

# Experimental Sites Reporting Tool in COD

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2018-19 ESI Upload Workbook

9/18/2019

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## Introduction

Institutions participating in the Experimental Sites Initiative (ESI) must report experiment-specific information to Federal Student Aid (FSA). This information will be collected through a web-based reporting tool within COD and from school responses to surveys.

This workbook was developed to assist institutions with the process for reporting student-level, experiment-specific information to FSA using the ESI Reporting Tool in COD.

Participating institutions will upload experiment specific excel templates within the ESI Reporting Tool in COD to satisfy this requirement. Blank versions of the Excel templates (ESI Uploads) for all experiments, identifying the required data elements are available within the ESI Reporting Tool in COD.

The templates contain columns that are applicable to all experiments (Columns A through AD) and experiment-specific columns (varies by experiment) that are applicable to the experiment in which the institution is participating. The first five columns of the ESI Upload (columns A through E) must have valid data entered or the file will be rejected in the upload process.

Depending on the number of participants in an experiment, schools may choose to enter the required information manually for each participant in the experiment, or work with IT resources to import the required information into COD via the ESI upload template(s). Schools using any of the ESI upload templates must not make any changes to formatting. This specific format of the templates must be used in order for data to be processed correctly. The templates are protected and users will not be able to add or delete columns.

Participating schools must complete and upload the ESI upload template specific to the experiment in which the school is participating by the date specified by the ESI Team. Doing so will identify all the aid applicants affected by your school's participation in the applicable experiment and provide information needed for the evaluation of the experiment. **The final ESI Upload, including all required columns, must be completed and uploaded by** the deadline for reporting that will be announced to participating schools at the end of each award year.

Timely reporting is a requirement outlined in your institution's amendment to its Program Participation Agreement. Accurate and timely reporting serves two purposes. First, it allows FSA to properly track the amount of Pell Grant expenditures for some experiments. Second, it provides information needed to evaluate all experiments.



**As of April, 2019 – There are separate templates for each experiment. This change effects the reporting for ALL award years going forward. You must download the new template for the experiment in which you participate and then upload the individual template into COD using the instructions provided in this workbook. For most schools this will mean a change in reporting data for the 2018-2019 and future award years. While there is no need to re-report previously, correctly reported data from award years prior to 2018-2019, if you need to include additional students or correct information previously reported, you must use the new templates. Further, if you are in one of the experiments that reports monthly expenditures (Dual Enrollment, Second Chance Pell, or EQUIP) you must use the new**

spreadsheets beginning in April, 2019. This will require the institution to re-load the new spreadsheet with all applicants for the experiment. If your institution participates in more than one experiment, you must upload the correct template for each experiment. The templates are experiment specific. If a given student's aid award is affected by multiple experiments, he or she would be included in multiple reporting templates.

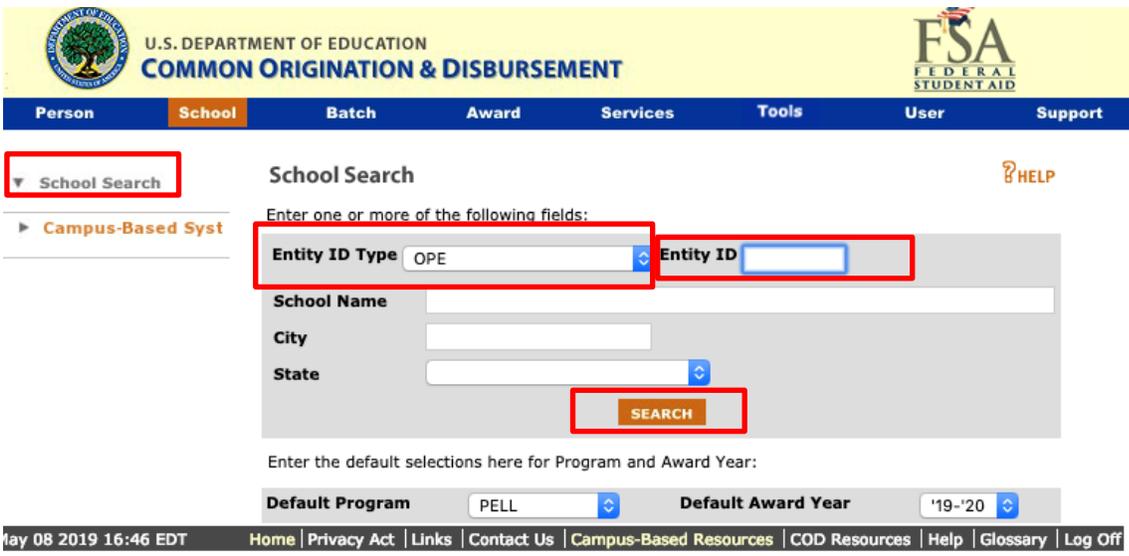
## Monthly Reporting for the Second Chance Pell, Dual Enrollment and EQUIP Experiments

In addition to the final, annual reporting, institutions participating in the Second Chance Pell, Dual Enrollment, and EQUIP experiments are also required to submit a **monthly** ESI Upload that identifies **all** participants in a given experiment who completed a FAFSA. For this monthly reporting, institutions are only required to complete the first five columns (columns A through E) of the ESI Upload template specific to the experiment in which your institution participates. This ongoing, **monthly** reporting process assists FSA with monitoring expenditures.

**Reminder: The final roster of all 2018-2019 applicants (with ALL applicable columns completed) must be uploaded by the deadline for reporting announced at the end of each award year.**

## Experimental Sites Initiative (ESI) Upload

Please refer to the following instructions for accessing and uploading the ESI Upload into the ESI Reporting Tool:

Step	Instructions
1.	<p>Access the COD website using your FSA ID, password and token: <a href="https://cod.ed.gov">https://cod.ed.gov</a></p> 
2.	<p>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.”</p> 

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

**U.S. DEPARTMENT OF EDUCATION**  
**COMMON ORIGATION & DISBURSEMENT**

**FSA**  
**FEDERAL**  
**STUDENT AID**

Person | **School** | Batch | Award | Services | Tools | User | Support

**School Search** ? HELP

**School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Yearly Totals
- Relationships
- Balance Confirmation
- Request
- Reopen/Extended
- Processing
- Correspondence
- File Share/Messages
- Report Selection
- Experimental Sites Initiative**

**School Summary Information**

**OHIO EYE ALLIANCE RESIDENCY IN OCULAR DISEASE**

Enter the default selections here for Program and Award Year:

**Default Program** PELL **Default Award Year** '19-'20

Contacts			Summary	
Type	Name	Phone	Award Year	Program
FINANCIAL AID ADMINISTRATOR	DIANE GREENLEE	(248) 233-3798 x 7406	'19-'20	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

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4. There are two options at the top. The first option is **Template**. The Second Option is **Upload**. Click **Template** (it is the default selection and should already be highlighted). Scroll down to locate the experiment in which you are participating. **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 (middle column). Click the link on the right hand side of the title that says “**Download Template.**”

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FSA  
FEDERAL STUDENT AID

Person School Batch Award Services Tools User Support

School Search Experimental Sites Initiative ? HELP

School Information

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Yearly Totals
- Relationships
- Balance Confirmation
- Request
- Reopen/Extended
- Processing
- Correspondence
- File Share/Messages
- Report Selection
- Experimental Sites
- Initiative

Campus-Based System

**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)	<a href="#">Download Template</a>
23	Prior Learning Assessment (PLA)	<a href="#">Download Template</a>
24	Competency Based Education (CBE) - Split Disbursement	<a href="#">Download Template</a>
25	Limited Direct Assessment (LDA)	<a href="#">Download Template</a>
27	Second Chance Pell (SCP)	<a href="#">Download Template</a>
28	EQUIP	<a href="#">Download Template</a>
29	Dual Enrollment	<a href="#">Download Template</a>
30	Competency Based Education (CBE) - Satisfactory Academic Progress	<a href="#">Download Template</a>
31	Competency Based Education (CBE) - Subscription Period Disbursement	<a href="#">Download Template</a>
32	Loan Counseling	<a href="#">Download Template</a>

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0150. Public reporting burden for this collection of information is estimated to average 17 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is to obtain or retain benefit as authorized under Section 487A(b) of Title IV of the Higher Education Act of 1965, as amended (HEA), which appears in 20 U.S.C. 1094a, of the United States Code. If you have comments or concerns regarding Experimental Sites, write directly to: Warren A. Farr, Experimental Sites, Federal Student Aid, Union Center Plaza, Room 43H2, Washington, DC 20202-4232 or email ExperimentalSites@ed.gov.

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 Second Chance Pell 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.

U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGINATION & DISBURSEMENT**

Person School Batch Award Services Tools User Support

School Search

Experimental Sites Initiative

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)	<a href="#">Download Template</a>
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28	EQUIP	<a href="#">Download Template</a>
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second-chanc...xlsx

6. Once you have downloaded and saved the template(s), you can exit the Reporting Tool within COD. **Refer to the instructions on the next page for assistance with completing each of the columns on the template(s).**

## Data Dictionary: All Experiments Columns A through AD

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

Note: Use the following instructions to complete the columns that are identical for *each* experiment (Columns A through AD). Instructions for completing experiment specific columns (beginning at Column AE) are provided for each experiment beginning on page 13.

Column	Instructions
<b>Column A</b>  Award Year	<b>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</b>  Enter the four digits of the last year of the current award year (for 2018-2019 award year enter 2019; for 2019-2020 enter 2020, etc.)
<b>Column B</b>  Experiment Number	<b>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</b>  Enter the experiment number of the experiment in which the student participates. Each template is pre-populated on line 2 with the correct experiment number (see <a href="#">Appendix A</a> for a listing of all experiment numbers)
<b>Column C</b>  OPE ID	<b>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</b>  OPE ID – enter the eight digit OPE ID of the participating institution that signed the PPA Amendment
<b>Column D</b>  Student SSN	<b>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</b>  Enter the Social Security Number (9 digits, no dashes) for each student.
<b>Column E</b>  Student Last Name	<b>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</b>  Enter the last name of the student.  <b>Note:</b> Previously, the student’s date of birth (DOB) was reported in this column. The Department is no longer collecting DOB. Please report the student’s last name that was entered on the student’s FAFSA.
<b>Column F</b>  Student First Name	<b>Required for end of the year reporting for ALL experiments.</b>  Enter the first name of the student.

Column	Instructions
<p><b>Column G</b></p> <p>Direct Costs</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>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></p>
<p><b>Column H</b></p> <p>Indirect Costs</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>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).</p>
<p><b>Column I</b></p> <p>Total Amount PLUS Loans Initially Awarded</p>	<p><b>Required for end of the year reporting for ALL experiments (only if the student was awarded PLUS Loans).</b></p> <p>Enter the amount of PLUS Loans <i>awarded</i> to the student.</p> <p>If none, enter 0.</p>
<p><b>Column J</b></p> <p>Total Amount PLUS Loans Disbursed</p>	<p><b>Required for end of the year reporting for ALL experiments (only if PLUS Loans were <i>disbursed</i> on behalf of the student).</b></p> <p>Enter the amount of PLUS Loans <i>disbursed</i> on behalf of the student.</p> <p>If none, enter 0.</p>
<p><b>Column K</b></p> <p>Total Amount FSEOG Initially Awarded</p>	<p><b>Required for end of the year reporting for ALL experiments (only if the student was awarded FSEOG funds).</b></p> <p>Enter the amount of FSEOG funds <i>awarded</i> to the student.</p> <p>If none, enter 0.</p>
<p><b>Column L</b></p> <p>Total Amount FSEOG Disbursed</p>	<p><b>Required for end of the year reporting for ALL experiments (only if FSEOG funds were <i>disbursed</i> to the student).</b></p> <p>Enter the amount of FSEOG funds <i>disbursed</i> to the student.</p> <p>If none, enter 0.</p>
<p><b>Column M</b></p> <p>Total Amount Perkins Initially Awarded</p>	<p><b>Required for end of the year reporting for ALL experiments (only if the student was awarded Perkins funds).</b></p> <p>Enter the amount of Perkins funds <i>awarded</i> to the student.</p> <p>If none, enter 0.</p>

Column	Instructions
<p><b>Column N</b></p> <p>Total Amount Perkins Disbursed</p>	<p><b>Required for end of the year reporting for ALL experiments (only if Perkins funds were <i>disbursed</i> to the student).</b></p> <p>Enter the amount of Perkins funds <i>disbursed</i> to the student.</p> <p>If none, enter 0.</p>
<p><b>Column O</b></p> <p>FWS Awarded</p>	<p><b>Required for end of the year reporting for ALL experiments (only if the student was <i>awarded</i> FWS funds).</b></p> <p>Enter the amount of FWS funds <i>awarded</i> to the student. If none, enter 0.</p>
<p><b>Column P</b></p> <p>FWS Disbursed</p>	<p><b>Required for end of the year reporting for ALL experiments (only if FWS funds were <i>disbursed</i> to the student).</b></p> <p>Enter the amount of FWS funds <i>disbursed</i> to the student</p> <p>If none, enter 0.</p>
<p><b>Column Q</b></p> <p>Other Federal aid awarded</p>	<p><b>Required for end of the year reporting for ALL experiments (only if the student was <i>awarded</i> Federal aid funds from programs other than FWS).</b></p> <p>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.</p> <p>If none, enter 0.</p>
<p><b>Column R</b></p> <p>Other Federal Aid Disbursed</p>	<p><b>Required for end of the year reporting for ALL experiments (only if Federal Aid other than FWS was <i>disbursed</i> to the student).</b></p> <p>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).</p> <p>If none, enter 0.</p>
<p><b>Column S</b></p> <p>Non-Federal Aid Awarded</p>	<p><b>Required for end of the year reporting for ALL experiments (only if the student was <i>awarded</i> Non-Federal aid funds).</b></p> <p>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.</p> <p>If none, enter 0.</p>

Column	Instructions
<p><b>Column T</b></p> <p>Non-Federal Aid Disbursed</p>	<p><b>Required for end of the year reporting for ALL experiments (only if Non-Federal Aid was <i>disbursed</i> to the student).</b></p> <p>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).</p> <p>If none, enter 0.</p>
<p><b>Column U</b></p> <p>Credits attempted (current award year)</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>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). If the student's courses are measured in clock hours, enter the applicable number of clock hours.</p>
<p><b>Column V</b></p> <p>Credits earned (current award year)</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>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). If the student's courses are measured in clock hours, enter the applicable number of clock hours.</p>
<p><b>Column W</b></p> <p>Cumulative Credits earned (prior to award year)</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>Enter the cumulative credits (or clock hours) <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).</p>
<p><b>Column X</b></p> <p>Cumulative Credits earned (at end of award year)</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>Enter the cumulative credits (or clock hours) <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).</p>
<p><b>Column Y</b></p> <p>Student's Cum. GPA for last completed AY</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>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.</p>
<p><b>Column Z</b></p> <p>Beginning of Award Year Enrollment Status</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>Enter the enrollment status of the student at the beginning of the award year for which the school is currently reporting.</p> <p>N = not enrolled F = full time T = <math>\frac{3}{4}</math> time H = half time L = less than half time</p>

Column	Instructions
<p><b>Column AA</b></p> <p>End of Award Year Enrollment Status</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>Enter the enrollment status of the student at the end of the award year for which the school is currently reporting.</p> <p>N = not enrolled            F = full time            T = ¾ time            H = half time            L = less than half time</p>
<p><b>Column AB</b></p> <p>Is this student participating in multiple experiments?</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>Enter “Y” for Yes or “N” for No.</p>
<p><b>Column AC</b></p> <p>List other experiments student is participating in (Experiment Numbers only)</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>List the experiment number(s) of the other experiments in which the student participates (See <a href="#">Appendix A</a> for the experiment numbers). Leave blank if you answered “N” in Column AB.</p>
<p><b>Column AD</b></p> <p>Did the student complete the academic program associated with the students participation in the experiment during this award year?</p>	<p><b>Required for end of the year reporting for ALL experiments.</b></p> <p>Enter “Y” if the student completed the academic program associated with the experiment during this award year (the award year in which the school is reporting). Otherwise, enter “N.”</p>

**Please note: Columns A through AD are the same for all experiments. The following pages provide instructions for completing the remaining columns (beginning at Column AE) specific to each experiment.**

**Data Dictionary: Experiment Specific Column Instructions**

**Table 1: Second Chance Pell (Columns AE through AR)**

Column	Instructions
<p><b>Column AE</b></p> <p>Not eligible for Pell - Default</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Default status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AF</b></p> <p>Not eligible for Pell – Selective Service</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Selective Service status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AG</b></p> <p>Not eligible for Pell - Citizenship</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Citizenship status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AH</b></p> <p>Not eligible for Pell – High school completion</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to High School Completion status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AI</b></p> <p>Not eligible for Pell – Drug conviction</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Drug conviction status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AJ</b></p> <p>Not eligible for Pell - EFC</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to ineligible EFC, enter “Y.” Otherwise, enter “N.”</p>

**Second Chance Pell experiment specific columns instructions (continued)**

Column	Instructions
<p><b>Column AK</b></p> <p>Not eligible for Pell – Did not complete FAFSA</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student 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.’ 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>
<p><b>Column AL</b></p> <p>Not eligible for Pell – Did not enroll in eligible program</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to NOT enrolling in an eligible program, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AM</b></p> <p>Not eligible for Pell – Enrollment Status</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Enrollment status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AN</b></p> <p>Prior to experiment, was student enrolled in a postsecondary program while incarcerated?</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student was enrolled in a postsecondary program prior to the experiment while the student was incarcerated. Otherwise, enter ‘N.’</p>
<p><b>Column AO</b></p> <p>Student enrolled in ineligible program at current institution?            (Y=Yes\N=No\U=Unknown)</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student was enrolled in a postsecondary program offered by your institution that is not participating in the experiment. Enter “N” if the student was not enrolled in an ineligible program at the institution. Otherwise, enter ‘U.’</p>
<p><b>Column AP</b></p> <p>Student enrolled in an ineligible program at another institution?            (Y=Yes\N=No\U=Unknown)</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student was enrolled in a postsecondary program at another institution that is not participating in the experiment. Enter “N” if the student was not enrolled in a program ineligible to participate in the experiment at another institution. Otherwise, enter ‘U.’</p>

**Second Chance Pell experiment specific columns instructions (continued)**

Column	Instructions
<p><b>Column AQ</b></p> <p>What was the student’s incarceration status at the end of the most recently completed award year?</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>Enter “SCF” if the student was still incarcerated at the Same Correctional Facility (SCF) during the most recently completed award year (the award year in which the school is reporting). Enter “ACF” if the student was still incarcerated and moved to Another Correctional Facility (ACF) during the most recently completed award year (the award year in which the school is reporting). Enter “R” if the student was released or is no longer incarcerated during the most recently completed award year (the award year in which the school is reporting). If Unknown, enter “U.”</p>
<p><b>Column AR</b></p> <p>This Column Intentionally left blank</p>	<p><b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b></p>

**Table 2: Dual Enrollment (Columns AE through AT)**

Column	Instructions
<p><b>Column AE</b></p> <p>Not eligible for Pell - Default</p>	<p><b>Required for end of the year reporting for schools participating in the Dual Enrollment experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Default status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AF</b></p> <p>Not eligible for Pell – Selective Service</p>	<p><b>Required for end of the year reporting for schools participating in the Dual Enrollment experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Selective Service status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AG</b></p> <p>Not eligible for Pell - Citizenship</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Citizenship status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AH</b></p> <p>Not eligible for Pell – High school completion</p>	<p><b>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to High School Completion status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AI</b></p> <p>Not eligible for Pell – Drug Conviction</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter “Y” if the student is not eligible for Pell due to Drug Conviction status. Otherwise, enter ‘N.’</p>
<p><b>Column AJ</b></p> <p>Not eligible for Pell – EFC</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter “Y” if the student is not eligible for Pell due to ineligible EFC. Otherwise, enter ‘N.’</p>
<p><b>Column AK</b></p> <p>Not eligible for Pell – Did not complete FAFSA</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter “Y” if the student did not successfully file a FAFSA to be considered for Pell. For example, the secondary student was selected for but failed to complete verification.</p> <p>Otherwise, enter ‘N.’ 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>

**Dual Enrollment experiment specific column instructions (continued)**

<b>Column</b>	<b>Instructions</b>
<p><b>Column AL</b></p> <p>Not eligible for Pell – Did not enroll in an eligible program</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter “Y” if the student did not enroll in an eligible program and therefore is not eligible for Pell. Otherwise, enter ‘N.’</p>
<p><b>Column AM</b></p> <p>Not eligible for Pell – Enrollment Status</p>	<p><b>Required for end of the year reporting for schools participating in the Dual Enrollment experiment and the student is a participant in the experiment.</b></p> <p>If the student was not eligible for Pell due to Enrollment status, enter “Y.” Otherwise, enter “N.”</p>
<p><b>Column AN</b></p> <p>High School Graduation Status at the end of the current Award Year</p>	<p><b>Required for end of the year reporting for schools participating in the Dual Enrollment experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” for Graduated or “N” for Continuing High School.</p>
<p><b>Column AO</b></p> <p>High School Name</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter the complete name of the high school attended by the student. Enter the first 70 characters of the high school name only.</p>
<p><b>Column AP</b></p> <p>High School Address</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter the complete address, city, state, zip of the high school attended by the student. Enter the first 140 characters of the high school address only.</p>
<p><b>Column AQ</b></p> <p>High School National Center for Education Statistics (NCES) secondary school ID</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter the NCES secondary school ID of the high school attended by the student.</p>
<p><b>Column AR</b></p> <p>High School Local Education Agency (LEA) code</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter the code for the LEA in which the high school attended by the student is located.</p>
<p><b>Column AS</b></p> <p>Prior to participating in the experiment, was student dually enrolled in postsecondary and secondary school</p>	<p><b>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</b></p> <p>Enter “Y” if the student was a dually enrolled student prior to participating in the experiment. Otherwise, enter ‘N.’</p>

**Dual Enrollment experiment specific column instructions (continued)**

Column	Instructions
Column AT  This Column Intentionally left blank	<b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b>

**Table 3: Competency-Based Education (CBE) (Columns AE through AJ)**

Note: These instructions apply for the three CBE experiment options (Split Disbursement option, SAP only option, and Subscription Period option)

Column	Instructions
<p><b>Column AE</b></p> <p>Enrolled in Non-CBE Program?</p>	<p><b>Required for end of the year reporting for schools participating in the Competency-Based Education (CBE) experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student is also enrolled in a non-CBE program. Enter “N” if the student is only enrolled in a CBE program.</p>
<p><b>Column AF</b></p> <p>Which CBE program(s) is the student enrolled in?</p>	<p><b>Required for end of the year reporting for schools participating in the Competency-Based Education (CBE) experiment and the student is a participant in the experiment.</b></p> <p>Enter the name of the approved program(s) in which the student is enrolled under the experiment. This field has been limited to 100 characters.</p>
<p><b>Column AG</b></p> <p>Was the student enrolled in a CBE program prior to participating in the experiment?</p>	<p><b>Required for end of the year reporting for schools participating in the Competency-Based Education (CBE) experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student was enrolled in a CBE program <i>prior to participating</i> in the experiment. Otherwise, enter “N.”</p>
<p><b>Column AH</b></p> <p>Which CBE program(s) did the student enroll in during the most recently completed award year? (Enter CIP code of program)</p>	<p><b>Required for end of the year reporting for schools participating in the Competency-Based Education (CBE) experiment and the student is a participant in the experiment.</b></p> <p>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).</p>
<p><b>Column AI</b></p> <p>Prior to the student’s enrollment in the CBE program under the experiment, was the student enrolled in an equivalent traditional program at the institution?</p>	<p><b>Required for end of the year reporting for schools participating in the Competency-Based Education (CBE) experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student was enrolled in an equivalent traditional program at the institution prior to enrollment in the CBE program under the experiment. Otherwise, enter “N.”</p>
<p><b>Column AJ</b></p> <p>This Column Intentionally left blank</p>	<p><b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b></p>

**Table 4: Prior Learning Assessment (PLA) (Columns AE through AN)**

Column	Instructions
<p><b>Column AE</b></p> <p>Student credits earned due to PLA, credits in program</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the credits <i>earned due to PLA</i> and enter the total credits in the program.</p>
<p><b>Column AF</b></p> <p>Which PLA program(s) is student enrolled in?</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the name of the PLA program(s) in which the student is enrolled. This field has been limited to 12 characters, please consistently abbreviate program names longer than 12 characters.</p>
<p><b>Column AG</b></p> <p>Did student complete PLA?</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” for Yes or “N” for No.</p>
<p><b>Column AH</b></p> <p>If known, what type of prior learning assessment did the student use? (Potential answers: “One-Time Test,” “Portfolio Review,” “Performance Assessment.”)</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the type of prior learning assessment used by the student. Some examples of assessments are: One-time test, Portfolio Review, Performance Assessment. Enter “Unknown” if this information is not available or unknown by the school.</p>
<p><b>Column AI</b></p> <p>How many cumulative credits/hours did the student earn from prior learning assessment(s)?</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the number of cumulative credits/hours the student earned from prior learning assessment(s).</p>
<p><b>Column AJ</b></p> <p>Did your institution or outside entity provide the student’s prior learning assessment?</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” for Yes or “N” for No.</p>
<p><b>Column AK</b></p> <p>How much did the student’s cost of attendance increase as a result of their PLA? (if cost of attendance was unchanged enter 0)</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the amount of the student’s cost of attendance increase as a result of their PLA. Enter 0 if cost of attendance was unchanged.</p>

**Prior Learning Assessment (PLA) experiment specific column instructions (continued)**

Column	Instructions
<p><b>Column AL</b></p> <p>Provide the amount that the student’s Pell Grant award increased as a result of increased enrollment status under the PLA experiment (if Pell Grant unchanged, enter 0)</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the amount of the student’s Pell Grant award increase as a result of increased enrollment status under the PLA experiment. Enter 0 if Pell Grant was unchanged.</p>
<p><b>Column AM</b></p> <p>How many additional credit hours were added to the student’s Pell Grant enrollment status due to their prior learning assessment(s) during this award year?</p>	<p><b>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the number of additional credit hours that were added to the student’s Pell Grant enrollment status due to their prior learning assessment(s) during this award year (the award year in which the school is reporting).</p>
<p><b>Column AN</b></p> <p>This Column Intentionally left blank</p>	<p><b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b></p>

**Table 5: Limited Direct Assessment (LDA) (Columns AE through AH)**

Column	Instructions
<p><b>Column AE</b></p> <p>Which LDA program(s) is the student enrolled in?</p>	<p><b>Required for end of the year reporting for schools participating in the Limited Direct Assessment (LDA) experiment and the student is a participant in the experiment.</b></p> <p>Enter the name of the approved program(s) in which the student is enrolled under the experiment. This field has been limited to 12 characters, please consistently abbreviate program names longer than 12 characters.</p>
<p><b>Column AF</b></p> <p>Which LDA program(s) did the student enroll in during the most recently completed award year? (Enter CIP Code)</p>	<p><b>Required for end of the year reporting for schools participating in the Limited Direct Assessment (LDA) experiment and the student is a participant in the experiment.</b></p> <p>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).</p>
<p><b>Column AG</b></p> <p>Was the student enrolled in a direct assessment program prior to participating in the experiment?</p>	<p><b>Required for end of the year reporting for schools participating in the Limited Direct Assessment (LDA) experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student was enrolled in a direct assessment program prior to participating in the experiment. Otherwise, enter “N.”</p>
<p><b>Column AH</b></p> <p>This Column Intentionally left blank</p>	<p><b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b></p>

**Table 6: Loan Counseling (Columns AE though AG)**

Column	Instructions
<p><b>Column AE</b></p> <p>Assigned Status</p>	<p><b>Required for end of the year reporting for schools participating in the Loan Counseling experiment and the student is a participant in the experiment.</b></p> <p>Enter the assigned status for the student. Enter “T” if the student was assigned to the Treatment group or “C” if the student was assigned to the Control group.</p>
<p><b>Column AF</b></p> <p>Student received voluntary loan counseling during the most recently completed award year?</p>	<p><b>Required for end of the year reporting for schools participating in the Loan Counseling experiment and the student is a participant in the experiment.</b></p> <p>Enter “Y” if the student received voluntary loan counseling during the most recently completed award year. Otherwise, enter ‘N.’</p>
<p><b>Column AG</b></p> <p>This Column Intentionally left blank</p>	<p><b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b></p>

**Table 7: Educational Quality though Innovative Partnerships (EQUIP) (Columns AE through AG)**

Column	Instructions
<p><b>Column AE</b></p> <p>EQUIP Program</p>	<p><b>Required for end of the year reporting for schools participating in the Educational Quality though Innovative Partnerships (EQUIP) experiment and the student is a participant in the experiment.</b></p> <p>Enter the name of the approved program(s) in which the student is enrolled under the experiment.</p>
<p><b>Column AF</b></p> <p>Which EQUIP academic program did the student enroll in during the most recently completed award year? (Enter CIP code of program)</p>	<p><b>Required for end of the year reporting for schools participating in the Educational Quality though Innovative Partnerships (EQUIP) experiment and the student is a participant in the experiment.</b></p> <p>Enter the name and CIP code of the approved program(s) in which the student is enrolled under the experiment during the most recently completed award year (the award year in which the school is reporting).</p>
<p><b>Column AG</b></p> <p>This Column Intentionally left blank</p>	<p><b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b></p>

**Table 8: Limiting Unsubsidized Loans (Columns AE through AG)**

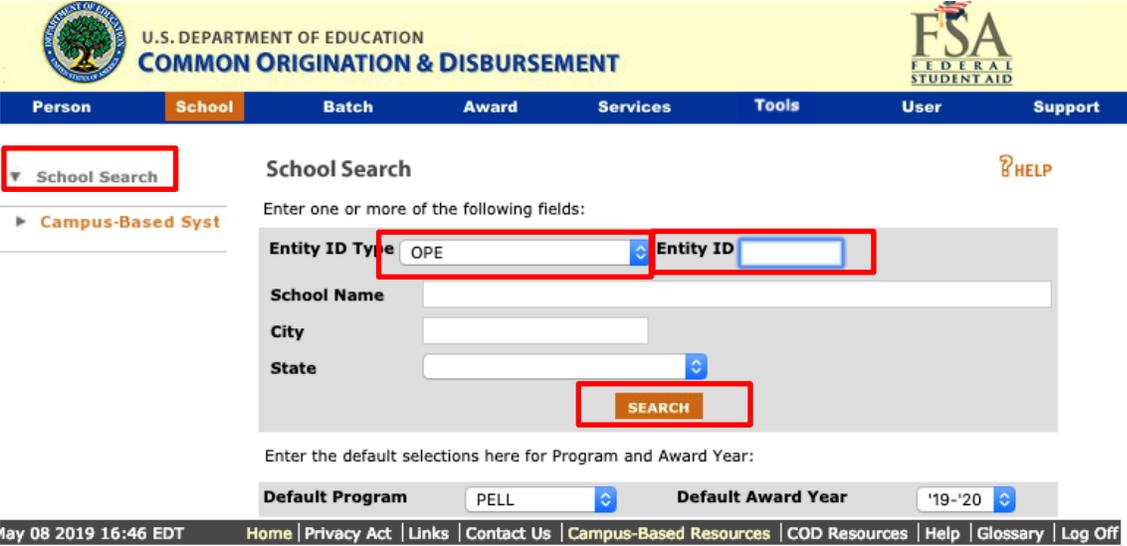
Column	Instructions
<p><b>Column AE</b></p> <p>What was the institution’s reason for reducing the FAFSA applicant’s unsubsidized Direct Loan eligibility?</p>	<p><b>Required for end of the year reporting for schools participating in the Limiting Unsubsidized Loans experiment and the student is a participant in the experiment.</b></p> <p>Enter the institution’s reason for reducing the FAFSA applicant’s unsubsidized Direct Loan eligibility. This field is limited to 42 characters.</p>
<p><b>Column AF</b></p> <p>What was the dollar amount of the FAFSA applicant’s experimental reduction in unsubsidized Direct Loan eligibility?</p>	<p><b>Required for end of the year reporting for schools participating in the Limiting Unsubsidized Loans experiment and the student is a participant in the experiment.</b></p> <p>Enter the dollar amount of the FAFSA applicant’s experimental reduction in unsubsidized Direct Loan eligibility.</p>
<p><b>Column AG</b></p> <p>This Column Intentionally left blank</p>	<p><b>Leave this Column blank unless the ESI Team notifies your institution to enter specific information in this column.</b></p>

**Once you have completed the columns on the applicable spreadsheet(s), save the file. Remember the name of the file(s) and its location on your computer or network so that you can refer to the file(s) when you are ready to upload the file(s) into the ESI Reporting Tool within COD.**

**Refer to the following instructions on the next page for uploading the file(s) into the ESI Reporting tool within COD.**

## Instructions for Uploading the Completed ESI Upload template(s)

Below are step-by-step instructions for participating schools to upload the completed templates into the ESI Reporting Tool within COD.

Step	Instructions
1.	<p>Access the COD website using your FSA ID, password and token: <a href="https://cod.ed.gov">https://cod.ed.gov</a></p> 
2.	<p>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.”</p> 

3. On this screen, there are two options at the top. The first option is [Template](#). The Second Option is [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. Click Upload.

The screenshot shows the FSA Common Origination & Disbursement interface. At the top, there are logos for the U.S. Department of Education and FSA Federal Student Aid. Below the logos is a navigation bar with tabs for Person, School, Batch, Award, Services, Tools, User, and Support. The 'School' tab is selected.

On the left side, there is a 'School Search' section with a list of links: School Information, School Summary, Financial Aid Contact, Eligibility, General, Options, Funding Info, Summary Financial Info, Refunds of Cash, Cash Activity, Events, Yearly Totals, Relationships, Balance Confirmation, Request, Reopen/Extended, and Processing.

The main content area is titled 'Experimental Sites Initiative' and includes a 'HELP' icon. Below the title, there are two buttons: 'Template' and 'Upload'. The 'Upload' button is highlighted with a red box.

Below the buttons, there is a section for 'OHIO EYE ALLIANCE RESIDENCY IN OCULAR DISEASE'. It contains a text box with instructions: '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.'

At the bottom of this section, there is a dropdown menu showing '27 - Second Chance Pell (SCP)', a 'Choose File' button, the filename 'Second Chance Pell test.xls', and an 'Upload' button. The 'Upload' button is highlighted with a red box. A blue arrow points from the 'Upload' button in the top section to the 'Upload' button in the bottom section.

A dropdown menu is open at the bottom left, showing a list of 'Select Experiment Type' options: 20 - Limiting Unsubsidized Loans (Limited Unsub), 23 - Prior Learning Assessment (PLA), 24 - CBE - Split Disbursement, 25 - Limited Direct Assessment (LDA), 27 - Second Chance Pell (SCP) (selected), 28 - EQUIP, 29 - Dual Enrollment, 30 - CBE - Satisfactory Academic Progress, 31 - CBE - Subscription Period Disbursement, and 32 - Loan Counseling.

Step	Instructions																				
4.	<p><b>Upload Successful.</b> The Upload process is a two step process. <b>Part one:</b> 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.” <b>Part two:</b> 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.</p> <p>Part one – Upload Successful maked as Pending</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>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.</p> <div style="border: 2px solid green; padding: 5px; margin: 10px 0;">  <span style="border: 1px solid red; padding: 2px;">Upload Successful. See ID #34003</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <span>Select Experiment Type</span> <span>Choose File</span> <span>No file chosen</span> <span>Upload</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>ID#</th> <th>Experiment Number</th> <th>Experiment Type</th> <th>Date Submitted</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>34003</td> <td>24</td> <td>CBE - Split Disbursement</td> <td>03/22/2019 10:08:02 AM</td> <td style="border: 1px solid red;">Pending</td> </tr> </tbody> </table> </div> <p>Part two: <b>Once the file is marked as “Pending”, you need to check back again (usually within a few minutes) to ensure the file successfully processed:</b></p> <p>Successful validation occurs when the template data is in the correct format for each required field with valid entries. <b>Once the file is marked “Processed”</b> you have successfully uploaded your file using the Reporting Tool.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>ID#</th> <th>Experiment Number</th> <th>Experiment Type</th> <th>Date Submitted</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>34003</td> <td>24</td> <td>CBE - Split Disbursement</td> <td>03/22/2019 10:08:02 AM</td> <td style="border: 1px solid red;">Processed</td> </tr> </tbody> </table> <p><b>Please note:</b>  <b>If Error is displayed as the status, correct errors and upload again. See Step 5 for further instructions.</b></p>	ID#	Experiment Number	Experiment Type	Date Submitted	Status	34003	24	CBE - Split Disbursement	03/22/2019 10:08:02 AM	Pending	ID#	Experiment Number	Experiment Type	Date Submitted	Status	34003	24	CBE - Split Disbursement	03/22/2019 10:08:02 AM	Processed
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34003	24	CBE - Split Disbursement	03/22/2019 10:08:02 AM	Processed																	

Step	Instructions										
5.	<p><b>Files uploaded with an Error status.</b> 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 (Experimental Sites Upload Error Detail Page). Locate the errors, make the necessary corrections, and then reload the file.</p> <table border="1" data-bbox="207 489 1479 646"><thead><tr><th>ID#</th><th>Experiment Number</th><th>Experiment Type</th><th>Date Submitted</th><th>Status</th></tr></thead><tbody><tr><td>34007</td><td>24</td><td>CBE - Split Disbursement</td><td>03/22/2019 10:33:27 AM</td><td><a href="#">Error</a></td></tr></tbody></table> <p>Please refer to <a href="#">Step 6</a> on the next page for the specific errors that can occur.</p>	ID#	Experiment Number	Experiment Type	Date Submitted	Status	34007	24	CBE - Split Disbursement	03/22/2019 10:33:27 AM	<a href="#">Error</a>
ID#	Experiment Number	Experiment Type	Date Submitted	Status							
34007	24	CBE - Split Disbursement	03/22/2019 10:33:27 AM	<a href="#">Error</a>							

Step	Instructions
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6. **The Experimental Sites Upload Error Detail Page.**

Potential errors:

- Invalid Award Year
- Invalid School OPE ID
- Invalid Experiment Number
- Invalid Student SSN
- Main school is not participating in the experiment

The screenshot shows the FSA Federal Student Aid Common Origination & Disbursement interface. The page title is "Experimental Sites Initiative Error Detail Page". The main content area displays the following information:

- Return to:** [Experimental Sites Initiative Page](#)
- OHIO EYE ALLIANCE RESIDENCY IN OCULAR DISEASE** ⓘ
- ID# 34008**
- Table of Errors:**

Row #	Error Type
3	Invalid OPEID - OPEID is non numerical or does not exist within COD System
3	Invalid Student SSN - SSN is non numerical
4	Invalid OPEID - OPEID is non numerical or does not exist within COD System
4	Invalid Student SSN - SSN is non numerical
5	Invalid OPEID - OPEID is non numerical or does not exist within COD System
5	Invalid Student SSN - SSN is non numerical
6	Invalid OPEID - OPEID is non numerical or does not exist within COD System
11	User Not Authorized to Upload for OPEID Submitted

At the bottom of the screenshot, the footer contains: "ay 09 2019 10:38 EDT" and navigation links: "Home | Privacy Act | Links | Contact Us | Campus-Based Resources | COD Resources | Help | Glossary | Log Off".

Fix any errors identified and upload the file again.

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 for the award year in which the institution is reporting.**

## Appendix A: Experiment Numbers and Titles

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

## Appendix B: Field Types & Sample Values

All upload spreadsheets will contain the five required fields detailed in Table B-1. Additionally, for end of the year reporting, each upload spreadsheet will contain additional fields, and experiment specific fields the user must populate before uploading. See Tables B-1 through B-10 below for Field Types and Sample Values for all upload spreadsheets.

**Table B-1: Five Required Fields for all Upload Spreadsheets**

Column	Field	Field Type	Max Length	Example
A	Award Year (EXAMPLE: Use 2019 for 2018-2019)	Numerical	4	2019
B	Experiment Number	Numerical	2	12
C	OPEID	Numerical	8	12345678
D	Student SSN	Numerical	9	123456789
E	Student Last Name	Character	35	Abraham

**Table B-2: Additional Fields for End of Year Reporting - all Upload Spreadsheets**

Column	Field	Field Type	Max Length	Example
F	Student First Name	Character	30	John
G	Direct Costs	Numerical	13	100235000000.00
H	Indirect Costs	Numerical	13	100235000000.00
I	Total Amount PLUS Loans Initially Awarded	Numerical	13	100235000000.00
J	Total Amount PLUS Loans Disbursed	Numerical	13	100235000000.00
K	Total Amount FSEOG Initially Awarded	Numerical	13	100235000000.00
L	Total Amount FSEOG Disbursed	Numerical	13	100235000000.00
M	Total Amount Perkins Initially Awarded	Numerical	13	100235000000.00
N	Total Amount Perkins Disbursed	Numerical	13	100235000000.00
O	FWS Awarded	Numerical	13	100235000000.00
P	FWS Disbursed	Numerical	13	100235000000.00
Q	Other Federal Aid Awarded	Numerical	13	100235000000.00
R	Other Federal Aid Disbursed	Numerical	13	100235000000.00
S	Non-Federal Aid Awarded	Numerical	13	100235000000.00
T	Non-Federal Aid Disbursed	Numerical	13	100235000000.00
U	Credits attempted (current award year)	Numerical	4	134

Column	Field	Field Type	Max Length	Example
V	Credits earned (current award year)	Numerical	4	134
W	Cumulative Credits earned (prior to award year)	Numerical	4	134
X	Cumulative Credits earned (at end of award year)	Numerical	4	134
Y	Student's Cum. GPA for last completed AY	Numerical	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	Character	1	F
AA	End of Award Year Enrollment Status	Character	1	A
AB	Is this student participating in multiple experiments?	Y/N flag	1	Y
AC	List other experiments student is participating in (Experiment Numbers only)	Character	10	08 09 13
AD	Did the student complete the academic program associated with the students participation in the experiment during this award year?	Y/N flag	1	Y

**Table B-3: Second Chance Pell Experiment Specific Fields (Columns AE through AR)**

Column	Field	Field Type	Max Length	Example
AE	Not eligible for Pell - Default	Y/N flag	1	Y
AF	Not eligible for Pell - Selective Service	Y/N flag	1	Y
AG	Not eligible for Pell - Citizenship	Y/N flag	1	Y
AH	Not eligible for Pell - High school completion	Y/N flag	1	Y
AI	Not eligible for Pell - Drug conviction	Y/N flag	1	Y

Column	Field	Field Type	Max Length	Example
AJ	Not eligible for Pell - EFC	Y/N flag	1	Y
AK	Not eligible for Pell - Did not complete FAFSA	Y/N flag	1	Y
AL	Not eligible for Pell - Did not enroll in an eligible program	Y/N flag	1	Y
AM	Not eligible for Pell - Enrollment Status	Y/N flag	1	Y
AN	Prior to experiment, was student enrolled in a postsecondary program while incarcerated?	Y/N flag	1	Y
AO	Student enrolled in ineligible program at current institution? (Y = Yes \ N = No \ U = Unknown)	Character	1	U
AP	Student enrolled in ineligible program at another institution? (Y = Yes \ N = No \ U = Unknown)	Character	1	Y
AQ	What was the student's incarceration status at the end of the most recently completed award year?	Character	35	<ul style="list-style-type: none"> <li>• Released</li> <li>• Incarcerated – Same Correctional Facility</li> <li>• Incarcerated – Moved to another Facility</li> <li>• Unknown</li> </ul>
AR	Intentionally left blank	Character	50	This field left blank intentionally

**Table B-4: Dual Enrollment Experiment Specific Fields (Columns AE through AT)**

Column	Field	Field Type	Max Length	Example
AE	Not eligible for Pell - Default	Y/N flag	1	Y
AF	Not eligible for Pell - Selective Service	Y/N flag	1	Y
AG	Not eligible for Pell – Citizenship	Y/N flag	1	Y

Column	Field	Field Type	Max Length	Example
AH	Not eligible for Pell - High school completion	Y/N flag	1	Y
AI	Not eligible for Pell - Drug conviction	Y/N flag	1	Y
AJ	Not eligible for Pell - EFC	Y/N flag	1	Y
AK	Not eligible for Pell – Enrollment Status	Y/N flag	1	Y
AL	Not eligible for Pell - Did not complete FAFSA	Y/N flag	1	Y
AM	Not eligible for Pell – Did not enroll in an eligible program	Y/N flag	1	Y
AN	High School Graduation Status at the end of the current Award Year	Character	1	A
AO	High School Name	Character	70	Rolling Brook Senior High School
AP	High School Address	Character	140	1234 Rolling Brook Rd, Arlington, VA 22204
AQ	High School National Center for Education Statistics (NCES) secondary school ID	Character	15	00U4567UIO58954
AR	High School Local Education Agency (LEA) code	Character	15	0K942J1P9125894
AS	Prior to participating in the experiment, was student dually enrolled in postsecondary and secondary school?	Y/N flag	1	Y
AT	Intentionally left blank	Character	50	This field left blank intentionally

**Table B-5: Competency-Based Education (CBE) Experiment Specific Fields (applicable to all three options of the experiment) (Columns AE through AJ)**

Column	Field	Field Type	Max Length	Example
AE	Enrolled in Non-CBE Program?	Y/N flag	1	Y
AF	Which CBE program(s) is student enrolled in?	Character	100	09 18 07

Column	Field	Field Type	Max Length	Example
AG	Was the student enrolled in a CBE program prior to participating in the experiment?	Y/N flag	1	Y
AH	Which CBE program(s) did the student enroll in during the most recently completed award year? (Enter CIP code of program)	Character	42	12.3456
AI	Prior to the student's enrollment in the CBE program under the experiment, was the student enrolled in an equivalent traditional program at the institution?	Y/N flag	1	Y
AJ	Intentionally left blank	Character	50	This field left blank intentionally

**Table B-6: Prior Learning Assessment (PLA) Experiment Specific Fields (Columns AE through AN)**

Column	Field	Field Type	Max Length	Example
AE	Student credits earned due to PLA, credits in program	Numerical	4	123
AF	Which PLA program(s) is student enrolled in?	Character	12	02 04 06
AG	Did student complete PLA?	Y/N flag	1	Y
AH	If known, what type of prior learning assessment did the student use? (Potential answers: "One-Time Test," "Portfolio Review," "Performance Assessment")	Character	100	One-Time Assessment
AI	How many cumulative credits/hours did the student earn from prior learning assessment(s)?	Numerical	3	999
AJ	Did your institution or outside entity provide the student's prior learning assessment?	Y/N flag	1	Y

Column	Field	Field Type	Max Length	Example
AK	How much did the student's cost of attendance increase as a result of their PLA? (if cost of attendance was unchanged enter 0)	Currency	8	999,999.99
AL	Provide the amount that the student's Pell Grant award increased as a result of increased enrollment status under the PLA experiment? (if Pell Grant unchanged enter 0)	Currency	6	9,999.99
AM	How many additional credit hours were added to the student's Pell Grant enrollment status due to their prior learning assessment(s) during this award year?	Numerical	3	999
AN	Intentionally left blank	Character	50	This field left blank intentionally

**Table B-7: Limited Direct Assessment (LDA) Experiment Specific Fields (Columns AE through AH)**

Column	Field	Field Type	Max Length	Example
AE	Which LDA program(s) is student enrolled in?	Character	12	03 05 07
AF	Which LDA program(s) did the student enroll in during the most recently completed award year? (Enter CIP Code)	Character	42	42.1234
AG	Was the student enrolled in a direct assessment program prior to participating in the experiment?	Y/N flag	1	Y
AH	Intentionally left blank	Character	50	This field left blank intentionally

**Table B-8: Loan Counseling Experiment Specific Fields (Columns AE through AG)**

Column	Field	Field Type	Max Length	Example
AE	Assigned Status	Character	1	B
AF	Student received voluntary loan counseling during the most recent award year?	Character	1	N
AG	Intentionally left blank	Character	50	This field left blank intentionally

**Table B-9: Educational Quality through Innovative Partnerships (EQUIP) Experiment Specific Fields (Columns AE through AG)**

Column	Field	Field Type	Max Length	Example
AE	EQUIP Program	Character	70	Electrician with a minor in circuitry
AF	Which EQUIP academic program did the student enroll in during the most recently completed award year? (Enter CIP code of program)	Character	42	12.3456
AG	Intentionally left blank	Character	50	This field left blank intentionally

**Table B-10: Limiting Unsub Loans Experiment Specific Fields (Columns AE through AG)**

Column	Field	Field Type	Max Length	Example
AE	What was the institution's reason for reducing the FAFSA applicant's unsubsidized Direct Loan eligibility?	Character	42	12.3456
AF	What was the dollar amount of the FAFSA applicant's experimental reduction in unsubsidized Direct Loan eligibility?	Currency	8	999,999.99
AG	Intentionally left blank	Numerical	50	This field left blank intentionally