

**Federal Student Aid**  
*An OFFICE of the U.S. DEPARTMENT of EDUCATION*

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**FISCAL OPERATIONS REPORT AND  
APPLICATION TO PARTICIPATE (FISAP)  
DESK REFERENCE  
2016-2017**

**U.S. DEPARTMENT OF EDUCATION**

**APRIL 2015**

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## ***2016-2017 FISAP Desk Reference***

# **FISAP BASICS**

### **IMPORTANT TELEPHONE NUMBERS**

For questions about the FISAP and this desk reference, please call the Campus-Based Call Center between 8 a.m. and 8 p.m. (ET) Monday-Friday at

**1-877-801-7168**

The U.S. Department of Education is available to answer regulatory and policy questions from 9:00 a.m. to 5:00 p.m. (ET), Monday through Friday at

**1-800-433-7327**

### **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 Point 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 Federal Student Aid School Participation Division. An online application to participate in federal student aid programs is available at [www.eligcert.ed.gov](http://www.eligcert.ed.gov).

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### **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](http://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, 2015.

### **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 17, 2015**. See section "Completing the Reallocation Form (For Continuing Schools Only)" 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 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.

For more information about the certification and signature pages, see section "Completing the FISAP," Step 4.

### **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 2014-2015 award year or has returned 10 percent or more on the Reallocation Form, you will receive a reduction of that program's 2016-2017 allocation equal to the returned 2014-2015 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 8, 2016**.

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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 “2016-2017” 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, 2015**, when edit corrections are due. There will be no edits accepted after **December 15<sup>th</sup>** 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 01020, 03000, 03010, 04200, 04630, 04640, 08130, 08140, 09172, and 09175. For details on these edits, see section “Completing the FISAP,” Steps 2 and 3.

**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

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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 section “Completing the FISAP,” Steps 2 and 3.

### **HOW TO ACCESS HELP AND SELF-SERVICE FEATURES**

The Help features in FISAP on the Web provide a link to the FISAP instructions for the appropriate year. They are found at the bottom left side of most pages of the Web site and in the top navigation bar of each FISAP screen.

The “Self-Service” feature found in the top navigation bar 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 2016-2017 FISAP Form
  - Submitted Version
  - Working Version
  - Combined certification and signature pages
  - Lobbying Form
- FISAP forms going back to the 2010-2011 award year

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- Reallocation Forms going back to the 2010-2011 award year
- Campus-based notifications going back to the 2010-2011 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.)
- Statements of Account going back to the 2009-2010 award year
- Access to Electronic Announcements and Dear Colleague Letters through a link to the Information for Financial Aid Professionals Web site

To make the site accessible to all users, some forms and reports are viewable via Adobe Acrobat Reader. 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 acknowledgments are located in the “Self-Service” section; scroll to “Acknowledgments” and select “Submission Log.” You will find tracking information for FISAP on the Web submissions for the selected year.

### **HOW TO PRINT FROM FISAP ON THE WEB**

#### ***PRINTING FORMS FROM THE SETUP PAGE***

You may access several forms from the “Setup” page. When a form is displayed on the screen, select the link at the top for a “Print Friendly Version.” The form will be displayed in a new window and may be printed using the File/Print function of the dropdown menu in the new window.

#### ***PRINTING FORMS FROM THE SELF-SERVICE PAGE***

You may access many forms and reports from the “Self-Service” page. The available forms and reports are accessed through their links.

If the “PDF” icon is displayed next to the link, the document will be displayed in .pdf format. You will then use the File/Print function of the dropdown menu in the Adobe Acrobat reader dropdown menu.

Other links will open the report in a new window and may be printed using the File/Print function of the dropdown menu in the new window.



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### ***MULTI-PRINT***

At the top of the Self-Service page under the Forms and Reports heading, a button labeled “Multi-Print” is available. This function allows a user with access to multiple schools to print a specific report or part of the FISAP for multiple schools.

### ***PRINTING PROBLEMS***

There are several factors that can cause printing issues – pop-up blockers and firewalls – each system is unique. These are difficult to troubleshoot, but we’ve listed below the most common occurrences and the fixes we’ve found:

In general, make sure you have the latest version of Adobe Acrobat Reader and are using Microsoft Internet Explorer version 9 or lower. You can access the software directly at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html).

#### **For Most Versions of Windows:**

#### **Check the Internet Explorer Compatibility View Settings**

- From the eCB Self-service page, select “Tools” from the Internet Explorer (IE) menu at the top left hand side of the page.
  - If you only see “Tools” on the top right part of the page you do not have the menu bar on
    - Right-click on any blank grey space on the IE tool bar
    - Select “Menu Bar”
- Under “Tools,” select “Compatibility View Settings”
- Select the last check box option “Display all websites in Compatibility View”
- Select “Close”
- Completely close IE
- Re-open IE
- Log back into eCB (<https://cbfisap.ed.gov>)
- At the Self-Service page, select the PDF again
  - **If the text displays, but no data**, check to see if there is a yellow or pink banner across the top of the page
  - Select “Tools” from the IE Menu
  - Select Options
  - Select “Trust this site”
  - **If an error is displayed about the security certificate**, select “Continue”

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### **Use the ALT key**

- While logged into eCB –
- Go to the Self-Service page
- Hold the **ALT** key down and select and “Submitted Version” or “Working Version All Parts” link
- Release the **Alt** key when the FISAP is fully displayed
  - When the system loads the FISAP, a security window may display a message that asks if you want to “accept data from this site this one time only or add it to approved sites”
  - Select “Trust this site one time only”

### **In Internet Explorer – Allow saving of encrypted pages to disk**

- Select “Tools”
- Select “Internet Options”
- Select “Advanced” tab
- Scroll to the “Security” section
- Uncheck the option “do not save encrypted pages to disk”
- Completely close IE
- Re-open IE
- Log back into eCB (<https://cbfisap.ed.gov>)
- At the Self-Service page, try to print the PDF again

### **In Internet Explorer – Delete Files, Delete Cookies, Clear History**

- Select “Tools”
- Select “Internet Options”
- Select “General” tab
- Select “Delete”
- Checkmark the following options:
  - “Temporary Internet files”
  - “Cookies”
  - “History”
  - “Download History”
  - “Form Data”
  - “Passwords”
  - “ActiveX Filtering and Tracking Protection data”
- Select “Delete”
- Allow the process to complete, then select “OK”
- Completely close IE
- Re-open IE
- Log back into eCB (<https://cbfisap.ed.gov>)

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- At the Self-Service page, try to print the PDF again

### **In Internet Explorer – Lower Privacy Level**

- Select “Tools”
- Select “Internet Options”
- Select “Privacy” tab
- Move privacy level slide bar to “Accept All Cookies”
- Apply changes
- Completely close IE
- Re-open IE
- Log back into eCB (<https://cbfisap.ed.gov>)
- At the Self-Service page, try to print the PDF again

### **When all else fails...**

- Contact your institution’s IT staff to ensure local computer or network settings are not the issue.
- If you still have questions, please call the Campus-Based Call Center at 1-877-7168 or email [CBFOB@ed.gov](mailto:CBFOB@ed.gov) for assistance or to request a PDF version of the report you are having trouble printing. Please be sure to include your school’s 8-digit OPEID and contact information along with the details of your request.

### **HOW TO DEFINE A COMPLETE FISAP SUBMISSION**

A complete FISAP submission to the Department means:

1. You have received a real-time acknowledgment of your completed FISAP.  
(For details, see section “Completing the FISAP,” Step 3.)  
AND
2. You have provided an electronic or hardcopy signature to the completed FISAP form and the Lobbying certification form (if applicable).  
(For details, see section “Completing the FISAP,” Step 4.)

**Reminder:** The deadline for submitting the FISAP and providing the signature is October 1, 2015. 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](mailto:CBFOB@ed.gov).

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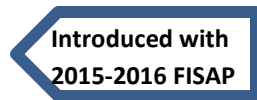
**Note:** A “complete FISAP submission” does not necessarily mean you must complete the entire FISAP. For example, your school might not participate in all three programs. Also, you might *only* be applying for funds for 2016-2017 or *only* reporting on campus-based program funds expended in 2014-2015.

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. If you choose to submit a hardcopy (manual) signature on the combined certification and signature pages, containing Part I information and an original signature, to:

FISAP Administrator  
8405 Greensboro Drive  
Suite 1020  
McLean, VA 22102



**Note:** This is a new address.

### ***PART II – APPLICATION***

You must complete Part II if you want to request funds for your school for the 2016-2017 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 in the process of liquidating its Federal Perkins Loan Fund.

**Note:** Even though your school did not receive a Federal Capital Contribution for the 2014-2015 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 completes the liquidation process. Please refer to guidance provided in the **Perkins Liquidation and Assignment Section** of the [Campus-Based Processing Information page](#) available on the IFAP Web site at <http://ifap.ed.gov> or contact the Campus-Based Call Center at 877-801-7168 or [CBFOB@ed.gov](mailto:CBFOB@ed.gov).

### ***PART IV – FSEOG REPORT***

You must complete Part IV if your school received FSEOG federal funds for 2014-2015.

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### ***PART V – FEDERAL WORK-STUDY***

You must complete Part V if your school received FWS funds for the 2014-2015 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 2014-2015 award year. You must complete Part VI, Section B if you are claiming an administrative cost allowance for the 2014-2015 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 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.”
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 an explanation. 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.

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- “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.

### 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:

<b>Edit Code</b>	<b>Error Message</b>	<b>Field Name</b>
<b>01020</b>	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
<b>03000</b>	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.”
<b>03010</b>	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 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.	Part II, Section D, “My school’s calendar is: __Traditional __Non-Traditional.”
<b>04200</b>	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
<b>04630</b>	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)
<b>04640</b>	WARNING! In Part III, Section A, the data in Field 57(d) has changed since last year. You must explain	Part III, Section A, Field 57(d), Balancing

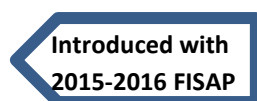
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Edit Code	Error Message	Field Name
	the change on the “Additional Information” screen in enough detail for the Department to assess the entry’s validity. You will NOT be able to submit your data until this is corrected.	Adjustments (Credits)
<b>08130</b>	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
<b>08140</b>	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
<b>09172</b>	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
<b>09175</b>	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: SIGN THE COMBINED CERTIFICATION AND SIGNATURE PAGES.

#### *FISAP SIGNATURE OPTIONS*

#### **eSIGNATURE**



The CEO is encouraged to sign the FISAP electronically through the eSignature tab within the [eCB System](https://cbfisap.ed.gov) at <https://cbfisap.ed.gov>. eSignature instructions are available through a link on the [eCB Login page](#) and through the Help tab within the [eCB System](#).

**Note:** The FISAP form must be submitted before the FISAP eSignature may be submitted. See eSignature Instructions described above for details.

#### **Authorization and Access to eCB eSignature**

Access to the eCB system is provided by your school’s Destination Point Administrator (DPA) through SAIG Enrollment at <https://fsawebenroll.ed.gov>. Read, Write, and Submit access to eCB are required for the CEO to be able to use



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the eCB eSignature functionality. If the CEO does not already have an FSA Access Token, it will be distributed through the school's DPA during the Access/Authorization process. Please see the eCB eSignature Instructions for detailed information.

**Reminder: Suspension and Deactivation of FSA User Id's applies to eCB eSignature authorizations.** Please review the January 24, 2014 Electronic Announcement on the Information for Financial Professionals (IFAP) Web site (<http://ifap.ed.gov>), [Subject: Federal Student Aid System Access Change - Upcoming Suspension and Deactivation of Inactive FSA User IDs and Password Reset Change.](#)

- Any FSA User ID that has not been used within the past 90 calendar days will be suspended, and
- any FSA User ID that has not been used within the past 365 calendar days will be deactivated.

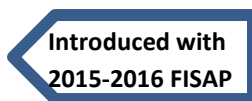
### **MANUAL SIGNATURE**

The Department will also accept the FISAP signature form manually. The manual process has not changed.

You are required to send the hard copy of the combined certification and signature pages—containing Section A information and containing, in Section B, the original signature of one of the officials listed above—to the address below. Print out these pages by clicking the Self-Service tab, going to “Forms and Reports,” selecting “Signature Pages,” and then selecting “File” and “Print.”

Mail the signature pages to the following address:

FISAP Administrator  
8405 Greensboro Drive  
Suite 1020  
McLean, VA 22102



Note: This is a new address.

### ***SIGNATURE SUBMISSION REQUIREMENTS***

You submit signature pages only once a year—not every time you submit a FISAP. This applies to both eSignature and Manual Signature pages.

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### ***SCHOOL'S ECB SUBMISSION LOG***

An eSignature will be recorded on your schools submission log when the eSignature process has been completed.

If you submit a manual signature, it will be recorded on your school's submission log when it is received by the Department.

### ***VIEWING THE SUBMISSION LOG***

You may review your school's submission log at any time by logging in to the eCB System at <https://cbfisap.ed.gov>. After logging in, select "Self-Service," then "Submission Log."

### ***LOBBYING CERTIFICATION***

The full text of the lobbying certification will be displayed and print as part of the Signature/Certification and Warning page.

### ***ELECTRONIC SUBMISSION OF THE LOBBYING FORM (SF-LLL)***

Introduced with  
2015-2016 FISAP

If your school received \$100,000 or more for FSEOG and/or FWS AND your school performs lobbying activities, you must submit Standard Form-LLL Disclosure of Lobbying Activities signed by your institution's CEO, when you submit your FISAP signature page.

The Lobbying Form must be submitted electronically; however, the signature page may be submitted electronically or mailed hard copy.

The Lobbying Form may be accessed from the Lobbying Form link on your school's Setup page within the eCB System at <https://cbfisap.ed.gov>.

### ***LOBBYING FORM SIGNATURE OPTIONS***

#### ***eSIGNATURE***

Introduced with  
2015-2016 FISAP

If your school is required to submit a Lobbying Form, the CEO is encouraged to sign the Lobbying form electronically through the eSignature tab within the [eCB System](#) at <https://cbfisap.ed.gov>. eSignature instructions are available through a link on the [eCB Login page](#) and through the Help tab within the [eCB System](#).

**Note:** The Lobbying Form must be submitted before the Lobbying Form eSignature may be submitted. See eSignature Instructions described above for details.

## ***2016-2017 FISAP Desk Reference***

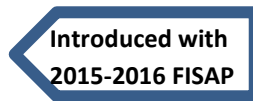
### **MANUAL SIGNATURE**

The Department will also accept the Lobbying Form signature form manually. The manual process has not changed. Send the hard copy of the manually signed Lobbying form to the address below.

Print the Lobbying form by clicking the Print Friendly Version link on the form.

Mail the signed Lobbying Form to the following address:

FISAP Administrator  
8405 Greensboro Drive  
Suite 1020  
McLean, VA 22102



**Note:** This is a new address.

## ***2016-2017 FISAP Desk Reference***

### ***ANNUAL SUBMISSION OF SIGNATURE PAGES***

You submit signature pages only once a year—not every time you submit a FISAP. To see if your signature pages have been logged as submitted, go to <https://cbfisap.ed.gov> and log in, then select “Self-Service,” then “Submission Log.”

### **STEP 5: 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, 2015. Schools can submit corrections to their original FISAP submissions until December 14, 2015.

## **COMPLETING THE REALLOCATION FORM (FOR CONTINUING SCHOOLS ONLY)**

If you have unexpended 2014-2015 FSEOG and/or FWS, 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 2015-2016 award year, you must complete Section B.

To complete the 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 17, 2015, 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.

## ***2016-2017 FISAP Desk Reference***

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 2014-2015 original plus supplemental FSEOG allocation.
  - Error 00210—the amount in Field 2 is greater than the 2014-2015 FWS original plus supplemental allocation.
  - Error 00220—the amount in Field 3 is greater than the 2014-2015 Perkins Loan FCC original plus supplemental allocation. (You did not receive any FCC because Congress did not authorize funds.)

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 Form 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](mailto:CBFOB@ed.gov).