

HOW TO

Prepare for FISAP Reporting

The *FISAP on the Web* contains the Application to Participate in the three Campus Based Programs (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Work-Study (FWS) for the award year July 1, 2007 through June 30, 2008, and the Fiscal Operations Report for program participation during the award year July 1, 2005 through June 30, 2006.

To better prepare for the FISCOP, please retrieve the following documentation:

FISAP, Part I – Identifying Information Certifications and Warnings

FISAP, Part II – Application to Participate (if you are requesting funds for 2007-2008 award year)

FISAP, Part III – Federal Perkins Loan Program Fiscal Operations Report – Complete if:

- Your school continues to participate in the Federal Perkins Program
- Your school is liquidating
- Your school did not receive FCC for 2005-2006, but loans were made

FISAP, Part IV – FSEOG Fiscal Operations Report (if your school received FSEOG Federal Funds for 2005-2006)

FISAP, Part V – FWS Fiscal Operations Report (if your school received FWS Funds for 04-06 award year)

FISAP, Part VI – Program Summary for 2005-2006 Award Year (if you participated in the Federal Perkins Loan, FSEOG, or FWS Programs in 2005-2006)



Your June 30, 2006 Accounting Report, FISCOP and FISCOP Supplement report available via *eXpressReports*.

Please visit www.ifap.ed.gov to obtain additional FISAP materials essential for preparation and submission

Important Dates in the FISAP Award Process



August 1 – the FISAP is available to all participating schools

September 29 – the final deadline for submission of the FISAP to the Department

December 15 – all corrections to the FISAP data and resolution of edits must be submitted to the department

February 1 – all schools must receive tentative award notifications

April 2 – all eligible schools must receive final award notifications

Disclosure of Estimated Burden

The time required to complete this information collection is estimated to average 6.28 hours per response, including the time to review instructions, search existing data resources, and gather the data needed and complete and review the information collected.

FISAP on the Web

Schools must submit the FISAP through the *FISAP on the Web*, available at <http://cbfisap.ed.gov>. Schools also may make corrections to the Fiscal Operations Report and 2005-2006 Application to Participate via the FISAP on the Web site.

For more information about preparing this important document, please sign up for our July 14, 2006 teleconference on the topic. To register, e-mail Debra Pitts at dpitts@campuspartners.com.