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

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# *Fiscal Operations Report for 2025-26 and Application to Participate for 2027-28 (FISAP) Desk Reference*

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# *FISAP Basics*

## Important Telephone Numbers

For questions about the FISAP and this desk reference, please call the FSA Partner and School Relations Center between 10 a.m. and 6 p.m. (ET) Monday-Friday at 1-800-848-0978.

## How to Access the Common Origination and Disbursement (COD) Website

You can access the FISAP in COD at https://cod.ed.gov/. To access the FISAP, you must be registered. If you are already registered, click on the Welcome page "Login" button, read and accept the Rules of Behavior, and enter your User ID and password. If you do not have access to the COD website, or you need to have a role type added to your account, your Primary Administrator will need to enroll you through the FSA Partner Connect website.

Once logged into COD, navigate to Campus-Based by selecting the School tab from the top of the web page and then select the Campus-Based link from the left navigation menu.

From the Campus-Based Homepage, you will select “FISAP”, then “FISAP Dashboard” from the left navigation to complete and submit your FISAP and receive real-time validation edits.

## What if I have forgotten my password?

Click the “Login” button, read and accept the Rules of Behavior, and click on the “Forgot Password?” Link. Re-enter your FSA 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 the COD website.

## What if my school is new to the Campus-Based Programs?

If your school is new to the Campus-Based programs and has not previously participated in Title IV programs, you need to fill out the Pre-Eligibility and Eligibility Application on FSA Partner Connect.

Once the Pre-Eligibility Application has been approved, the user who filled out the Pre-Eligibility Application will receive an FSA ID and be assigned a temporary role as the Application Administrator. The Application Administrator must complete the Eligibility Application (E-App) on FSA Partner Connect.

On the Eligibility Application, the Application Administrator will designate an Authorizing Official and Eligibility and Oversight (E&O) administrator. The Authorizing Official is the school's CEO or President with the authority to approve any changes the school makes (E-App, SAIG Mailbox, etc.). The E&O administrator will have the capability to make updates to the E-App. Once the E-App has been submitted, it will be reviewed by FSA.

To get started, please visit this link: https://fsapartners.ed.gov/title-iv-program-eligibility/title-iv-participation-application

## How to Register a Primary Administrator

Upon approval of your Eligibility Application by FSA, the designated E&O Administrator will be assigned as the initial Primary Administrator for the school. The Primary Administrator manages the SAIG Mailbox and provisions access to various FSA systems. Modification to the Primary Administrator can be made in the Primary SAIG Mailbox.

To get started, please visit this link: https://fsapartners.ed.gov/financial-aid-delivery/fsa-systems-and-services-enrollment-information/general-information-for-partners

## When to Submit the FISAP

You must complete and submit the FISAP before midnight (EST) on October 1, 2026.

## When to Submit the Reallocation Form

If your school plans to return unexpended 2025–26 Campus-Based program funds to the Department or request supplemental 2026–27 Federal Work-Study (FWS) funds for community service jobs, you must complete and submit a Reallocation Form to the

Department before midnight (EST) on September 1, 2026. 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 "FISAP Dashboard" download Part I of the FISAP. 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 2025–26 award year or has returned 10 percent or more on the Reallocation Form, you will receive a reduction of that program's 2027–28 allocation equal to the amount of returned 2025–26 funds.

You may request a waiver of the underuse of funds penalty by selecting the "yes" button in Part II, Section C, Field 6. Upon performing the validation process, you must provide a justification for your waiver request with Edit # 02090. There, you must explain the circumstances that caused the underuse of your allocation and provide a plan to prevent future underuse. If submitting the waiver request after the December 15th FISAP corrections deadline, the underuse waiver can be accessed directly from the "Forms and Waivers" page. The waiver request deadline is **February 1, 2027**.

A review panel will consider each waiver request and will respond to schools via email. The email directs schools to the COD website so they can view the results of their requests on the "Self-Service" screen.

## How to View FISAP Errors and Warnings (Using Real-Time Data Validation)

The validation feature is designed to provide easy and immediate validation of FISAP data. The system generates edits (error/warning) messages that you may correct, or you may explain by providing "Additional Information". You need not address all validation warnings before submitting the FISAP (except for certain errors—see below.) Most errors will not need to be corrected before submitting the FISAP. However, because any incorrect or missing data might affect your school's funding, you should correct or explain all validation edits as soon as possible, and no later than December 15, 2026, when edit corrections are due. No edits may be submitted after December 15th without approval from the Department.

Upon selecting a FISAP to begin or edit from the "FISAP Dashboard" page, the option to validate will appear on each page throughout the FISAP. You may choose specific Part(s) of the FISAP to validate or perform validation on the entire FISAP at once. Simply select the manner in which you wish to validate and click the "Validate" button.

Another way to validate is by clicking the "Submit" button at the bottom right of the same page. Selecting "Submit" will automatically validate your entire FISAP and will then allow you to proceed to submission.

**Some validation edits must be corrected before your submission will be accepted.** These edits are 04200, 08130, 08140, 09172, and 09175. For details on these edits, see section "Completing the FISAP," Steps 2 and 3.

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 worksheet contains a PDF copy so you can download or print 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" or "Fix Warning" button is located to the right of the error/warning message. Clicking the button will take you to the FISAP page where the error occurs. The error message text will describe other fields affected by the error, which you might also need to correct.

**Logging Warnings:** You can "log" certain items that appear to be errors by explaining why they are not errors. To provide additional information about a warning message, expand the "Provide Additional Information" accordion under the warning message on the Validation page. After entering your explanation, click the "Save" button to record your explanation for that edit/warning message. 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 the Department 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 "Campus-Based Resources" link at the bottom of the COD and Campus-Based home pages contains links to many useful reference documents, including the FISAP Instructions.

The "Self-Service" page found in the left navigation menu is designed to provide easy and immediate access to your school's current and prior year Campus-Based information, for the 2027–28 through the 2021–22 FISAP application years. Within the "Self-Service" feature, you can access the "Notifications" page to view and print copies of any CampusBased notifications applicable to your school. You can also access the "Submission Log" to view a record of your school's Campus-Based form submissions.

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, using the link provided on the COD website.

## Definition of 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 a hard copy 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, 2026. If you have any questions about preparing your FISAP, contact the FSA Partner and School Relations Center at 1-800-848-0978 or email your questions to CODSupport@ed.gov.

**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 2027–28 or only reporting on Campus-Based program funds expended in 2025–26.

The FISAP is divided into three main components: Identifying Information, Certification and Warning (Part I); the Application to Participate (Part II); and the Fiscal Operations Report (Parts III, IV, V, and VI).

### Part I – Identification

All schools must complete this part. The CEO must provide an original signature on the printed form that must be mailed or hand delivered by the October 1, 2026 deadline date, to:

For regular mail:

U.S. Department of Education

P.O. Box 1130

Fairfax, VA 22038

For overnight mail:

U.S. Department of Education

4050 Legato Road #800

Fairfax, VA 22033

### Part II – Application

You must complete Part II if you want to request funds for your school for the 2027–28 award year.

### Part III – Perkins Loan Report

You must complete Part III if your school (or your school's third-party servicer) continues to service its Federal Perkins Loan Fund, or your school is in the process of liquidating its Federal Perkins Loan Fund.

**Note:** Even though the authority to make new loans has expired, you must continue to complete Part III to report all collections and expenditures. 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 CampusBased Processing Information page available on the Knowledge Center website at https://fsapartners.ed.gov/knowledge-center/topics/campus-based-processing-information or contact the FSA Partner and School Relations Center at 1-800-848-0978 or CODSupport@ed.gov.

### Part IV – FSEOG Report

You must complete Part IV if your school received FSEOG federal funds for the 2025–26 award year.

### Part V – FWS Report

You must complete Part V if your school received FWS funds for the 2025–26 award year.

### Part VI – Program Summary

You must complete Part VI, Section A, if you participated in the FSEOG or FWS program in the 2025–26 award year. You must refer to Part VI, Section B if you are claiming an administrative cost allowance for the 2025–26 award year.

## *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, you will need to choose the correct school in COD prior to accessing the Campus-Based system.
3. Navigate to the "FISAP Dashboard" page under "FISAP" in the left Navigation Menu. Select the FISAP Year. By clicking the "Edit FISAP" or "Begin FISAP" button you will be taken to the "Update FISAP" page to choose the Part you wish to complete (or correct). Parts of the FISAP can be completed by clicking the "Begin" or "Edit" button next to the appropriate Part on the "Update FISAP" page.

4. Enter data or change data in the fields on each page. To switch between sections of a Part, select a new section from the FISAP navigation tabs above the FISAP form fields. To switch between parts, click the "Return to FISAP Parts" link, which is present throughout the website above the FISAP navigation tabs.
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 "Provide Additional Information" option on the "Validation" page to explain errors or to submit any additional information you want to include with this application.

## Step 2: Complete the Validation Process

The "Validate" option provides quick access to available validation data for the current FISAP. The school name is visible from the header, and additional details such as OPEID can be viewed by clicking on the School Name in the page header.

There are three 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.

Additional information can be provided by expanding the "Provide Additional Information" accordion under the error details. Enter your explanation in the text box and click "Save" to submit Additional Information for that error. You will need to repeat this step for each error for which you wish to provide Additional Information.

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 eight critical errors that, if not corrected, will halt the submission process:

| Edit Code | Error Message | Field Name |
|---|---|---|
| 04200 | 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 |

| | | |
|---|---|---|
| 08130 | 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 |
| 08140 | 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 |
| 09172 | 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 |
| 09175 | 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

### Manual Signature for FISAP Form

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 your school's Chief Executive Officer (either the President, Chancellor or Director)—to the address below. Print out these pages by downloading the "Part I" PDF on the "FISAP Dashboard". This option will appear once your FISAP has been submitted.

Mail the signature pages to the following address:

For regular mail:

U.S. Department of Education

P.O. Box 1130

Fairfax, VA 22038

For overnight mail:

U.S. Department of Education

4050 Legato Rd #800

Fairfax, VA 22033

### Signature Submission Requirements

You are required to submit signature pages only once a year with the initial FISAP submission—not every time you submit a FISAP update or correction.

### Viewing the Submission Log

A Signature will be recorded on your school's submission log when the signature pages have been received by the Department. You may review your school's submission log at any time by logging in to the COD website at https://cod.ed.gov, and navigating to the "Submission Log" page under the "Self-Service" item in the left navigation menu.

### 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)

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 must be mailed to the Department.

The Lobbying Form can be accessed from the Forms and Waivers section on the left navigation.

### Manual Signature for Lobbying Form

Print the Lobbying form by clicking the Print Friendly Version link on the form. Mail the signed Lobbying Form to the following address:

For regular mail:

U.S. Department of Education

P.O. Box 1130

Fairfax, VA 22038

For overnight mail:

U.S. Department of Education

4050 Legato Rd #800

Fairfax, VA 22033

### Annual Submission of Signature Pages

You submit signature pages only once a year with the initial FISAP submission —not every time you submit a FISAP update or correction. To see if your signature pages have been logged as submitted, go to https://cod.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 FISAP corrections, but if your school is a Perkins Loan school, in Part III, Section A, Field 1.2, you will also need to update your "Cash on Hand" figure as of October 31, 2026. Schools can submit corrections to their original FISAP submissions until December 15, 2026.

# *Completing the Reallocation Form (for continuing schools only)*

If you have unexpended 2025–26 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 2026–27 award year, you must complete Section B.

## To complete the Reallocation Form:

1. Click on the "Forms and Waivers" section on the left side navigation and select the "Manage Application" page.
2. Select the "Application Year" from the dropdown and click "Search" to view all of the existing forms and waivers for the selected school and application year.
3. Locate the row containing "Reallocation Form" in the table and click on the "Create" link underneath the "Action" Column. Note: After September 1, 2026, you will not be able to complete any items on the form.
4. Note that the following fields are pre-populated on the form: Name of Institution, Address, City, State, Zip, and OPEID Number. Below these displayed fields, enter reallocation information. At the bottom of the page are "Exit" and "Submit" buttons.
5. Complete Section A and Section B (if necessary), and then begin validation by selecting "Submit" at the bottom of the page.
6. Unexpended program funds cannot be greater than program award amounts; therefore, if any of the following critical errors occurs, the Reallocation Form cannot be submitted:
7. Error 00200—the amount in Field 1 is greater than the 2025-2026 original plus supplemental FSEOG allocation.
8. Error 00210—the amount in Field 2 is greater than the 2025-2026 FWS original plus supplemental allocation.

9. If an error occurs, check your figures with your Chief Fiscal Officer and correct the mistake.
10. 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. The user will be returned to the "Manage Application" page where they can view the status of the submitted form and/or download the completed form.

If you have any questions about the FISAP and/or the reallocation process, please call the FSA Partner and School Relations Center at 1-800-848-0978 or e-mail your questions to CODSupport@ed.gov.