ELECTRONIC ANNOUNCEMENT

Conforme al Registro Federal del 24 de enero de 2019 (84 FR 351), Subject: 2019–2020 Award Year Deadline Dates for Campus-Based Programs, cualquier actualización o corrección del FISAP del 2018-2019 y la Solicitud de Participar para 2020–2021, debe presentarse al USDE no más tardar de las 11:59 p.m. Hora del Este (ET) el viernes, 13 de diciembre de 2019. Este anuncio es un recordatorio de la fecha límite y el proceso para esta acción.

Para información adicional hacer referencia al correo electrónico o número de teléfono al final del anuncio.

Posted Date: November 12, 2019

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Subject: FISAP Edit Corrections December 13, 2019 Deadline

As published in the Federal Register notice on January 24, 2019 (84 FR 351), Subject: 2019–2020 Award Year Deadline Dates for Campus-Based Programs, any updates or corrections to the Fiscal Operations Report for 2018–19 and the Application to Participate for 2020–21 (FISAP) must be submitted to the Department of Education (the Department) no later than 11:59 p.m. Eastern time (ET) on Friday, December 13, 2019. This announcement is a reminder of the deadline and process for this action.

If a school needs to make changes to its submitted FISAP data, the school must log in to the Common Origination and Disbursement (COD) Web Site, change the data in the applicable section(s) of the FISAP and resubmit the FISAP for processing. To access the FISAP from the ‘School’ tab in the COD Web Site, select the link for Campus-Based. From the menu on the Campus-Based Home page, select ‘FISAP’, then select ‘FISAP Dashboard’, then click the ‘Edit FISAP’ button next to the 2020–21 FISAP.

Campus-Based Awards Closeout

Prior to December 13, 2019, the appropriate offices at the school must coordinate to ensure that the amounts reported on the FISAP in Part IV, Section E, Field 17-Expanded Federal Supplemental Educational Opportunity Grant (FSEOG) Authorization, and Part V, Section E, Field 18-Expanded Federal Work-Study (FWS) Authorization, match the total amount drawn down in G5. After the December deadline, 2018–19 Campus-Based awards will be closed out, and any authorized funds that were not expended will be deobligated from G5.
This means that the final authorization amount in G5 will be automatically reduced by the amount reported as unexpended (in Part IV, Section E, Field 18 and Part V, Section E, Field 19) on the FISAP.

**Note:** If a school has drawn down more funds than it reported as expended on the FISAP, a negative balance will be created in G5 once the closeout process is completed. When this happens, we will reduce the school’s authorization in G5 to the expended amounts reported on the FISAP (as certified by the school’s Chief Executive Officer), and the school will be required to return the amount of the negative balance.

For example, if a school drew down its entire authorized FWS amount of $50,000 but reported an expended amount (in Part V, Section E, Field 18) of only $40,000 on its FISAP, the result is a negative balance of $10,000 in G5. The school will be required to return $10,000 to G5.

**FISAP Validation Errors**

Real-time validation errors are captured when a school completes and submits the FISAP online via the [COD Web Site](#). All errors must be addressed by the December 13, 2019 deadline.

- After submitting a FISAP, a school can view a listing of its FISAP validation errors by clicking on “Validate” while in the FISAP, then “Validate All Parts”. Validation error numbers and the corresponding error messages will display on the screen.
- A “Fix Error” button is located to the right of each validation error message. Clicking on this button will display the FISAP section where the error occurred. If the data is corrected, perform validation again to determine if the validation edit has cleared or if further corrections are needed.
- In some cases, accurate FISAP data may prompt a validation error, in which case a school may provide an explanation for the error. A “Provide Additional Information” option is located next to these validation error messages. Click on the plus sign (+) to open a comment box and provide an explanation for the data that caused the error.

**Key Reminders**

**Remember to submit all corrections** – Simply validating and/or saving corrections does not result in these corrections being submitted to the Department. After editing and validating the FISAP, it is imperative that schools use the “Submit” button to complete this process.

**Verify that changes/corrections have been received by the Department** – Schools can verify the resubmission of their FISAP was successful by selecting “Self-Service” from the Campus-Based menu, then select “Submission Log”.

**Signature not required for FISAP changes** – Currently, schools are not required to submit another signature page when changes/corrections are made to a previously submitted FISAP.
How to submit a change request after December 13, 2019 – There may be circumstances in which a correction to the FISAP is needed after the December 13th deadline.

In this case, the school must submit a “Change Request” using the following steps:

1. Access the FISAP in the COD Web Site, click the ‘Edit FISAP’ button and proceed to make the necessary correction(s). This process creates a Draft FISAP where the corrections are saved until they may be approved by the Department for submission.

2. Click the “Submit” button which will automatically prompt the school to submit a “Change Request”. Provide a description of the change and explain the need to make the correction. Click the “Submit” button located under the “Description” input box to submit the change request.

The school’s request and draft FISAP will be reviewed by the Campus-Based Operations Team. The school will be notified via email of the decision to allow or deny the correction. If the correction is allowed, the school will be granted access to “Submit” their corrected draft by going back into the COD Web Site and resubmitting the FISAP as it normally would prior to December 13th.

The following items will not be considered after the December 13th FISAP Corrections deadline:

- Increase in requests for funds in Part II, Section A.
- Increase in Administrative Cost Allowance (ACA) amount spent in Part IV, Section D, Field 15; and Part V, Section D, Field 15.

Change requests that impact funding – Changes made to Part II, Sections D–F after December 13th may impact your school’s Campus-Based funding for the application year. Change requests that are submitted no later than March 2, 2020 (if approved and resubmitted by the deadline stated in the approval notification) will be reflected in the calculation of 2020–21 Campus-Based final awards. After March 2nd, any change requests that impact funding may be approved for reporting purposes, but the corresponding increases in funding will not be approved.

Contact Information

For additional information about FISAP corrections or edit processing, contact the COD School Relations Center at 1-800-848-0978. You may also email CODSupport@ed.gov.