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This document should serve as a resource guide during your certification of the Data Validation reports. The following reports you must review before certifying, and we encourage you to review all the other Validation reports as well.

This resource guide provides information on how to access the Validation reports, how to review these reports, how these data are used for reporting, and how to certify the data collection. Screenshots provided in this guide are for illustrative purposes only.

Please note that your electronically signed certification form, which is sent out with the collection due dates, is due on the same day the collection closes. If you have any questions, please contact jennifer.mcmanus@usg.edu.

General Resources

[Research & Policy Analysis Financial Aid Data Collection & Reporting Webpage](#) provides the following:

- FADC Data Element Dictionary with Valid Values
- FADC Functional and Technical Definitions of Derived Variables
- FADC Certification Resource Guide (Includes Regent Fund Codes List)
- FADC Points of Contact

Data Collection Review

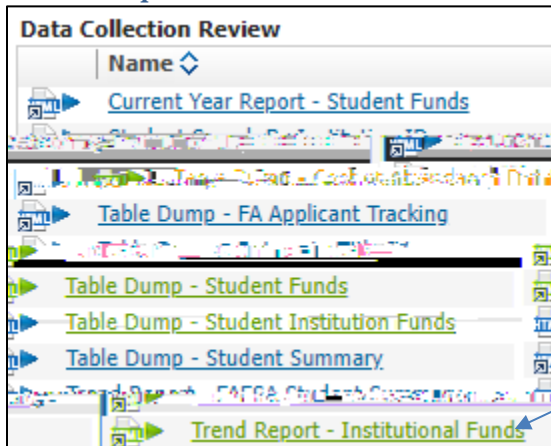
There are five reports you must review for accuracy. Certification of your review is required through an electronic signature on the certification form which is due the same day the FADC collection closes.

Current Year Report – Student Funds

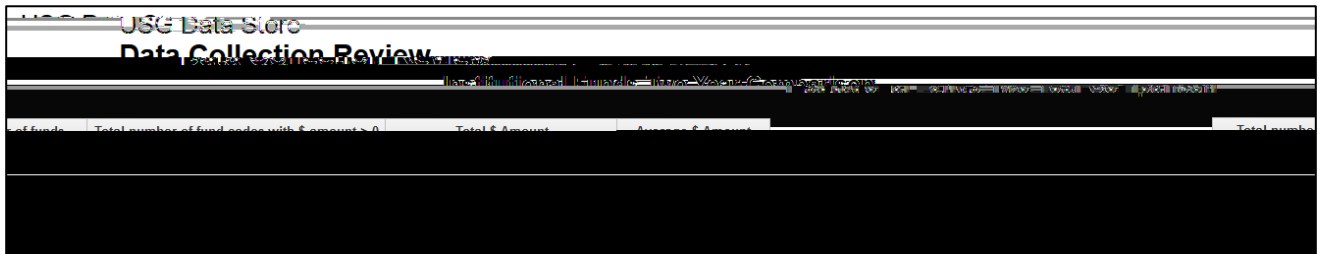
Given that this report is a data dump of each student, it might be difficult to validate each individual student's COA. If this is the case, we ask that you click through the pages of this report and check that populated values are reasonable (e.g. everything is not null, etc.)

Cost of Attendance data will be utilized for the Know More Borrow Less initiative (https://www.usg.edu/know_more_borrow_less/).

Trend Report – Institutional Funds



This report provides a two-year comparison of the Current versus Prior Award Year submission of Institutional Funds. A variety of metrics are provided including total number of funds (with and without amount >\$0), total and average amount. Institutional funds are specific to institutions and are translated to the Regents Fund Codes during the Financial Aid Data Collection. For example, there are two Regents Fund Codes for athletic scholarships-ATHLD and ATHLU. At your institution you may list these as separate scholarships for baseball, tennis, volleyball, etc. respectively., but they get rolled up to ATHLD and ATHLU during collection.



Under the HOPE/PELL/ZELL Tab, this report provides a two-year comparison of the Current versus Prior Award Year submission of the PELL fund code data. Amount awarded, accepted, and paid are provided. The Regent Fund Code that is included in PELL is PELL.



Under the HOPE/PELL/ZELL Tab, this report provides a two-year comparison of the Current versus Prior Award Year submission of the ZELL fund code data. Amount awarded, accepted, and paid are provided. The Regent Fund Code that is included in ZELL is ZHOPE.

Reports that utilize HOPE, Zell, PELL data from the Financial Aid Data Collection can be found at https://www.usg.edu/research/financial_aid_hope_scholarship_reports. These reports are regularly requested by the legislature, USG leadership, and the media.

Trend Report – Student Summary

This report provides a two-year comparison of the Current versus Prior Award Year submission of FAFSA data. A variety of metrics are provided including total number of funds (with and without >\$0), total and average amount.

Troubleshooting

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Appendix A-

