

Experimental Sites Reporting Tool in COD

2022-23 Upload Workbook

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Introduction

This workbook was developed to assist institutions with the process for reporting student-level, experiment-specific information using the ESI Reporting Tool in COD. The Experimental Sites Team updates this workbook annually to provide information and dates specific to each award year.

Background

Experimental Sites Initiative (ESI) participants are **required** to report experiment-specific information to Federal Student Aid (FSA) to aid in the evaluation of the experiments. This information will be collected through a web-based reporting tool within COD and from school responses to surveys. This workbook specifically addresses how to use the ESI Reporting Tool in COD.

Instructions

Each year, participating schools must do the following to satisfy the annual reporting requirement:

1. Download the template **specific to the experiment** in which they are participating from COD.
2. Complete the template following the experiment specific instructions in this workbook.
3. Upload the template back to COD.
4. Ensure the template was processed successfully without errors.

Deadline

Annual reporting via the ESI Reporting Tool in COD for the 2022-2023 award year must be completed and uploaded by **December 8, 2023**.

Timely reporting is a requirement outlined in your institution's amendment to its Program Participation Agreement (PPA).

Monthly Reporting

Monthly Reporting is also required for the Second Chance Pell Experiment.

Institutions participating in the **Second Chance Pell** experiment are required to submit **monthly** reports to FSA that provide year to date accounting of Pell Grant funds disbursed to ensure that each institution adheres to the spending cap established each award year.

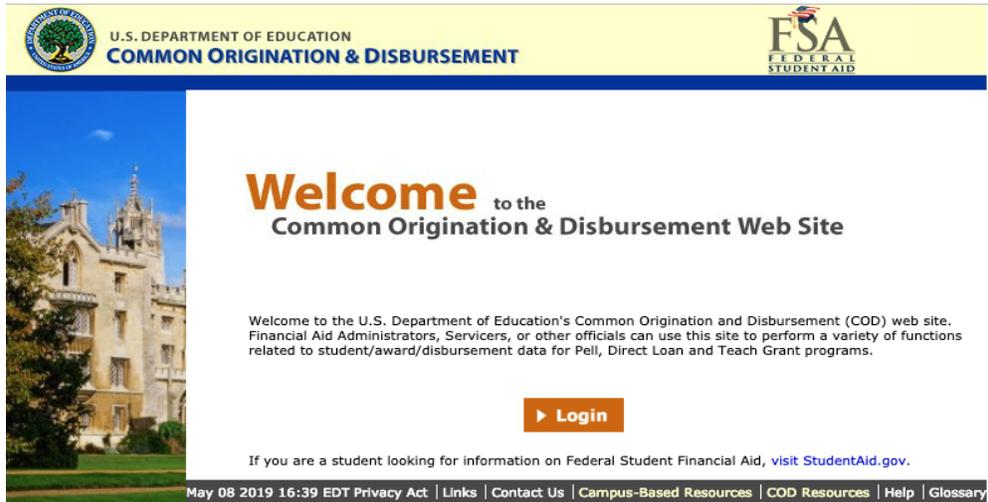
For this monthly reporting, schools are only required to complete the **first five columns**, columns A through E, and upload the completed template to COD. Monthly reporting must include **all** applicants who completed a FAFSA.

Reminders

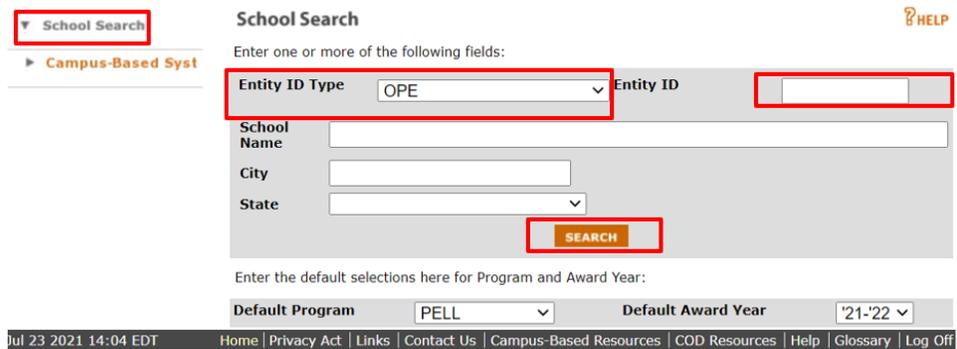
The ESI Team will send out monthly reminders to participating schools about the required monthly reporting. If you have no students to report during the month, please reply to the monthly reminder to let the ESI team know you will not have an upload in COD for that month.

Experimental Sites Initiative Template Download: All Experiments

- 1 Access the COD website using your FSA ID, password, and token: cod.ed.gov



- 2 Once logged into COD, select "School" from the menu bar at the top of the COD Homepage. Then select "School Search" from the left-hand menu. Use the drop down arrow and select OPE as the Entity ID Type. Enter your eight digit OPE ID as the Entity ID and click "search."



- The School Summary Information screen will display. Scroll down to the bottom and click on “Experimental Sites Initiative” to access the ESI Upload Templates.

School Summary Information ? HELP

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Enter the default selections here for Program and Award Year:

Default Program: Default Award Year:

Contacts			Summary	
Type	Name	Phone	Award Year	Program
FINANCIAL AID ADMINISTRATOR	DIANE GREENLEE	(248) 233-3798 x 7406	'20-'21	PELL
			Cash > Net Accepted & Posted Disbursements & older than 30 days	\$0.00
			% of Cash > Net Accepted & Posted Disbursements	0.0%
			Cash > Net Accepted & Posted Disbursements	\$0.00
			Current CFL	\$0.00

ul 23 2021 14:13 EDT [Home](#) | [Privacy Act](#) | [Links](#) | [Contact Us](#) | [Campus-Based Resources](#) | [COD Resources](#) | [Help](#) | [Glossary](#) | [Log Off](#)

- There are two options at the top: Template and Upload. Click Template (it is the default selection and should already be highlighted). You must download a separate template specific to each experiment in which your institution participates. Locate the experiment in which you participate in the Experiment Type column. Click the “Download Template” link on the right-hand side.

Experimental Sites Initiative ? HELP

Template Upload

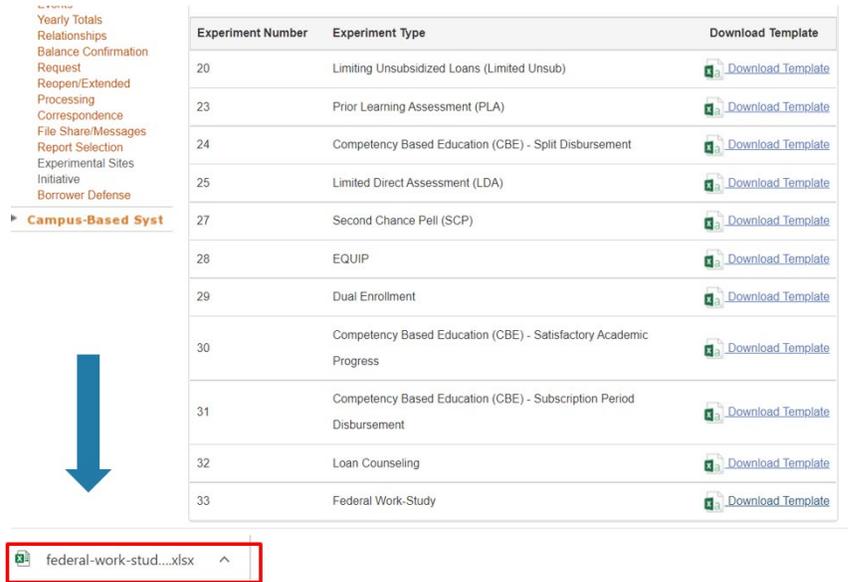
OHIO EYE ALLIANCE RESIDENCY IN OCULAR DISEASE ⓘ

To submit information for Experimental Site Initiatives, download the Experimental Site Initiative Template below. Please populate all required fields and enter all information in the prescribed format. Once you have completed populating the template, save and upload using the tab above.

Experiment Number	Experiment Type	Download Template
20	Limiting Unsubsidized Loans (Limited Unsub)	Download Template
23	Prior Learning Assessment (PLA)	Download Template
24	Competency Based Education (CBE) - Split Disbursement	Download Template
25	Limited Direct Assessment (LDA)	Download Template
27	Second Chance Pell (SCP)	Download Template
28	EQUIP	Download Template
29	Dual Enrollment	Download Template
30	Competency Based Education (CBE) - Satisfactory Academic Progress	Download Template
31	Competency Based Education (CBE) - Subscription Period Disbursement	Download Template
32	Loan Counseling	Download Template
33	Federal Work-Study	Download Template

Template Download

- 5 After the download is complete, the downloaded Excel file will be available on the bottom left of the screen. Click on the downloaded file to open the Excel template. In the example for this workbook, we downloaded the Federal Work-Study template. After opening the file, save the file to your computer or network. If you are participating in more than one experiment, you must download the specific template for each experiment.



The screenshot displays a navigation menu on the left with categories like 'Yearly Totals', 'Relationships', and 'Campus-Based Syst'. The main area is a table with three columns: 'Experiment Number', 'Experiment Type', and 'Download Template'. The table lists 14 experiments, with the last one being 'Federal Work-Study'. A blue arrow points from the 'Federal Work-Study' row to a file icon labeled 'federal-work-stud....xlsx' in the bottom left corner.

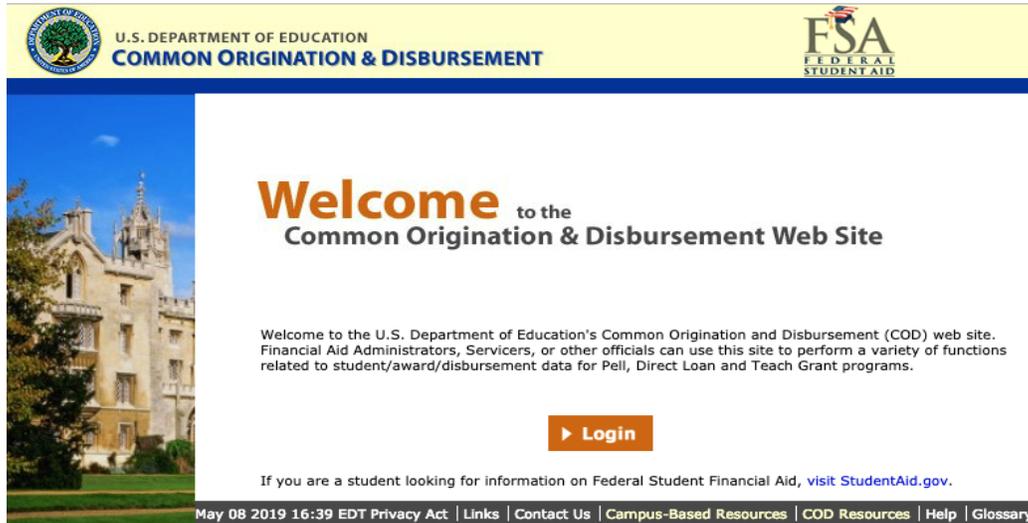
Experiment Number	Experiment Type	Download Template
20	Limiting Unsubsidized Loans (Limited Unsub)	Download Template
23	Prior Learning Assessment (PLA)	Download Template
24	Competency Based Education (CBE) - Split Disbursement	Download Template
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27	Second Chance Pell (SCP)	Download Template
28	EQUIP	Download Template
29	Dual Enrollment	Download Template
30	Competency Based Education (CBE) - Satisfactory Academic Progress	Download Template
31	Competency Based Education (CBE) - Subscription Period Disbursement	Download Template
32	Loan Counseling	Download Template
33	Federal Work-Study	Download Template

- 6 Once you have downloaded and saved the template(s), you can exit the Reporting Tool within COD. Refer to the instructions for the appropriate experiment(s) in the [Experiment Template Instructions](#) section of this guide.
-

Experimental Sites Initiative Template Upload: All Experiments

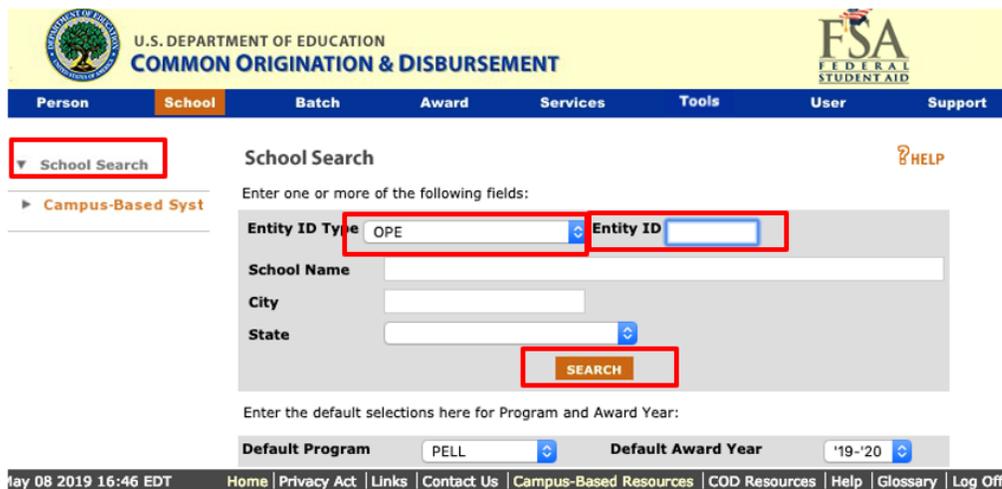
Once you have completed your template, follow the instructions to upload it into COD. Below are step-by-step instructions for participating schools to upload the completed templates into the ESI Reporting Tool within COD.

- 1 Access the COD website using your FSA ID, password, and token: cod.ed.gov



- 2 Once logged into COD, select "School" from the menu bar at the top of the COD Homepage. Then select "School Search" from the left-hand menu. Use the drop down arrow and select OPE as the Entity ID Type. Enter your eight digit OPE ID as the Entity ID and click "search."

Remember, only the main campus (the school with the OPE ID that is approved for the experiment) can submit the template in COD.



- The School Summary Information screen will display. Scroll down to the bottom and click on “Experimental Sites Initiative” to access the ESI Upload screen.

- On this screen, there are two options at the top: Template and Upload. Click Upload. Using the drop down arrow to select the experiment type, click on the name of the experiment in which you are participating. Click Choose File. A popup box will appear. Locate the file you would like to upload. Double click on the file or click Open. Then, click “Upload.”

Your file must be named something different than the name of the file you downloaded.

Template Upload

- 5 If the upload is successful, the file will have an ID number associated with it indicating the file has passed the virus scan and the file will be marked as “Pending.” **You must check back again (usually within a few minutes) to ensure the file is marked as “Processed”** after the uploaded template is validated with no errors.

To submit information for Experimental Site Initiatives, download the Experimental Site Initiative Template below. Please populate all required fields and enter all information in the prescribed format. Once you have completed populating the template, save and upload using the field below.

 Upload Successful. See ID #18015

Select Experiment Type ▼ Choose File No file chosen Upload

ID#	Experiment Number	Experiment Type	Date Submitted	Status
18015	27	Second Chance Pell (SCP)	06/04/2021 02:30:30 PM	Pending

- 6 Successful validation occurs when the template data is in the correct format for each required field with valid entries. Once the file is marked “Processed” you have successfully uploaded your file using the Reporting Tool.

ID#	Experiment Number	Experiment Type	Date Submitted	Status
18015	27	Second Chance Pell (SCP)	06/04/2021 02:30:30 PM	Processed

- 7 **Files uploaded with an Error status.** When the user uploads a file and it contains ‘bad data’ an “Error” hyperlink message will display. Click on the Error hyperlink, and you will be redirected to a page which will display the errors that must be fixed.

ID#	Experiment Number	Experiment Type	Date Submitted	Status
18016	27	Second Chance Pell (SCP)	06/04/2021 02:35:35 PM	Error

- 8 The Experimental Sites Initiative Error Detail page will display each error found for a specific row of the excel template that was uploaded. Fix any errors identified and upload the file again. See the [Error Troubleshooting](#) table of this workbook for instructions on fixing common errors.

Return to: [Experimental Sites Initiative Page](#)

Experimental Sites Initiative Error Detail Page [HELP](#)

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ID #: 18016

Row #	Error Type
2	Invalid Student SSN - SSN is non numerical

Navigation: « < 1 > »

- 8 After successfully uploading the data, the file will be marked “Processed.” **Schools must check that the file uploaded is marked “Processed” to ensure that the file has been successfully uploaded.**

Experiment Template Instructions

Each experiment has one set of instructions for completing the template. Find the instructions for the appropriate experiment in the pages that follow:

[Second Chance Pell](#) pages 11-18

[Federal Work-Study](#) pages 19-33

Second Chance Pell

Below you will find a data dictionary that defines each column. Please send a message to the Experimental Sites mailbox at ExperimentalSites@ed.gov if you have any questions.

For annual reporting all columns must be completed. For monthly reporting you are only required to complete the first five columns.

**Required columns for monthly reporting*

Column	Field	Instructions	Max Length	Example
A*	Award Year EXAMPLE: Use 2023 for 2022-23	Enter the four digits of the <i>last year of the current award year</i> (for the 2022-23 award year enter 2023; for 2023-24 enter 2024)	4	2023
B*	Experiment Number	Enter the experiment number of the experiment in which the student participates. <i>Each template is pre-populated on line 2 with the correct experiment number. See Appendix A for a listing of all experiment numbers.</i>	2	27
C*	OPEID	OPE ID – enter the eight digit OPE ID of the participating institution that signed the PPA Amendment	8	12345678
D*	Student SSN	Enter the Social Security Number (9 digits, no dashes) for each student. This field has been formatted as a “Text” field in Excel to accommodate students who have social security number with leading zeros. This column must remain a text field to upload properly. If you copy and paste into the template, you must right click when pasting and choose “keep values only” to ensure the template format does not change.	9	123456789
E*	Student Last Name	Enter the last name of the student.	35	Abraham
F	Student First Name	Enter the first name of the student.	30	John
G	Direct Costs	Enter the amount of Direct Costs for the student (Direct Costs are Institutional Costs). Examples of Direct Costs include tuition, fees, and room and board (if contracted with the school). Direct costs can also include expenses for required course materials (books, kits, tools, supplies, etc.) <i>if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school.</i>	13	100235000000.00

Second Chance Pell

Column	Field	Instructions	Max Length	Example
H	Indirect Costs	Enter the amount of Indirect Costs for the student Indirect Costs are Non-institutional Costs. Examples of Indirect Costs include charges for any required course materials that a school can document a student had a real and reasonable opportunity to purchase elsewhere, charges to a student's account for group health insurance fees if the insurance is required for all students and the coverage remains in effect for the entire period for which the student was charged, despite the student's withdrawal, and charges to a student's account for discretionary, educationally related expenses (e.g., parking or library fines).	13	100235000000.00
I	Total Amount PLUS Loans Initially Awarded	Enter the amount of PLUS Loans <i>awarded</i> to the student. If none, enter 0.	13	100235000000.00
J	Total Amount PLUS Loans Disbursed	Enter the amount of PLUS Loans <i>disbursed</i> on behalf of the student. If none, enter 0.	13	100235000000.00
K	Total Amount FSEOG Initially Awarded	Enter the amount of FSEOG funds <i>awarded</i> to the student. If none, enter 0.	13	100235000000.00
L	Total Amount FSEOG Disbursed	Enter the amount of FSEOG funds <i>disbursed</i> to the student. If none, enter 0.	13	100235000000.00
M	Total Amount Perkins Initially Awarded	Enter the amount of Perkins funds <i>awarded</i> to the student. If none, enter 0.	13	100235000000.00
N	Total Amount Perkins Disbursed	Enter the amount of Perkins funds <i>disbursed</i> to the student. If none, enter 0.	13	100235000000.00
O	FWS Awarded	Enter the amount of FWS funds <i>awarded</i> to the student.	13	100235000000.00

Second Chance Pell

Column	Field	Instructions	Max Length	Example
		If none, enter 0.		
P	FWS Disbursed	Enter the amount of FWS funds <i>disbursed</i> to the student If none, enter 0.	13	100235000000.00
Q	Other Federal Aid Awarded	Enter the amount of other Federal Aid <i>awarded</i> to the student (besides FWS). Examples of other Federal aid include Pell Grant, FSEOG, Perkins, TEACH, Subsidized Direct Loan, Unsubsidized Direct Loan, Direct PLUS – Graduate Student and Direct PLUS - Parent). Be sure to only include awarded amounts. You will report amounts disbursed in a later column. If none, enter 0.	13	100235000000.00
R	Other Federal Aid Disbursed	Enter the amount of other Federal Aid <i>disbursed</i> to the student (besides FWS). Examples of other Federal aid include Pell Grant, FSEOG, Perkins, TEACH, Subsidized Direct Loan, Unsubsidized Direct Loan, Direct PLUS – Graduate Student and Direct PLUS - Parent). If none, enter 0.	13	100235000000.00
S	Non-Federal Aid Awarded	Enter the amount of other Non-Federal Aid <i>awarded</i> to the student. Examples of Non-Federal aid include institutional aid and outside scholarships). Be sure to only include awarded amounts. You will report amounts disbursed in a later column. If none, enter 0.	13	100235000000.00
T	Non-Federal Aid Disbursed	Enter the amount of other Non-Federal Aid <i>disbursed</i> to the student. Examples of Non-Federal aid include institutional aid and outside scholarships). If none, enter 0.	13	100235000000.00
U	Credits attempted (current award year)	Enter the credits <i>attempted</i> by the student during the current award year (the current award year is the award year for which the school is currently reporting).	4	134
V	Credits earned (current award year)	Enter the credits <i>earned</i> by the student during the current award year (the current award year is the	4	134

Second Chance Pell

Column	Field	Instructions	Max Length	Example
		award year for which the school is currently reporting).		
W	Cumulative Credits earned (prior to award year)	Enter the cumulative credits <i>earned</i> by the student prior to the current award year (this amount would be the total number of credits earned prior to the student enrolling in this current award year).	4	134
X	Cumulative Credits earned (at end of award year)	Enter the cumulative credits <i>earned</i> by the student at the end of the current award year (this amount would be the total number of credits earned to date including this current award year).	4	134
Y	Student's Cum. GPA for last completed AY	Enter the student's cumulative grade point average (GPA) at the end of the award year for which the school is currently reporting). If you enter 4.0 then the cell might round to 4, that is fine.	1 value to the left of the decimal and 4 values to the right of decimal	3.4257
Z	Beginning of Award Year Enrollment status	Enter the enrollment status of the student at the beginning of the award year for which the school is currently reporting. N = not enrolled F = full time T = $\frac{3}{4}$ time H = half time L = less than half time	1	F
AA	End of Award Year Enrollment Status	Enter the enrollment status of the student at the end of the award year for which the school is currently reporting. N = not enrolled F = full time T = $\frac{3}{4}$ time H = half time L = less than half time	1	F
AB	Is this student participating in multiple experiments?	Enter "Y" for Yes or "N" for No.	1	Y

Second Chance Pell

Column	Field	Instructions	Max Length	Example
AC	List other experiments student is participating in (Experiment Numbers only)	List the experiment number(s) of the other experiments in which the student participates (See Appendix A for the experiment numbers). Leave blank if you answered “N” in Column AB.	10	08 09 13
AD	Did the student complete the academic program associated with the student’s participation in the experiment during this award year?	Enter “Y” if the applicant completed the academic program associated with the experiment during this award year (the award year in which the school is reporting). Otherwise, enter “N”	1	Y
AE	Not eligible for Pell – Default	Enter “Y” if the applicant was not eligible for Pell due to Default status. Otherwise, enter “N”	1	Y
AF	Not eligible for Pell - Selective Service	Leave this column blank. Beginning the 2021-22 award year, applicants no longer lose Pell eligibility for failure to register with the Selective Service.		Leave Blank
AG	Not eligible for Pell – Citizenship	Enter “Y” if the applicant was not eligible for Pell due to Citizenship status. Otherwise, enter “N”	1	Y
AH	Not eligible for Pell - High school completion	Enter “Y” if the applicant was not eligible for Pell due to High School Completion status. Otherwise, enter “N”	1	Y
AI	Not eligible for Pell - Drug conviction	Leave this column blank. Beginning the 2021-22 award year, applicants no longer lose Pell eligibility for drug-related convictions.	1	Leave Blank
AJ	Not eligible for Pell – EFC	Enter “Y” if the applicant was not eligible for Pell due to ineligible EFC. Otherwise, enter “N”	1	Y

Second Chance Pell

Column	Field	Instructions	Max Length	Example
AK	Not eligible for Pell - Did not complete FAFSA	<p>Enter “Y” if the applicant did not successfully file a FAFSA to be considered for Pell. For example, the student was selected for but failed to complete verification.</p> <p>Otherwise, enter “N”</p> <p>Given the fact that students must complete a FAFSA to be considered for an experimental Pell Grant and completing a FAFSA is generally the first step ALL potential student participants take, a “Y” should only be entered in column AK if an applicant was selected for and failed to complete verification.</p>	1	N
AL	Not eligible for Pell - Did not enroll in an eligible program	<p>Enter “Y” if the student was not eligible for Pell due to NOT enrolling in an eligible program.</p> <p>Otherwise, enter “N”</p>	1	Y
AM	Not eligible for Pell - Enrollment Status	<p>Enter “Y” if the student was not eligible for Pell due to Enrollment status.</p> <p>Otherwise, enter “N”</p>	1	Y
AN	Prior to experiment, was student enrolled in a postsecondary program while incarcerated?	<p>Enter “Y” if the student was enrolled in a postsecondary program prior to the experiment while the student was incarcerated.</p> <p>Otherwise, enter “N”</p>	1	Y
AO	Student enrolled in ineligible program at current institution? (Y = Yes \ N = No \ U = Unknown)	<p>Enter “Y” if the student was enrolled in a postsecondary program offered by your institution that is not participating in the experiment.</p> <p>Enter “N” if the student was not enrolled in an ineligible program at the institution.</p> <p>Otherwise, enter “U”</p>	1	U
AP	Student enrolled in ineligible program at another institution? (Y = Yes \ N = No \ U = Unknown)	<p>Enter “Y” if the student was enrolled in a postsecondary program at another institution that is not participating in the experiment.</p> <p>Enter “N” if the student was not enrolled in a program ineligible to participate in the experiment at another institution.</p> <p>Otherwise, enter “U”</p>	1	Y

Second Chance Pell

Column	Field	Instructions	Max Length	Example
AQ	What was the student's incarceration status at the end of the most recently completed award year?	Enter either R, SCF, ACF, or U R= Released SCF=Same Correctional Facility ACF=Another Correctional Facility U= Unknown	3	R
AR	What is the CIP code for the applicant's program of study?	Enter the CIP code(s) of the approved program(s) in which the student was enrolled during the most recently completed award year (the award year in which the school is reporting).	8	12.3456
AS	What was the applicant's highest degree at the time of application? Select one of the following options: A. Associate's degree B. Bachelor's degree C. Master's degree D. Doctorate or professional degree E. None	Enter either A, B, C, D, or E A. Associate's degree B. Bachelor's degree C. Master's degree D. Doctorate or professional degree E. None	1	A
AT	Was the applicant released from their correctional facility because of COVID-19? (Y/N)	Enter "Y" if the student was released from the correctional facility due to COVID-19. Otherwise, enter "N"	1	Y
AU	Did the applicant remain incarcerated but stop participating in the experiment because of COVID-19? (Y/N)	Enter "Y" if the applicant remained incarcerated but stopped participating in the experiment for the remainder of the award year due to COVID-19. Otherwise, enter "N"	1	Y
AV	If an applicant was released from their correctional facility due to COVID-19, did they continue participating in their educational program? (Y = Yes \ N = No \ N/A = Not Applicable)	If the applicant was released from their correctional facility due to COVID-19: Enter "Y" if they continued participating in their educational program. Enter "N" if they did not continue their education program. If the applicant was not released from their correctional facility due to COVID-19 enter "N/A"	3	Y

Second Chance Pell

Column	Field	Instructions	Max Length	Example
AW	Intentionally left blank	Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.	50	This field is intentionally left blank.

Federal Work-Study

Below you will find a data dictionary that defines each column. Please send a message to the Experimental Sites mailbox at ExperimentalSites@ed.gov if you have any questions.

Column	Field	Instructions	Max Length	Example
A	Award Year (EXAMPLE: Use 2023 for 2022-23)	Enter the four digits of the <i>last year of the award year</i> you are reporting on.	4	2023
B	Experiment Number	Enter the experiment number of the experiment in which the student participates. <i>Each template is pre-populated on line 2 with the correct experiment number. See Appendix A for a listing of all experiment numbers.</i>	2	33
C	OPEID	OPE ID – enter the eight digit OPE ID of the participating institution that signed the PPA Amendment	8	12345678
D	Student SSN	Enter the Social Security Number (9 digits, no dashes) for each student. This field has been formatted as a “Text” field in Excel to accommodate students who have social security number with leading zeros. This column must remain a text field to upload properly. If you copy and paste into the template, you must right click when pasting and choose “keep values only” to ensure the template format does not change.	9	123456789
E	Student Last Name	Enter the last name of the student.	35	Abraham
F	Student First Name	Enter the first name of the student.	30	John
G	Direct Costs	Enter the amount of Direct Costs for the student (Direct Costs are Institutional Costs). Examples of Direct Costs include tuition, fees, and room and board (if contracted with the school). Direct costs can also include expenses for required course materials (books, kits, tools, supplies, etc.) <i>if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school.</i>	13	100235000000.00

Federal Work-Study

Column	Field	Instructions	Max Length	Example
H	Indirect Costs	Enter the amount of Indirect Costs for the student (Indirect Costs are Non-institutional Costs). Examples of Indirect Costs include charges for any required course materials that a school can document a student had a real and reasonable opportunity to purchase elsewhere, charges to a student's account for group health insurance fees if the insurance is required for all students and the coverage remains in effect for the entire period for which the student was charged, despite the student's withdrawal, and charges to a student's account for discretionary, educationally related expenses (e.g., parking or library fines).	13	100235000000.00
I	Total Amount PLUS Loans Initially Awarded	Enter the amount of PLUS Loans <i>awarded</i> to the student. If none, enter 0.	13	100235000000.00
J	Total Amount PLUS Loans Disbursed	Enter the amount of PLUS Loans <i>disbursed</i> on behalf of the student. If none, enter 0.	13	100235000000.00
K	Total Amount FSEOG Initially Awarded	Enter the amount of FSEOG funds <i>awarded</i> to the student. If none, enter 0.	13	100235000000.00
L	Total Amount FSEOG Disbursed	Enter the amount of FSEOG funds <i>disbursed</i> to the student. If none, enter 0.	13	100235000000.00
M	Total Amount Perkins Initially Awarded	Enter the amount of Perkins funds <i>awarded</i> to the student. If none, enter 0.	13	100235000000.00
N	Total Amount Perkins Disbursed	Enter the amount of Perkins funds <i>disbursed</i> to the student. If none, enter 0.	13	100235000000.00
O	FWS Awarded	Enter the amount of FWS funds <i>awarded</i> to the student. If none, enter 0.	13	100235000000.00

Federal Work-Study

Column	Field	Instructions	Max Length	Example
P	FWS Disbursed	Enter the amount of FWS funds <i>disbursed</i> to the student If none, enter 0.	13	100235000000.00
Q	Other Federal Aid Awarded	Enter the amount of other Federal Aid <i>awarded</i> to the student (besides FWS). Examples of other Federal aid include Pell Grant, FSEOG, Perkins, TEACH, Subsidized Direct Loan, Unsubsidized Direct Loan, Direct PLUS – Graduate Student and Direct PLUS - Parent). Be sure to only include awarded amounts. You will report amounts disbursed in a later column. If none, enter 0.	13	100235000000.00
R	Other Federal Aid Disbursed	Enter the amount of other Federal Aid <i>disbursed</i> to the student (besides FWS). Examples of other Federal aid include Pell Grant, FSEOG, Perkins, TEACH, Subsidized Direct Loan, Unsubsidized Direct Loan, Direct PLUS – Graduate Student and Direct PLUS - Parent). If none, enter 0.	13	100235000000.00
S	Non-Federal Aid Awarded	Enter the amount of other Non-Federal Aid <i>awarded</i> to the student. Examples of Non-Federal aid include institutional aid and outside scholarships). Be sure to only include awarded amounts. You will report amounts disbursed in a later column. If none, enter 0.	13	100235000000.00
T	Non-Federal Aid Disbursed	Enter the amount of other Non-Federal Aid <i>disbursed</i> to the student. Examples of Non-Federal aid include institutional aid and outside scholarships). If none, enter 0.	13	100235000000.00
U	Credits attempted (current award year)	Enter the credits <i>attempted</i> by the student during the current award year (the current award year is the award year for which the school is currently reporting).	4	134
V	Credits earned (current award year)	Enter the credits <i>earned</i> by the student during the current award year (the current award year is the award year for which the school is currently reporting).	4	134
W	Cumulative Credits earned (prior to award year)	Enter the cumulative credits <i>earned</i> by the student prior to the current award year (this amount would be the total number of credits earned prior to the student enrolling in this current award year).	4	134

Federal Work-Study

Column	Field	Instructions	Max Length	Example
X	Cumulative Credits earned (at end of award year)	Enter the cumulative credits <i>earned</i> by the student at the end of the current award year (this amount would be the total number of credits earned to date including this current award year).	4	134
Y	Student's Cum. GPA for last completed AY	Enter the student's cumulative grade point average (GPA) at the end of the award year for which the school is currently reporting). If you enter 4.0 then the cell might round to 4, that is fine.	1 value to the left of the decimal and 4 values to the right of decimal	3.4257
Z	Beginning of Award Year Enrollment status	Enter the enrollment status of the student at the beginning of the award year for which the school is currently reporting. N = not enrolled F = full time T = $\frac{3}{4}$ time H = half time L = less than half time	1	F
AA	End of Award Year Enrollment Status	Enter the enrollment status of the student at the end of the award year for which the school is currently reporting. N = not enrolled F = full time T = $\frac{3}{4}$ time H = half time L = less than half time	1	F
AB	Is this student participating in multiple experiments?	Enter "Y" for Yes or "N" for No.	1	Y
AC	List other experiments student is participating in (Experiment Numbers only)	List the experiment number(s) of the other experiments in which the student participates. See Appendix A for the experiment numbers. Leave blank if you answered no in Column AB .	10	08 09 13

Federal Work-Study

Column	Field	Instructions	Max Length	Example
AD	Did the student complete the academic program associated with the student's participation in the experiment during this award year?	Enter "Y" if the applicant completed the academic program associated with the experiment during this award year (the award year in which the school is reporting). Otherwise, enter "N"	1	Y
AE	Student's program of study.	Enter the Student's program of study. Enter the first 40 characters of your school's name for the student's program of study. For example: Nursing AAS; Pharmacy Technician Certificate Program; etc.	40	Nursing
AF	CIP code of the student's program of study	Enter the CIP code(s) of the approved program(s) in which the student was enrolled during the most recently completed award year (the award year in which the school is reporting).	42	12.3456
AG	Total FWS positions during the award year?	How many FWS positions did the student hold in TOTAL (including those affected by the experiment AND those not affected by any waiver) during the award year?	2	1
AH	For the FWS position for which the student worked the greatest number of hours (FWS1), was FWS1 affected by the experiment?	For the FWS position for which the student worked the greatest number of hours , was this FWS position affected by the experiment? Enter "Y" for yes. Otherwise, enter "N" for no.	1	Y
AI	FWS1: Type	For the FWS position for which the student worked the greatest number of hours , was the position: A. From a Job Location and Development (JLD) program B. A community service position C. Required for completion of their academic program D. None of the above	1	A

Federal Work-Study

Column	Field	Instructions	Max Length	Example
AJ	FWS1: Required	<p>If the position which the student worked the greatest number of hours was required for completion of their academic program, was it (mark one):</p> <ul style="list-style-type: none"> A. Student teaching B. Clinical rotation C. Apprenticeship D. Internship/externship E. None of the above <p>Leave blank if the job was not required for completion of the student's academic program.</p>	1	A
AK	FWS1: Employer Type	<p>For the FWS position for which the student worked the greatest number of hours:</p> <p>Please select the type of employer:</p> <ul style="list-style-type: none"> A. Postsecondary Institution B. federal, state or public agency C. private nonprofit organization D. a private for-profit organization E. Other 	1	A
AL	FWS1: Job Location	<p>For the FWS position for which the student worked the greatest number of hours:</p> <p>Was the job location primarily:</p> <ul style="list-style-type: none"> A. On-campus B. Off-campus 	1	A
AM	FWS1: Employer Name	<p>For the FWS position for which the student worked the greatest number of hours, what was the name of the employer? Enter the first 40 characters of the name of the employer. For example: Name of Institution Participating in the Experiment; Our Regional Employment Commission; Name of for-profit organization; etc.</p>	40	ABC Employer, LLC
AN	FWS1: Total Wages	<p>For the FWS position for which the student worked the greatest number of hours:</p> <p>What were the TOTAL wages earned by the student during the award year? Include both the federal share and the non-federal share.</p>	10.2	1234.50
AO	FWS1: Total Hours	<p>For the FWS position for which the student worked the greatest number of hours:</p> <p>What were the total number of hours worked by the student during the award year?</p>	8	85
AP	FWS1: Credits	<p>How many credits did the student earn for the FWS position for which the student worked the greatest number of hours?</p>	8	1

Federal Work-Study

Column	Field	Instructions	Max Length	Example
AQ	FWS1: SOC Code	<p>For the FWS position for which the student worked the greatest number of hours: Please categorize the student’s job using the 2018 group SOC codes?</p> <p>2018 SOC major groups Code Title 11-0000 Management Occupations 13-0000 Business and Financial Operations Occupations 15-0000 Computer and Mathematical Occupations 17-0000 Architecture and Engineering Occupations 19-0000 Life, Physical, and Social Science Occupations 21-0000 Community and Social Service Occupations 23-0000 Legal Occupations 25-0000 Educational Instruction and Library Occupations 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations 29-0000 Healthcare Practitioners and Technical Occupations 31-0000 Healthcare Support Occupations 33-0000 Protective Service Occupations 35-0000 Food Preparation and Serving Related Occupations 37-0000 Building and Grounds Cleaning and Maintenance Occupations 39-0000 Personal Care and Service Occupations 41-0000 Sales and Related Occupations 43-0000 Office and Administrative Support Occupations 45-0000 Farming, Fishing, and Forestry Occupations 47-0000 Construction and Extraction Occupations 49-0000 Installation, Maintenance, and Repair Occupations 51-0000 Production Occupations 53-0000 Transportation and Material Moving Occupations 55-0000 Military Specific Occupations</p>	8	11-0000
AR	FWS1: Covid19R	<p>For the FWS position for which the student worked the greatest number of hours, did COVID-19 prevent the student from completing their scheduled hours?</p> <p>Enter “Y” for yes. Otherwise, enter “N”</p>	1	Y
AS	FWS1: Covid19R\$	<p>If you answered yes in column AR, did the student continue to receive FWS wages?</p> <p>Enter “Y” for yes or “N” for no. Otherwise enter “N/A” for not applicable.</p>	3	Y

Federal Work-Study

Column	Field	Instructions	Max Length	Example
AT	FWS1: Waivers	<p>For the FWS position that the student worked the greatest number of hours, which of the experiment's waivers applied?</p> <ul style="list-style-type: none"> A. 34 CFR 675, greater than part-time employment B. 34 CFR 675.26(a)(3), federal share of the compensation in excess of 25 percent C. Both D. Neither 	1	A
AU	FWS1: FWS Wages	<p>For the FWS position that the student worked the greatest number of hours, what amount of total wages was paid by FWS?</p> <p>From the total amount of wages reported in column AN, enter the amount that was paid by the federal share.</p>	10.2	1234.50
AV	For the FWS position for which the student worked the second most number of hours (FWS2), was FWS2 affected by the experiment?	<p>For the FWS position for which the student worked the second most hours, was this FWS position affected by the experiment?</p> <p>Enter "Y" for yes. Otherwise, enter "N"</p> <p>Leave blank if the student did not have more than one FWS job.</p>	1	Y
AW	FWS2: Type	<p>For the FWS position for which the student worked the second most hours, was the position:</p> <ul style="list-style-type: none"> A. From a Job Location and Development (JLD) program B. A community service position C. Required for completion of their academic program D. None of the above 	1	A
AX	FWS2: Required	<p>If the position which the student worked the second most hours was required for completion of their academic program, was it (mark one):</p> <ul style="list-style-type: none"> A. Student teaching B. Clinical rotation C. Apprenticeship D. Internship/externship E. None of the above <p>Leave blank if the job was not required for completion of the student's academic program or if the student did not have more than one FWS job.</p>	1	A

Federal Work-Study

Column	Field	Instructions	Max Length	Example
AY	FWS2: Employer Type	<p>For the FWS position for which the student worked the second most hours: Who was the employer?</p> <ul style="list-style-type: none"> A. Postsecondary Institution B. federal, state or public agency C. private nonprofit organization D. a private for-profit organization E. Other <p>Leave blank if the student did not have more than one FWS job.</p>	1	A
AZ	FWS2: Job Location	<p>For the FWS position for which the student worked the second most hours: Was the job location primarily:</p> <ul style="list-style-type: none"> A. On campus B. Off campus <p>Leave blank if the student did not have more than one FWS job.</p>	1	A
BA	FWS2: Employer Name	<p>For the FWS position for which the student worked the second most hours, what was the name of the employer?</p> <p>Enter the first 40 characters of the name of the employer. For example: Name of Institution Participating in the Experiment; Our Regional Employment Commission; Name of for-profit organization; etc.</p> <p>Leave blank if the student did not have more than one FWS job.</p>	40	ABC Employer, LLC
BB	FWS2: Total Wages	<p>For the FWS position for which the student worked the second most hours:</p> <p>What were the TOTAL wages earned by the student during the award year? Include both the federal share and the non-federal share.</p> <p>Leave blank if the student did not have more than one FWS job.</p>	10.2	1234.50
BC	FWS2: Total Hours	<p>For the FWS position for which the student worked the second most hours: What were the total number of hours worked by the student during the award year?</p> <p>Leave blank if the student did not have more than one FWS job.</p>	8	85
BD	FWS2: Credits	<p>How many credits did the student earn for the FWS position for which the student worked the second most hours?</p>	8	12

Federal Work-Study

Column	Field	Instructions	Max Length	Example
		Leave blank if the student did not have more than one FWS job.		
BE	FWS2: SOC Code	<p>For the FWS position for which the student worked the second most hours</p> <p>Please categorize the student’s job using the 2018 group SOC codes? (allow for N/A)</p> <p>2018 SOC major groups</p> <p>Code Title</p> <p>11-0000 Management Occupations</p> <p>13-0000 Business and Financial Operations Occupations</p> <p>15-0000 Computer and Mathematical Occupations</p> <p>17-0000 Architecture and Engineering Occupations</p> <p>19-0000 Life, Physical, and Social Science Occupations</p> <p>21-0000 Community and Social Service Occupations</p> <p>23-0000 Legal Occupations</p> <p>25-0000 Educational Instruction and Library Occupations</p> <p>27-0000 Arts, Design, Entertainment, Sports, and Media Occupations</p> <p>29-0000 Healthcare Practitioners and Technical Occupations</p> <p>31-0000 Healthcare Support Occupations</p> <p>33-0000 Protective Service Occupations</p> <p>35-0000 Food Preparation and Serving Related Occupations</p> <p>37-0000 Building and Grounds Cleaning and Maintenance Occupations</p> <p>39-0000 Personal Care and Service Occupations</p> <p>41-0000 Sales and Related Occupations</p> <p>43-0000 Office and Administrative Support Occupations</p> <p>45-0000 Farming, Fishing, and Forestry Occupations</p> <p>47-0000 Construction and Extraction Occupations</p> <p>49-0000 Installation, Maintenance, and Repair Occupations</p> <p>51-0000 Production Occupations</p> <p>53-0000 Transportation and Material Moving Occupations</p> <p>55-0000 Military Specific Occupations</p> <p>Leave blank if the student did not have more than one FWS job.</p>	8	11-0000
BF	FWS2: Covid19R	<p>For the FWS position for which the student worked the second most hours, did COVID-19 prevent the student from completing their scheduled hours?</p> <p>Enter “Y” for yes. Otherwise, enter “N”</p> <p>Leave blank if the student did not have more than one FWS job.</p>	1	Y

Federal Work-Study

Column	Field	Instructions	Max Length	Example
BG	FWS2: Covid19R\$	<p>If you answered yes in column BF, did the student continue to receive FWS wages?</p> <p>Enter “Y” for yes or “N” for no. Otherwise enter “N/A” for not applicable.</p> <p>Leave blank if the student did not have more than one FWS job.</p>	3	Y
BH	FWS2: Waivers	<p>For the FWS position that the student worked the second most hours, which of the experiment’s waivers applied?</p> <ul style="list-style-type: none"> A. 34 CFR 675, greater than part-time employment B. 34 CFR 675.26(a)(3), federal share of the compensation in excess of 25 percent C. Both D. Neither <p>Leave blank if the student did not have more than one FWS job.</p>	1	A
BI	FWS2: FWS Wages	<p>For the FWS position that the student worked the second most hours, what amount of total wages was paid by FWS?</p> <p>From the total amount of wages reported in column BB, enter the amount that was paid by the federal share.</p> <p>Leave blank if the student did not have more than one FWS job.</p>	10.2	1234.50
BJ	For the FWS position for which the student worked the third most number of hours (FWS3), was FWS3 affected by the experiment?	<p>For the FWS position for which the student worked the third most hours, was this FWS position affected by the experiment?</p> <p>Enter “Y” for yes. Otherwise, enter “N”</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>	1	Y
BK	FWS3: Type	<p>For the FWS position for which the student worked the third most hours, was the position:</p> <ul style="list-style-type: none"> A. From a Job Location and Development (JLD) program B. A community service position C. Required for completion of their academic program D. None of the above 	1	A

Federal Work-Study

Column	Field	Instructions	Max Length	Example
		Leave blank if the student did not have more than two FWS jobs.		
BL	FWS3: Required	<p>If the position which the student worked the third most hours was required for completion of their academic program, was it (mark one):</p> <ul style="list-style-type: none"> A. Student teaching B. Clinical rotation C. Apprenticeship D. Internship/externship E. None of the above <p>Leave blank if the job was not required for completion of the student's academic program or if the student did not have more than two FWS jobs.</p>	1	A
BM	FWS3: Employer Type	<p>For the FWS position for which the student worked the third most hours: Who was the employer?</p> <ul style="list-style-type: none"> A. Postsecondary Institution B. federal, state or public agency C. private nonprofit organization D. a private for-profit organization E. Other <p>Leave blank if the student did not have more than two FWS jobs.</p>	1	A
BN	FWS3: Job Location	<p>For the FWS position for which the student worked the third most hours: Was the job location primarily:</p> <ul style="list-style-type: none"> A. On campus B. Off campus <p>Leave blank if the student did not have more than two FWS jobs.</p>	1	A
BO	FWS3: Employer Name	<p>For the FWS position for which the student worked the third most hours, what was the name of the employer?</p> <p>Enter the first 40 characters of the name of the employer. For example: Name of Institution Participating in the Experiment; Our Regional Employment Commission; Name of for-profit organization; etc.</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>	40	ABC Employer, LLC
BP	FWS3: Total Wages	<p>For the FWS position for which the student worked the third most hours:</p> <p>What were the TOTAL wages earned by the student during the award year? Include both the federal share and the non-federal share.</p>	10.2	1234.50

Federal Work-Study

Column	Field	Instructions	Max Length	Example
		Leave blank if the student did not have more than two FWS jobs.		
BQ	FWS3: Total Hours	<p>For the FWS position for which the student worked the third most hours: What were the total number of hours worked by the student during the award year?</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>	8	85
BR	FWS3: Credits	<p>How many credits did the student earn for the FWS position for which the student worked the third most hours?</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>	8	12
BS	FWS3: SOC Code	<p>For the FWS position for which the student worked the third most hours:</p> <p>Please categorize the student’s job using the 2018 group SOC codes?</p> <p>2018 SOC major groups</p> <p>Code Title</p> <p>11-0000 Management Occupations</p> <p>13-0000 Business and Financial Operations Occupations</p> <p>15-0000 Computer and Mathematical Occupations</p> <p>17-0000 Architecture and Engineering Occupations</p> <p>19-0000 Life, Physical, and Social Science Occupations</p> <p>21-0000 Community and Social Service Occupations</p> <p>23-0000 Legal Occupations</p> <p>25-0000 Educational Instruction and Library Occupations</p> <p>27-0000 Arts, Design, Entertainment, Sports, and Media Occupations</p> <p>29-0000 Healthcare Practitioners and Technical Occupations</p> <p>31-0000 Healthcare Support Occupations</p> <p>33-0000 Protective Service Occupations</p> <p>35-0000 Food Preparation and Serving Related Occupations</p> <p>37-0000 Building and Grounds Cleaning and Maintenance Occupations</p> <p>39-0000 Personal Care and Service Occupations</p> <p>41-0000 Sales and Related Occupations</p>	8	11-0000

Federal Work-Study

Column	Field	Instructions	Max Length	Example
		<p>43-0000 Office and Administrative Support Occupations</p> <p>45-0000 Farming, Fishing, and Forestry Occupations</p> <p>47-0000 Construction and Extraction Occupations</p> <p>49-0000 Installation, Maintenance, and Repair Occupations</p> <p>51-0000 Production Occupations</p> <p>53-0000 Transportation and Material Moving Occupations</p> <p>55-0000 Military Specific Occupations</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>		
BT	FWS3: Covid19R	<p>For the FWS position for which the student worked the third most hours, did COVID-19 prevent the student from completing their scheduled hours?</p> <p>Enter “Y” for yes. Otherwise, enter “N”</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>	1	Y
BU	FWS3: Covid19R\$	<p>If you answered yes in column BT, did the student continue to receive FWS wages?</p> <p>Enter “Y” for yes or “N” for no. Otherwise enter “N/A” for not applicable.</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>	3	Y
BV	FWS3: Waivers	<p>For the FWS position that the student worked the third most hours, which of the experiment’s waivers applied?</p> <ul style="list-style-type: none"> A. 34 CFR 675, greater than part-time employment B. 34 CFR 675.26(a)(3), federal share of the compensation in excess of 25 percent C. Both D. Neither <p>Leave blank if the student did not have more than two FWS jobs.</p>	1	A
BW	FWS3: FWS Wages	<p>For the FWS position that the student worked the third most hours, what amount of total wages was paid by FWS?</p>	10.2	1234.50

Federal Work-Study

Column	Field	Instructions	Max Length	Example
		<p>From the total amount of wages reported in column BP, enter the amount that was paid by the federal share.</p> <p>Leave blank if the student did not have more than two FWS jobs.</p>		
BX	Names of Additional Employers	<p>What were the names of any additional employers who employed the student under the FWS experiment?</p> <p>Leave blank if the student did not have more than three FWS jobs.</p>	100	ABC Employer LLC, XYZ Employer Inc
BY	Intentionally left blank	<p>Leave this column blank unless the ESI Team notifies your institution to enter specific information in this column.</p>	50	Intentionally left blank.

Appendix A: Experiment Numbers and Titles

Experiments active in the 2022-23 award year are highlighted in green.

Experiment Number	Experiment Title
01	Ability to Benefit
02	Academic Term
03	Aid to Prior Institutional Charges
04	Aid to Prior Term Charges
05	Automatic Pay - (FWS)
06	Entrance Counseling
07	Exit Counseling
09	Loan Fees
10	Loan Proration
11	Multiple Disbursement
12	Over-award
13	30 Day Delay
14	Time Records - (FWS)
15	Pell Elig Students with Bachelor Degree Enrolled in Career Programs
16	Pell Elig Students Enrolled in Approved Short-term Training Programs
17	DL Single Disbursement of One Term Loan for Study Abroad Students
18	DL Early Disbursement - Students Studying Abroad and Foreign Schools
19	Direct Loan - Unequal Disbursements
20	Direct Loan - Limiting Unsubsidized Loan Amounts
21	PLUS Loans for Parents of Students with Intellectual Disabilities
22	Eligibility of Dually Enrolled Students with Intellectual Disabilities
23	Prior Learning Assessment
24	Competency-Based Education - Split Disbursement
25	Limited Direct Assessment
26	Federal Work-Study (FWS) for Near-Peer Counseling
27	Second Chance Pell
28	EQUIP (Educational Quality through Innovative Partnerships)
29	Dual Enrollment
30	CBE - Satisfactory Academic Progress Only
31	CBE - Subscription Period Disbursement
32	Loan Counseling
33	Federal Work-Study

Appendix B: Error Troubleshooting

Below are common errors and suggestions for how to fix them. If you have any questions, send a message to the Experimental Sites team at ExperimentalSites@ed.gov.

Error Message	Suggestion
Invalid File – File format was not recognized or was unreadable	<p>Make sure you have downloaded the most recent template in COD. Do not change the formatting of the file and do not password protect it.</p> <p>The name of the file must be something different than the file name of the file when you downloaded the template.</p> <p>Column C (OPE ID) and column D (student SSN) must remain as text fields. If you copy and paste these fields into the template, you must make sure to choose “paste values only” to maintain the proper formatting of these columns. If the formatting of these columns is changed, an error will result.</p>
Invalid Student SSN- SSN is non numerical	<p>If a student has a social security number with leading zeros, these leading zeros must be included.</p> <p>Column D is formatted as a “Text” field in excel in order to accommodate leading zeros. Make sure this formatting does not change when you are completing this column. If copying and pasting in this field, you must choose “keep values only” when pasting to maintain the proper formatting.</p> <p>The SSN should be entered with no dashes.</p>
Invalid Student Last Name – Does not match SSN	<p>The upload process will look for an exact character match, so if a student has a dash or apostrophe in their last name it will need to be included.</p> <p>If a student changed their name after enrolling at your school, you need to have the last name that is in COD on your upload file.</p> <p>If you are unsure of the exact spelling or need to look up a former name of a student, you can do a person search on COD Web via SSN.</p>
Invalid School OPEID – OPEID is non numerical or does not exist within COD System	<p>Column C is formatted as a “Text” field in Excel to accommodate leading zeros. Make sure to keep this formatting. If copying and pasting in this field, you must choose “keep values only” when pasting to maintain formatting.</p> <p>Only the main campus (the school with the OPE ID that is approved for the experiment) can submit the template in COD.</p>