

Information Technology Services

University System of Georgia Information Technology Services

Enterprise Data Management & Analytics



Financial Aid Data Collection (FADC)

Data Submission & Reporting User Guide

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Financial Aid Data Collection (FADC) Data Submission & Reporting User Guide

Purpose

The Financial Aid Data Collection (FADC) occurs annually to report financial aid award information for the previous aid year. This user guide provides an overview of steps required to complete a data extraction and review data related to the FADC.

Target Audience

This document is designed for institutional staff responsible for submitting data to the Financial Aid Data Collection. This includes the Points of Contact (POCs) for each institution for the FADC and any other staff with roles and access to complete a data extraction and review data related to the FADC.

Scope of Document

This user guide will provide detailed instructions for each of the following processes of the Financial Aid Data Collection:

- Financial Aid Institutional User Roles
- Data Submission Process Flow
- Data Submission
- Reports
- Data Submission Errors
- Submission Status
- Data Dictionary
- Data Collection Certification
- Reference Code Reports

More Information and Support

For emergencies, business interruptions, or other production down situations, immediately call the USG Service Desk at 877-251-2264.

For noncritical issues, log in with your username and password at <https://usg.service-now.com/usgsp> to submit a ticket.

Resources

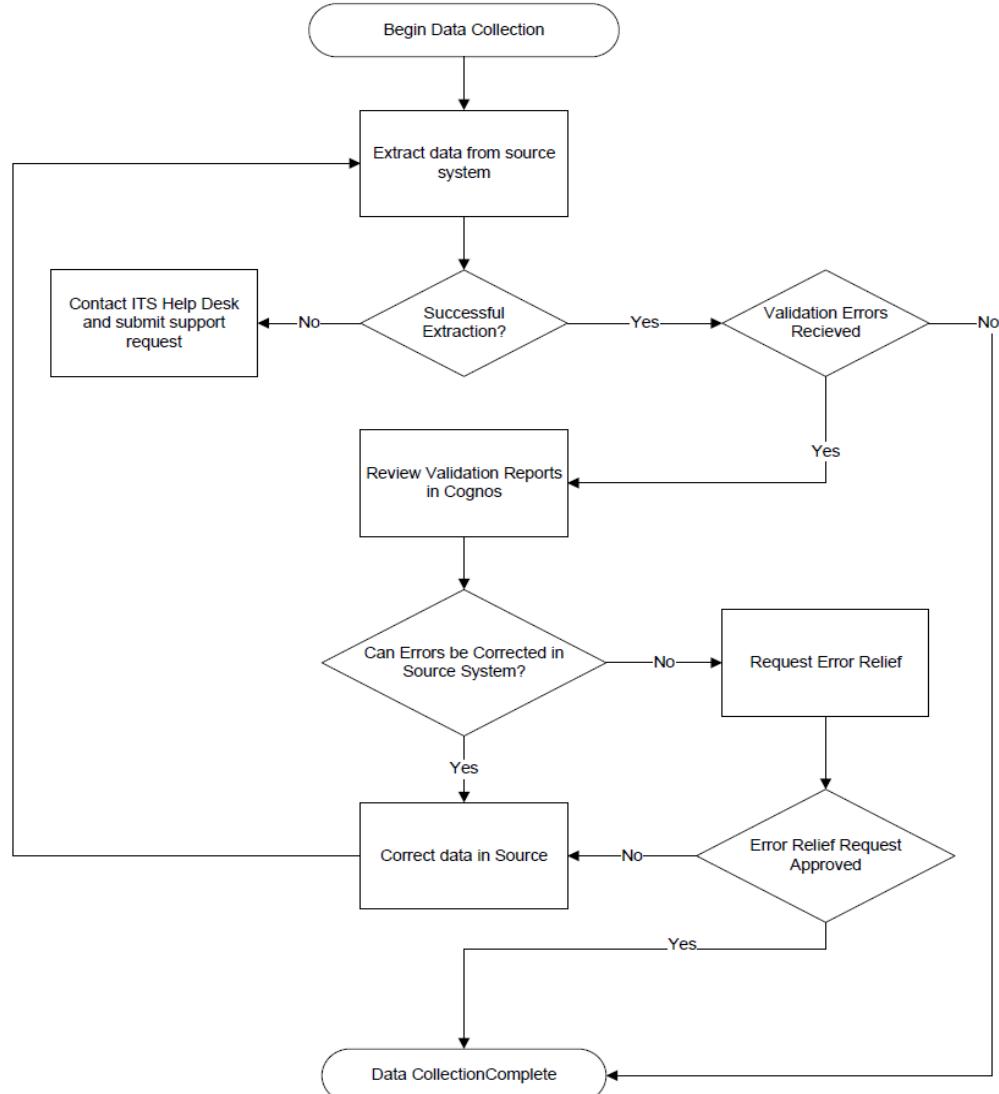
Information about ITS Service Level Guidelines and the maintenance schedules can be found at https://www.usg.edu/customer_services/service_level_guidelines. For operational information on USG IT systems and services, please visit <https://status.usg.edu>.

Financial Aid Institutional User Roles

The following section explains the Financial Aid Institutional User Roles that must be defined for the institution to successfully complete the Financial Aid Data Collection.

Role Title	Role	Role Functions
Institution Financial Aid Extractor	usg_finaid_extractor	Extract Financial Aid Data View Financial Aid Error Reports/Logs Request Error Relief Provide Error Relief Comments
Role Description		
The Extraction process collects data from the Financial Aid campus Operational Data Store (ODS). If errors are returned during extraction, the data warehouse user interface alerts the user. These errors must be corrected before data can be loaded into the relational data warehouse.		
Role Title	Role	Role Functions
Institution Financial Aid Data Submission Reviewer	usg_finaid_ods_reviewer	Review Financial Aid Preliminary / Turn-Around reports for accuracy prior to load into the relational warehouse.
Role Description		
Financial Aid Preliminary / Turn-Around Reports must be reviewed for accuracy before data is loaded into the relational warehouse for Official Reporting purposes.		
Role Title	Role	Role Functions
Institution Financial Aid Reports Reviewer	usg_finaid_reviewer	View edit and processing errors as well as the summary reports in Cognos.
Role Description		
View edit and processing errors as well as the summary reports on Cognos.		

Data Submission Process Flow



Data Submission

This section provides detailed instructions for completing the data submission process. This includes the following steps:

- ✓ Access the Financial Aid Data Collection Application
- ✓ Extract to Data Warehouse Mimic tables (USGODS)

Access the Data Collection Application

Execute the Data Collection Application (Apex) to extract the Financial Aid data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

1. Access the Enterprise Data Management & Analytics site at the following URL:

https://www.usg.edu/edma/data_collections.

Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.

2. Click the Data Collection Application link in the navigation column.
3. Select the Data Collection Application link (Includes ADC, Facilities, and Financial Aid).



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Data Collection Application

After the institutional data is successfully loaded into the USGQUEST schema, institutional users need to access the Data Collection Application (APEX) to extract data from the Banner tables in the USGQUEST schema and populate the data warehouse staging tables (USGODS).

Click the link below to open the Data Collection Application for the Academic, Financial Aid, and Facilities Inventory Data Collections. The application will open in a new tab.

- <https://apps.ds.usg.edu/ords/f?p=38576>

Note: The Data Collection Application requires DUO security verification upon login. For assistance with DUO, please contact the USG Service Desk at 877-251-2644.

4. Enter Username and Password and click Login.

Note: This link opens the login page for the Apex application. Logging into the Apex application requires a DUO security step. If you do not have DUO installed on your device, please contact the USG Service Desk at 877-251-2644.

Completion of the DUO step will lead directly to the APEX application page.

Note: The direct URL for APEX is <https://apps.ds.usg.edu/ords/f?p=38576>.

5. The Overview tab will display the SETID, the name of the institution, and the last successful actions per data mart.

The screenshot shows the 'Overview' tab of the EADM & Analytics interface. At the top, it displays 'Setid: 98200 - Board of Regents Test Institution'. Below this, there is a section for 'Announcements' which states 'No announcements.' On the left, there is a 'Helpful Links' sidebar with links to 'USG Customer Service' and 'ITS Data and Reporting Services'. The main content area is titled 'Last Successful Actions' and contains a table with the following data:

Datamart	Collection Term	STATUS	START TIME	END TIME	Process Description
ADM	20242-EOT	SUCCESS	04/22/2025	04/22/2025	Extraction/Edit
FADM	2223-YRLY	SUCCESS	02/18/2025	02/18/2025	Extraction/Edit
FIDM	20234-ST	SUCCESS	05/02/2024	05/02/2024	Extraction/Edit

6. In the upper left corner of the Overview tab, click the Select Datamart dropdown list. The datamarts displayed are based on permissions assigned to the user's login. Select the Financial Aid option.

The screenshot shows the 'Overview' tab with the 'Select Datamart' dropdown menu open. The 'Financial Aid' option is highlighted and selected. The main content area is identical to the previous screenshot, displaying the 'Setid: 98200 - Board of Regents Test Institution' and the 'Last Successful Actions' table.

7. A new Financial Aid Data Collection tab will appear next to the Overview tab. Click on the Financial Aid Data Collection tab to reach the FADC home page. This tab displays the institution's SETID and name, current collection and ETL package version, extraction processing steps, and last successful actions for the data mart.

The screenshot shows the 'Financial Aid Data Collection' tab. At the top, it displays 'Setid: 98200 - Board of Regents Test Institution'. Below this, it shows 'Current Collection: 2122 - YRLY' and 'Current ETL Package Version: 1.4'. A note to the user states: 'Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.' Below this, it says 'Below are the Process Steps and ETL Summary.' A table titled 'Comment(s)/Instruction(s)' shows the following data:

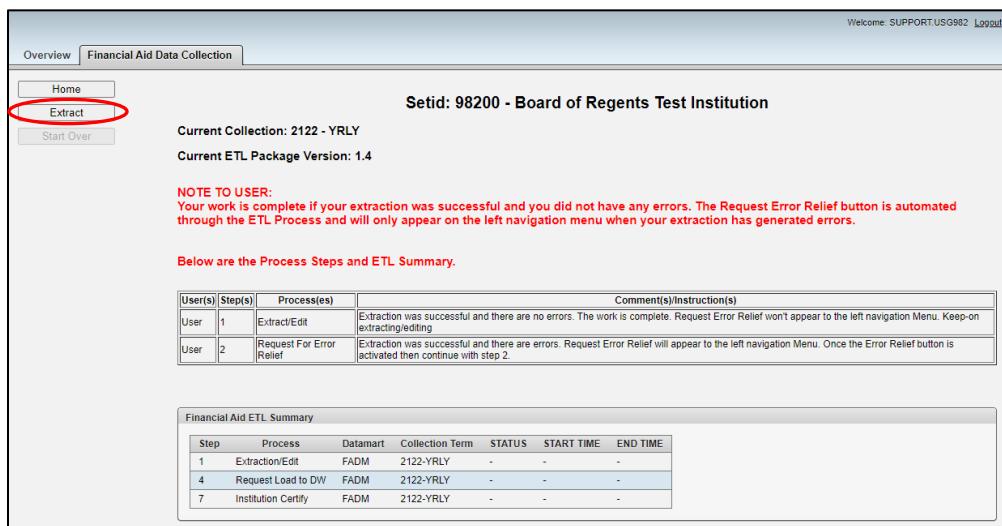
User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation menu. Keep-on extracting/editing.
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation menu. Once the Error Relief button is activated then continue with step 2.

At the bottom, there is a section titled 'Financial Aid ETL Summary' with a table showing the following data:

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	2122-YRLY	SUCCESS	04/23/2024 15:44:41	04/23/2024 15:47:09
2	Error Relief Request	FADM	2122-YRLY	-	-	-
4	Request Load to DW	FADM	2122-YRLY	-	-	-
7	Institution Certify	FADM	2122-YRLY	-	-	-

Perform an Extraction

1. On the Financial Aid Data Collection tab, a series of buttons appear on the left side. The available buttons may vary depending on the state of the current collection.
 - Home
 - Extract
 - Req. Error Relief
 - Start Over
2. To perform an extraction, click the Extract button.



Setid: 98200 - Board of Regents Test Institution

Current Collection: 2122 - YRLY
 Current ETL Package Version: 1.4

NOTE TO USER:
 Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

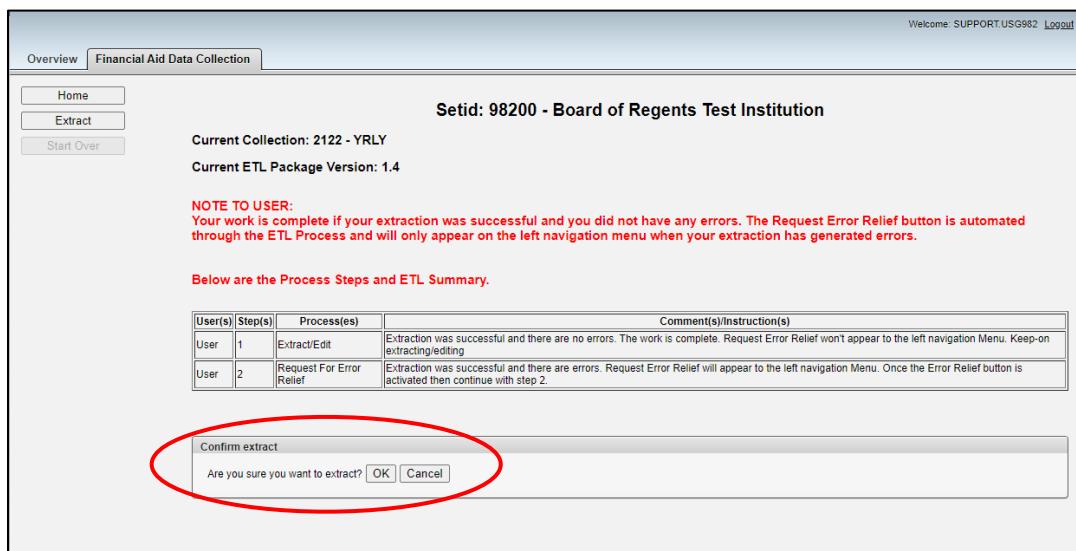
Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation menu. Once the Error Relief button is activated then continue with step 2.

Financial Aid ETL Summary

Step	Process	Datamart	Collection Term	Status	Start Time	End Time
1	Extraction/Edit	FADM	2122-YRLY	-	-	-
4	Request Load to DW	FADM	2122-YRLY	-	-	-
7	Institution Certify	FADM	2122-YRLY	-	-	-

3. A confirmation prompt will be displayed asking: "Are you sure you want to extract?" Click OK to continue with the extraction or click Cancel to return to the Home page.



Setid: 98200 - Board of Regents Test Institution

Current Collection: 2122 - YRLY
 Current ETL Package Version: 1.4

NOTE TO USER:
 Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation menu. Once the Error Relief button is activated then continue with step 2.

Confirm extract

Are you sure you want to extract?

- The extraction request is submitted to the process queue that manages the number of extraction requests submitted by all institutions.
- Note:** If more than 5 extraction processes are currently running, the request will be placed in the queue and picked up for processing when space is available.
- The message “Extraction request successfully submitted to the process queue!” will be displayed along with an OK button. Click OK to return to the Home page.

Overview Financial Aid Data Collection

Welcome: SUPPORT.USG982 [Logout](#)

Home Extract Start Over

Setid: 98200 - Board of Regents Test Institution

Current Collection: 2122 - YRLY

Current ETL Package Version: 1.4

NOTE TO USER:
Your work is complete if your extraction was successful and you did not have any errors. The Request Error Relief button is automated through the ETL Process and will only appear on the left navigation menu when your extraction has generated errors.

Below are the Process Steps and ETL Summary.

User(s)	Step(s)	Process(es)	Comment(s)/Instruction(s)
User	1	Extract/Edit	Extraction was successful and there are no errors. The work is complete. Request Error Relief won't appear to the left navigation Menu. Keep-on extracting/editing
User	2	Request For Error Relief	Extraction was successful and there are errors. Request Error Relief will appear to the left navigation Menu. Once the Error Relief button is activated then continue with step 2.

Extraction request successfully submitted to the process queue!

OK

- If more than 5 extraction processes are running, a new request will be placed in the queue. In this case, the Financial Aid ETL Summary window will display PENDING. Refresh the browser as needed to verify that the request moves from PENDING to RUNNING.

Financial Aid ETL Summary

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	1516-YRLY	PENDING	08/23/2019 09:35:32	-
4	Request Load to DW	FADM	1516-YRLY	-	-	-
7	Institution Certify	FADM	1516-YRLY	-	-	-

- If the extraction request is successfully executed, the Status in the Financial Aid ETL Summary window will display RUNNING.

Financial Aid ETL Summary

Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	2122-YRLY	RUNNING	04/23/2024 15:40:41	-
4	Request Load to DW	FADM	2122-YRLY	-	-	-
7	Institution Certify	FADM	2122-YRLY	-	-	-

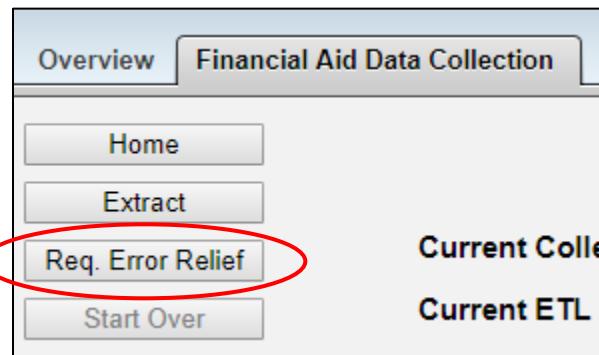
8. When the extraction process is complete, the status displays SUCCESS or FAILURE. If the status is SUCCESS, continue to the next step in the process. If the status is FAILURE, it may be necessary to contact ITS for further investigation.

Financial Aid ETL Summary						
Step	Process	Datamart	Collection Term	STATUS	START TIME	END TIME
1	Extraction/Edit	FADM	2122-YRLY	SUCCESS	04/23/2024 15:11:36	04/23/2024 15:14:31
2	Error Relief Request	FADM	2122-YRLY	-	-	-
4	Request Load to DW	FADM	2122-YRLY	-	-	-
7	Institution Certify	FADM	2122-YRLY	-	-	-

9. Verify if the extraction has been completed with Validation/Edit errors. If no Validation/Edit errors have been produced, the Req. Error Relief button will be grayed out and inaccessible. This confirms that no errors are present, and the Data Submission Reports are ready for review.

10. If Validation/Edit errors are present, the Req. Error Relief button will be available. Data Submission Error reports must be reviewed to determine the method of correction in the source system. Error relief should only be requested if errors cannot be resolved in the source system.

NOTE: If the Req. Error Relief button is clicked by mistake, the Start Over button should be used, and the extraction process will need to be restarted.



The screenshot shows a user interface for 'Financial Aid Data Collection'. At the top, there are two tabs: 'Overview' and 'Financial Aid Data Collection', with 'Financial Aid Data Collection' being the active tab. Below the tabs, there are four buttons arranged vertically: 'Home', 'Extract', 'Req. Error Relief', and 'Start Over'. The 'Req. Error Relief' button is highlighted with a red circle. To the right of these buttons, there are two sections: 'Current Collection' and 'Current ETL'.

Reports

This section provides detailed information on the reports that are available after completing the data submission process.

- ✓ Data Submission Reports
- ✓ Data Validation Reports

Data Submission Reports

The Data Submission Reports provide high-level summary information related to the data submission process. Reports include:

- Institution Summary
- Submission Status
- Submission Summary

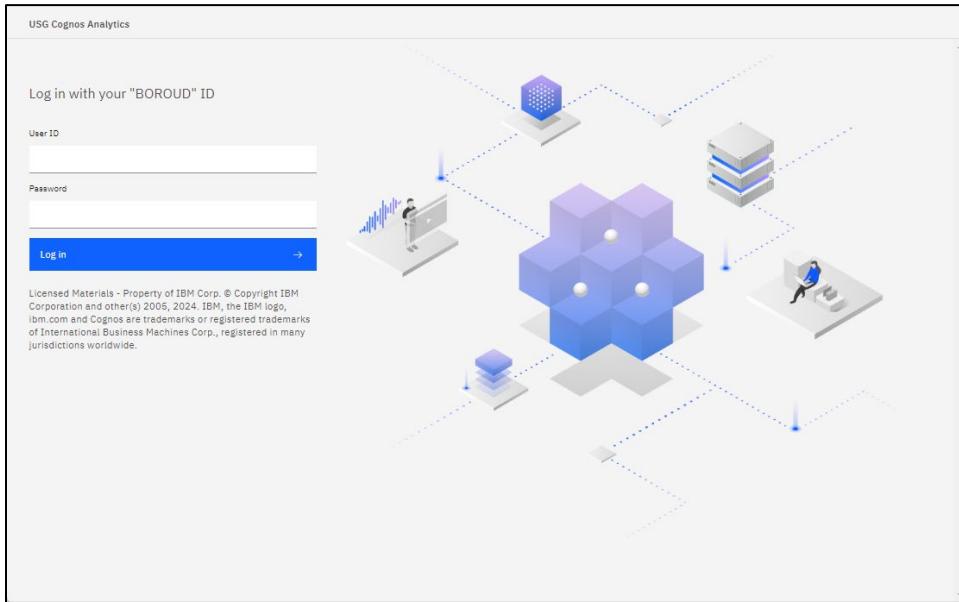
Data Validation Reports

Data Validation Reports are preliminary reports that provide detailed data information as submitted and stored in the data warehouse mimic tables (USGODS).

Accessing Reports

1. Access the Data Collection site at the following URL: https://www.usg.edu/edma/data_collections.
Note: This site provides access to the Data Collection Application and the Data Validation Reports. A successful extraction must be completed before reviewing reports.
2. Click the Data Validation Reports link in the navigation column.
Note: All users accessing Cognos reports are required to connect through a secure network. Users can connect directly through their on-campus network, campus VPN, or USG GlobalProtect VPN. Those without campus or USG VPN access may need to contact their IT support to arrange secure access.

3. Enter User ID and Password. This is the same account information used to log in to the Data Collection Application.



4. The Cognos home page is displayed.

5. Select Data Collections on the left-hand navigation to reach the Data Collections dashboard.

6. The Cognos Dashboard is displayed. All Data Validation Reports can be accessed from this dashboard.
Note: The data mart tabs displayed are based on permissions assigned to the user's login.

USG Data Warehouse

Academic Data Submission Academic Financial Aid Facilities Inventory Human Resources

Validation Errors Name ▾ Validation Error Summary

Submission Status Name ▾ Financial Aid Data Submission Status

Data Collection Review Name ▾ Current Year Report - Student Funds, Student Search By Institution ID, Table Dump - Cost of Attendance Detail, Table Dump - FA Applicant Tracking, Table Dump - Return to Title IV, Table Dump - Student Funds, Table Dump - Student Institution Funds, Table Dump - Student Summary, Trend Report - FAFSA Student Summary, Trend Report - Institutional Funds, Trend Report - Student Funds

Data Dictionary Name ▾ Download as PDF, Element Crosswalk

Reference Tables Name ▾ FADM Fund Code, FADM Fund Source, FADM Fund Type, FADM Highest Grade, FADM Tracking Requirement Code, FAFSA Housing Code, Financial Dependency Status Code

USG Data Store
Financial Aid Data Collection (FADC)

Use the reports on the left to assist with data submission and review of the USG Financial Aid Data Collection

1. Validation Errors
The Data Submission Error Report displays the institution's data errors, grouped by Term, Category, Error Description and error count.

2. Data Collection Review
These Summary Reports are a useful tool to review submitted data.

3. Data Dictionary
The Data Dictionary contains a Data Element Crosswalk and a PDF report of Financial Aid data elements.

5. Reference Tables
Reference Tables provide a list of valid codes used in the data collection and validations.

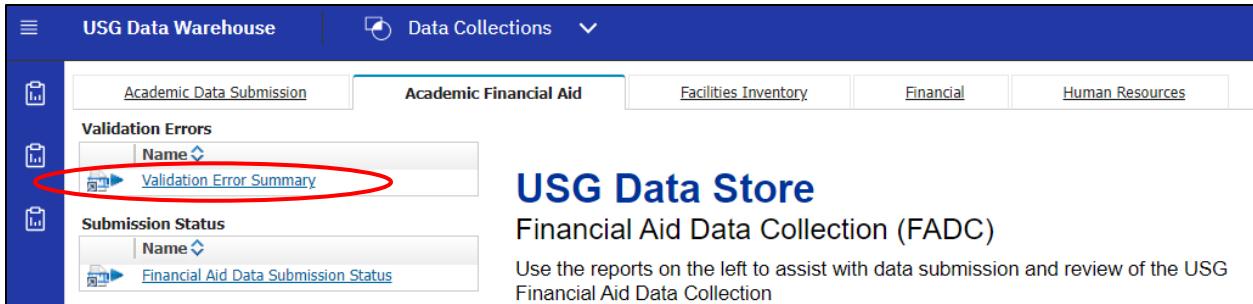
6. Persisted Data Reports
Persisted Data Collection (PDC) reports provide access to review and download data from prior collections. You will find one report for each mimic table and can optionally select a term and specific collection.

Data Submission Errors

The Validation Errors are located in the left navigation column of the Academic Financial Aid tab.

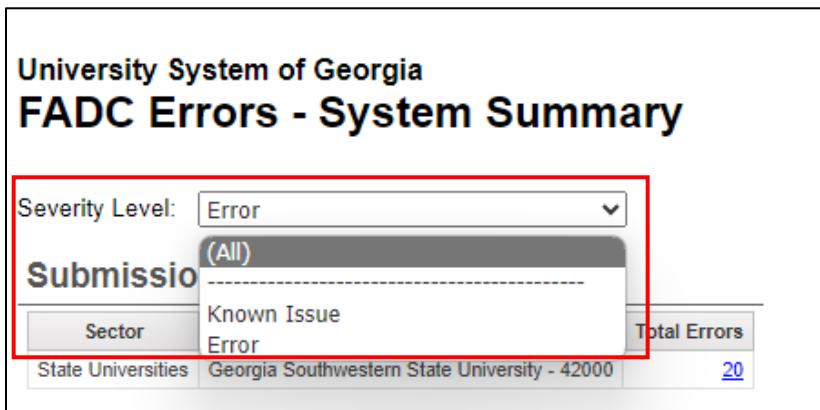
Validation Error Summary

Under Validation Errors, the Validation Error Summary report allows the user to view the details of validation/edit errors encountered during the extraction.



The screenshot shows the USG Data Warehouse interface. The top navigation bar includes 'USG Data Warehouse', 'Data Collections' (with a dropdown arrow), and tabs for 'Academic Data Submission', 'Academic Financial Aid' (which is selected and highlighted in blue), 'Facilities Inventory', 'Financial', and 'Human Resources'. On the left, there are three sections: 'Validation Errors' (with a 'Name' dropdown and a link to 'Validation Error Summary' which is circled in red), 'Submission Status' (with a 'Name' dropdown and a link to 'Financial Aid Data Submission Status'), and 'USG Data Store' (Financial Aid Data Collection (FADC)). The 'USG Data Store' section includes a sub-instruction: 'Use the reports on the left to assist with data submission and review of the USG Financial Aid Data Collection'.

There are three options to view errors: (All), Known Issue, and Error. Selecting (All) will display all reported known issues and errors. Known Issue will only be shown if there are active known issues within the current collection. Error will only be shown if there are active errors that have not been cleared.



The screenshot shows the 'FADC Errors - System Summary' report. It features a dropdown for 'Severity Level' set to 'Error' with an option for '(All)' highlighted. Below this is a table with columns for 'Sector' and 'Known Issue' (with 'Error' listed). The table also includes a 'Total Errors' column showing '20'. A red box highlights the dropdown and the table area.

Error reports are grouped by Category and Record Type. They can be viewed and downloaded by record type or as a summary of all errors.

Click the View/Download link in the View and Download column to see detailed Business Rule errors for a specific Record Type, Category, and Primary Element. Click View and Download all errors for [current term] link at the bottom of the errors table to view a detailed summary of all Business Rule errors.

University System of Georgia FADC Errors - Institution Summary

Severity Level:

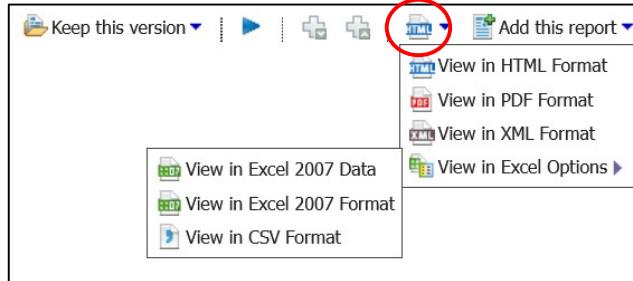
Test Banner 11G University - 98200

Submission Term: 2425 - YRLY

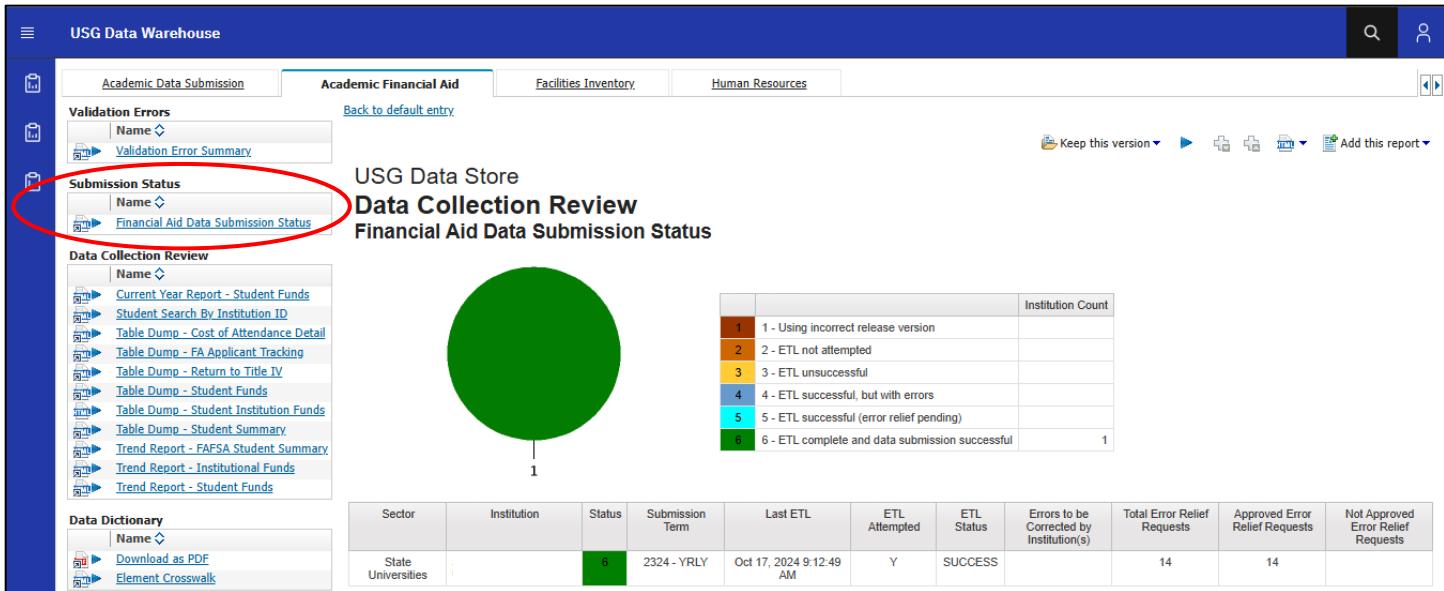
Category	Record Type	Business Rule Code	Business Rule Descr	Error Count	View and Download (Opens in new window)
(summary_error)	VSID022	VSID022	The HOPE Funds awarded are above or below 5% of the previous year's submission. Please confirm that your HOPE Funds are valid.	1	View / Download
	VSID023	VSID023	The HOPE Funds accepted are above or below 5% of the previous year's submission. Please confirm that your HOPE Funds are valid.	1	View / Download
	VSID024	VSID024	The HOPE Funds paid are above or below 5% of the previous year's submission. Please confirm that your HOPE Funds are valid.	1	View / Download
	VSID025	VSID025	The PELL Funds awarded are above or below 2% of the previous year's submission. Please confirm that your PELL Funds are valid.	1	View / Download
	VSID026	VSID026	The PELL Funds accepted are above or below 2% of the previous year's submission. Please confirm that your PELL Funds are valid.	1	View / Download
	VSID027	VSID027	The PELL Funds paid are above or below 2% of the previous year's submission. Please confirm that your PELL Funds are valid.	1	View / Download
	VSID028	VSID028	The ZELL Funds awarded are above or below 7% of the previous year's submission. Please confirm that your ZELL Funds are valid.	1	View / Download
	VSID029	VSID029	The ZELL Funds accepted are above or below 7% of the previous year's submission. Please confirm that your ZELL Funds are valid.	1	View / Download
	VSID030	VSID030	The ZELL Funds paid are above or below 7% of the previous year's submission. Please confirm that your ZELL Funds are valid.	1	View / Download
	VSID031	VSID031	The Adjusted Gross Income is above or below 10% of the previous year's submission. Please confirm that your AGI submission is valid.	1	View / Download
	VSID033	VSID033	The Aggregate Subsidized Outstanding Loans are above or below 4% of the previous year's submission. Please confirm that your Aggregate Subsidized Outstanding Loans are valid.	1	View / Download
	VSID034	VSID034	The Aggregate Unsubsidized Outstanding Loans are above or below 10% of the previous year's submission. Please confirm that your Aggregate Unsubsidized Outstanding Loans are valid.	1	View / Download
	VSID051	VSID051	There must be at least one student per institution with an STLND or STLNU Fund Code.	1	View / Download
Test Banner 11G University - Total				13	

[View / Download](#) all errors for 2425 - YRLY

These reports can be downloaded using the Cognos Viewer. In the upper right corner of the report, select the dropdown menu next to the HTML icon. This menu provides download formats. Select the desired format to download the report.



Submission Status



The screenshot shows the USG Data Warehouse interface. The top navigation bar includes links for Academic Data Submission, Academic Financial Aid, Facilities Inventory, and Human Resources. The Academic Financial Aid tab is active. In the left navigation column, under the 'Academic Financial Aid' tab, there is a section titled 'Submission Status' with a 'Name' dropdown and a link to 'Financial Aid Data Submission Status'. This link is circled in red. Below this, there is a section titled 'Data Collection Review' with a 'Name' dropdown and a list of various reports. To the right, there is a large green circle with the number '1' inside it. Below the circle is a table titled 'Financial Aid Data Submission Status' with one row of data. At the bottom, there is a table titled 'Data Dictionary' with one row of data.

	Institution Count	
1 - Using incorrect release version		
2 - ETL not attempted		
3 - ETL unsuccessful		
4 - ETL successful, but with errors		
5 - ETL successful (error relief pending)		
6 - ETL complete and data submission successful	1	

Sector	Institution	Status	Submission Term	Last ETL	ETL Attempted	ETL Status	Errors to be Corrected by Institution(s)	Total Error Relief Requests	Approved Error Relief Requests	Not Approved Error Relief Requests
State Universities		6	2324 - YRLY	Oct 17, 2024 9:12:49 AM	Y	SUCCESS		14	14	

Submission Status is located in the left navigation column of the Academic Financial Aid tab. The status displays a high-level overview of the collection status.

Data Dictionary

The Data Dictionary reports provide a technical reference for all facilities inventory data elements. A drill-down report provides crosswalk information.

Click “Download PDF” to generate a data element dictionary that contains detailed information, such as definitions, validation rules, collection tables, Banner references, and collection periods.



The screenshot shows the Data Dictionary report. It has a 'Name' dropdown and two links: 'Data Collection Element Crosswalk' (which is highlighted with a red box) and 'Download PDF'.

Reference Code Reports

Reference Code Reports provide access to the Data Warehouse Reference tables.

Reference Tables	
	Name ◊
 ►	FADM Fund Code
 ►	FADM Fund Source
 ►	FADM Fund Type
 ►	FADM Highest Grade
 ►	FADM Tracking Requirement Code
 ►	FAFSA Housing Code
 ►	Financial Dependency Status Code

Below is an example of the FADM Fund Code Reference Table.

Financial Aid Reference Table							
FADM Fund Code (edw_fadm_fund_codes_lkp)							
REGENTS_FUND_CODE	FUND_CODE_SHORT_NAME	FUND_CODE_LONG_NAME	FUND_TYPE_CODE	FUND_SOURCE_CODE	FROM_AWARD_YEAR	TO_AWARD_YEAR	MAX_AWARD_AMOUNT
INSTLD	Instit. Loans-Disb.	Institutional Loans - Disbursed	LN	IN	0001	9999	35,000
INSTLU	Instit. Loans-NonDisb.	Institutional Loans - Non-disbursed	LN	IN	0001	9999	999,999
FSCHU	Fed Non-Need Grnt-NonDisb	Other Federal Non-Need Based Grants - Non-disb	NN	FD	0001	9999	25,000
HOPE	HOPE Scholarship	HOPE Scholarship	NN	ST	0001	9999	35,000
HOPEPR	PROMISE Teacher	PROMISE Teacher Scholarship	NN	ST	0001	1314	0
INSCHU	Inst NonNeed Grnt-NonDisb	Institutional Non-Need Based Grants - Non-disb	NN	IN	0001	9999	45,000
OTHSCU	Ext Non-Need Grnt-NonDisb	External Non-Need Based Grants - Non-disbursed	NN	EX	0001	9999	38,000
LEAP	LEAP Grant	Leveraging Educational Assistance Partnership Grant	NR	ST	0001	1314	0
PERK	Perkins Loans	Perkins Loans	LN	FD	0001	9999	28,000
STLND	State Loans-Disb.	State Loans - Disbursed	LN	ST	0001	9999	31,000
FWS	Federal Work Study	Federal Work Study Awarded	WS	FD	0001	9999	26,000

Financial Aid Data Collection Certification

All institutional staff responsible for submitting data to the Financial Aid Data Collection must also submit the Financial Aid Data Collection (FADC) Certification Form to complete a successful submission.

1. Access the FADC Certification Form and the FADC Certification Resource Guide on the Research and Policy Analysis (RPA) webpage at <https://www.usg.edu/research/>.
2. Click the Data Collection & Reporting Resources link in the navigation column and select Financial Aid Data Collection and Reporting.

Search Research 🔍

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[College Readiness and Dual Enrollment Reports](#)

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[Financial Aid & HOPE Scholarship Reports](#)

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As part of the [Operations Division](#), Research and Policy Analysis (RPA) analyzes higher education and related state and national policy issues and their impact on the University System of Georgia.

About Us

The research conducted by RPA focuses on students, curriculum, and faculty Examples include the analysis of data on student enrollment behavior (such as retention, and graduation), research on supply and demand for Georgia's work force, needs analyses, and financial aid. RPA serves as the point of primary contact for meeting the information needs of external entities and agencies and reports to the Chief Operating Officer

RPA collaborates with others in the System Office on policy development and implementation. RPA is responsible for administering the University System student, curriculum, financial aid, and degree data systems, interpreting Board policy in data collections and analysis, and ensuring that the data needed to implement policies are available at the System level, that definitions of data elements are standard and meaningful, and that relevant and valid interpretations of those data are used in the development and implementation of BOR policy initiatives. RPA also serves as the liaison to selected System committees and state and federal agencies.

3. The Financial Aid Data Collection and Reporting webpage has multiple resources, including the FADC Certification Form and the FADC Certification Resource Guide.

The FADC Certification Form is to be submitted on the same day the collection closes.

The FADC Certification Resource Guide provides detailed information on the validation reports to be certified, how often they should be reviewed, and how the data is used for official reporting purposes.

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Financial Aid Data Collection and Reporting

- [FADC Data Element Dictionary with Valid Values](#) ↗
- [FADC Functional and Technical Definitions of Derived Variables](#) ↗
- [FADC Certification Resource Guide](#) ↗ (highlighted)
- [FADC Points of Contact](#) ↗
- [FADC Certification Form](#) ↗

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Appendix A

This section details the history of the document and updates made for each modification.

Release and Date	Page/Process	Page	Update Description
September 2019	N/A	N/A	Update to reflect GeorgiaBEST standards
August 2021	N/A	N/A	Update for Cognos upgrade
March 2023	N/A	N/A	Update screen captures and site changes
May 2024	N/A	N/A	Update screen captures and site changes
January 2025	N/A	N/A	Update screen captures and site changes. Updated to include security enhancement information.
April 2025	N/A	N/A	Updated screen captures, DUO and site information.
August 2025	N/A	N/A	Updated screen captures and website information