical' errors that will prevent submission:
  - Error 00200 If the amount in field #1 is greater than your 2003-2004 original plus supplemental FSEOG allocation, you will get this error.
  - Error 00210 If the amount reported in field #2 is greater than your 2003-2004 FWS original plus supplemental allocation, you will get this error.
  - Error 00220 If the amount reported in field #3 is greater than your 2003-2004 Perkins Loan FCC original plus supplemental allocation, you will get this error.

If any of these errors occur, check your figures with your Chief Fiscal Officer and correct the mistake.

5. Select the **Continue to Submit** button.
6. 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 'cancel validation' link.

7. Reallocation submittal is complete and officially identified in the database, which logs the submittal along with who submitted the Reallocation Form and a time/date stamp. A confirmation page is displayed stating the date and time of submittal, along with a recommendation that you print the page.

## **Step 2: Update**

### **To update your FISAP data:**

1. Choose the desired school, if multiple school files are set up, by going to Setup, Change Schools.
2. Select the section of the FISAP to be completed by clicking on the appropriate part at the left of the screen, such as **Application**.
3. 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, present throughout the FISAP website.
4. Upon completion of each section, select the **Save** button. The page will refresh and all data on the screen will be saved.
5. Respond to edits or errors (if applicable) by changing data or providing answers.

## **Step 3: Validation Process**

The **Validate FISAP** option provides quick access to available validation data for the current FISAP. The school and serial number are both apparent on the page. There are four columns in the validation report as presented:

- **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 affected and allows for an opportunity to correct mistakes.
- **Log** displays a check box if an explanation has been entered.

The Validation Process also begins upon selecting the Submit FISAP Data link, which takes the user to the same page.

## **Step 4: Submit**

There are six “Hard 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, field 16 cannot be negative.	Expended FSEOG Authorization
<b>08140</b>	Part IV, field 17 cannot be negative.	Unexpended FSEOG Authorization
<b>09172</b>	Part V, field 17 cannot be negative.	Expended FWS Authorization
<b>09175</b>	Part V, field 18 cannot be negative.	Unexpended FWS Authorization
<b>01010</b>	You must complete the Signatures section on Part 1, Page 3 before you are allowed to Submit. Please fill this section in and then re-run the Submit Process.	Part 1, Page 3 (Section B)
<b>01020</b>	The FAA email address must have an entry.	FAA email address

### **Step 5: Debarment Form & Signature Page**

You must print the signature form and certification page for your FISAP submission.

#### **To print the Debarment and Signature Form:**

1. Select **Self Service** from the top navigation bar.
2. Select **Debarment Form & Signature Page under the Forms & Reports** header.

The form is presented in Adobe PDF format. You may then select from the available print options.

#### **To print the Lobbying Form:**

1. Select **Self Service** from the top navigation bar.
2. Select **Lobbying Form** under the **Forms & Reports** header.

The form is presented in Adobe PDF format. You may then select from the available print options.

### **Step 6: Mail**

Mail completed signature page and certification form with all required original signatures to:

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

**Step 7: Submitting Corrections**

All schools are not required to submit corrections, but if you are a Perkins Loan school you will need to enter a cash on hand figure as of October 31, 2004, in Part 3, Section A, field 1.2. Schools can submit corrections to their original FISAP submissions until December 15, 2004.