
FISAP on the Web Reference 2006-2007

U.S. Department of Education



**F E D E R A L
S T U D E N T A I D**
We Help Put America Through School

June 2005

FISAP on the Web Reference

Table of Contents

FISAP BASICS	3
HOW TO LOGON.....	3
HOW TO ACCESS THE WEB SITE	3
HOW TO OBTAIN A PIN NUMBER	3
HOW TO RECEIVE A TG#	3
WHEN TO SUBMIT THE REALLOCATION FORM	3
HOW TO OBTAIN COMPLIANCE CERTIFICATION	4
HOW TO REQUEST UNDERUSE OF FUNDS WAIVER	4
HOW TO VIEW FISAP EDITS	5
HOW TO ACCESS HELP AND SELF-SERVICE FEATURES.....	6
HOW TO VIEW ACKNOWLEDGEMENT FILES	7
HOW TO PRINT FROM FISAP ON THE WEB	7
HOW TO DEFINE A COMPLETE FISAP SUBMISSION.....	8

ELECTRONIC FISAP PROCESS AND CHECKLIST FOR NEW AND CONTINUING SCHOOLS

THE ONLINE CHECKLIST	10
FISAP PROCESS	11
STEP ONE: REALLOCATION FORM SETUP	11
STEP TWO: UPDATE.....	12
STEP THREE: VALIDATION PROCESS.....	12
STEP FOUR: SUBMIT	12
STEP FIVE: DEBARMENT FORM & SIGNATURE PAGE	13
STEP SIX: MAIL	13
STEP SEVEN: SUBMITTING CORRECTIONS	14

FISAP on the Web Reference

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 Web Site

To access FISAP on the Web, you will need a PIN and a Title IV Gateway Number (TG#) from the U.S. Department of Education (ED). The FISAP site will use these to validate each user's identity and access rights. 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 Web sites. 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 beginning the FISAP cycle on the Web.

How to Receive a TG#

If your school is new to the Campus-Based (CB) programs, log onto <http://fsawebenroll.ed.gov> to enroll in the Student Aid Internet Gateway (SAIG). Once enrolled, you will receive a TG# for the FISAP. If your school already participates in the CB programs, your school already has a TG#. If you do not have access to the FISAP on the Web, check with your school's DPA to see if you can be added to the list of users for your school.

When to Submit the Reallocation Form

You must complete and submit the Campus-Based Reallocation Form to ED by midnight of August 19, 2005, if your school plans to release unexpended CB program funds or request supplemental Federal Work-Study (FWS) funds for community service jobs.

The Reallocation Form can be found in 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

FISAP on the Web Reference

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 19, 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 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 are contained in the Debarment Form and Signature Page. To print that page, click on Self-Service in the top navigator and select the page 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 percent of its Federal Perkins Loan, Federal Supplemental Opportunity Grant (FSEOG), or FWS allocation for the 2004-2005 award year, you will receive a reduction of that program’s 2006-2007 allocation equal to the returned 2004-2005 funds.

You may request a waiver of the “Underuse of Funds” penalty by selecting the “Yes” 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 10, 2006.

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

FISAP on the Web Reference

request on the Self-Service screen. By March 15, 2006, ED will send notifications to schools that a decision has been made on their requests.

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 Web site (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 Web site (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 Web site 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.) 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 Web site. 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 Web site.

Any applicable 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 is 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 must make all corrections outlined in the error message.

FISAP on the Web Reference

- **Logging Errors** – You can “log” certain items that appear to be errors and offer an explanation of why they are not errors. If the explanation is sufficient, you will not have to correct those items. A “Log” check box will be located next to each validation error message. You may check the errors you want to log and click “Log” at the bottom of the left side of the screen. This 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 certain fields on the FISAP. This button gives information specific to that field.
- **Page Help** is located on the bottom left side of almost all pages of the Web site. 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 2006-2007 FISAP form**
 - Submitted Version
 - Current Working Version
 - Debarment Form & Signature Page
 - Lobbying Form
- **FISAP forms**
 - 2006-2007
 - 2005-2006
 - 2004-2005
 - 2003-2004
- **Reallocation Forms**
 - 2006-2007
 - 2005-2006
 - 2004-2005
- **Campus-Based notifications for all available award years**

FISAP on the Web Reference

- **Submission Log and Dear Partner/Dear Colleague letters**
- **Statement of Account for the following years:**
 - 2005-2006 Award Year
 - 2004-2005 Award Year
 - 2003-2004 Award year
 - 2002-2003 Award Year
 - 2001-2002 Award Year
 - 2000-2001 Award Year
 - 1999-2000 Award Year
- **Help Desk**—CB Call Center, 1-877-801-7168; 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 using the link provided on the FISAP on the Web.

How to View Acknowledgement Files

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 FISAP on the Web, 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 <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, please continue to the step below.
- Configure your PC to read dynamically created FDF files.

If your computer is using Windows 98 or 2000

1. Go to “My Computer.”
2. Select “Tools” or “View” menu.
3. Select “Folder Options or Options.”
4. Select the “File Types” tab.

FISAP on the Web Reference

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, or call the CB Call Center at 1-877-801-7168.

How to Define a Complete FISAP Submission

A complete FISAP submission to ED consists of the following:

- 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.
- Mailing the combined certification and signature pages printed from the FISAP on the Web with original signatures and ensuring those pages arrive on time.
- 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 at www.ifap.ed.gov for complete mailing instructions. Your FISAP signature page and compliance certifications **must be postmarked** no later than **September 30, 2005**. Your FISAP data must also be received by **September 30, 2005**. 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 **CBFOB@ed.gov**.

You might not need to complete the entire FISAP if there are CB programs your school does not participate in. Also, you might be only applying for funds or only reporting on

FISAP on the Web Reference

CB program funds expended. (The FISAP contains data cells for two separate award years: an Application for funds for 2006-2007 and a Fiscal Operations Report for 2004-2005.)

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 the FISAP.

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 school for the 2006-2007 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.
- Your school did not receive a Federal Capital Contribution for the award year 2004-2005 but did make loans from its Fund.

Part IV – FSEOG Report

You must complete Part IV if your school received FSEOG federal funds for 2004-2005.

Part V – Federal Work-Study

You must complete Part V if your school received FWS funds for the 2004-2005 award year.

FISAP on the Web Reference

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 2004-2005 award year. You must complete Part VI, Section B if you are claiming an administrative cost allowance for the 2004-2005 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

Schools must follow these basic steps to submit the FISAP:

Continuing schools only:

- Complete sections A and B of the Reallocation Form (as appropriate) for your school under "Setup, Reallocation Form."

All 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 combined certification and signature page to the correct address by September 30, 2005.

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

FISAP on the Web Reference

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

The Online FISAP Process

Step 1: Reallocation Form Completion (for Continuing Schools Only)

You will need to complete section A of the Reallocation Form if you have unexpended 2004-2005 FSEOG, FWS, and/or Perkins Loan funds. If you want to request supplemental FWS funds for community service jobs for the 2005-2006 award year, you 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 OPEID Number. Below these displayed fields, 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 “Submit” 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 because unexpended program funds cannot be greater than program award amounts:
 - Error 00200 If the amount in field #1 is greater than your 2004-2005 original plus supplemental FSEOG allocation, you will get this error
 - Error 00210 If the amount reported in field #2 is greater than your 2004-2005 FWS original plus supplemental allocation, you will get this error.
 - Error 00220 If the amount reported in field #3 is greater than your 2004-2005 Perkins Loan FCC original plus supplemental allocation, you will get this error.

If an error occurs, 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.

FISAP on the Web Reference

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” and then “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, which is present throughout the FISAP Web site.
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 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 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 critical errors that, if not corrected, will halt the submission process:

FISAP on the Web Reference

Edit Code	Error Message	Field Name
08130	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
08140	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
09172	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
09175	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
01010	You must complete the Signatures section on Part 1, Page 2 before you are allowed to Submit. Please fill this section in and then re-run the Submit Process.	Part 1, Page 2 (Section B)
01020	You must complete the FAA section on Part 1, Field 6 before you are allowed to Submit. Please fill this section in and then re-run the Submit Process.	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.

FISAP on the Web Reference

Step 6: Mail

Mail the 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, 2005, in Part 3, Section A, field 1.2. Schools can submit corrections to their original FISAP submissions until December 15, 2005.