

## FCSUA Report Flow

SCHOLARSHIP	
<p><b>Due Date:</b> July 1 or as soon thereafter as possible prior to start of academic term*</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>▶ <b>FPCTP</b> submits Cost Estimator(s) and Scholarship Request(s) in FCSUA Community.</li> <li>▶ <b>FPCTP</b> submits UCF's substitute W-9 with transfer account information as instructed on form link: <a href="https://ucf.qualtrics.com/jfe/form/SV_9HVXC418brDm1bn">https://ucf.qualtrics.com/jfe/form/SV_9HVXC418brDm1bn</a> (one time only unless changes are needed; ACH option available).</li> </ul> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▶ FPCTP uses Scholarship Estimator(s) in FCSUA Community to provide:                             <ul style="list-style-type: none"> <li>▪ Estimated cost of participation in the FPCTP</li> <li>▪ Scholarship Requests of students for the upcoming academic year, by term</li> </ul> </li> </ul>
<p>*If not received by July 1, the FCSUA will process scholarship requests and disbursements as they are received from eligible institutions and process the awards as soon thereafter as possible.</p>	
SCHOLARSHIP	
<p><b>Due Date:</b> July 2–31</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>▶ <b>FCSUA</b> approves Scholarship Requests and adds scholarship amount awarded by student and semester to Scholarship Request record(s) in FCSUA Community for each institution and creates “short form” of award information.</li> <li>▶ <b>FCSUA</b> submits FPCTP Scholarship Invoice (as a Scholarship distribution request) to UCF Financial Affairs office for payment processing.</li> <li>▶ <b>FCSUA</b> issues award notice, via FCSUA Community, to FPCTP's primary contact.</li> </ul> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▶ FCSUA compiles all requests, determines total requested, total available; prorate scholarship awards as needed.</li> <li>▶ CCIE budget office assists with approval; FCSUA processes payment request to UCF Financial Affairs office to prepare check or ACH transfer to IHE's financial aid office.</li> </ul>
SCHOLARSHIP	
<p><b>Due Date:</b> Within 30 days of FCSUA Scholarship Request approvals</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>▶ <b>UCF Financial Affairs</b> office disburses scholarship funds via check or ACH transfer to IHE's <b>financial aid office or equivalent</b>.</li> <li>▶ <b>FCSUA</b> sends Scholarship Short Form with list of students and award amount for each student by semester, to FPCTPs with ACH setup.</li> </ul> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▶ Scholarship funds distributed to IHEs for the year, based on completed Scholarship Requests submitted by the FPCTP and approved by FCSUA in FCSUA Community.</li> </ul>

## PROGRAM INFORMATION

Due Date: July 1	<p><b>Action:</b> <b>FPCTP</b> completes and submits required Program Information of the <i>Annual Report</i> to FCSUA</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▸ Enter FCSUA Program Information           <ul style="list-style-type: none"> <li>▪ Summary of recruitment strategies</li> <li>▪ Projected # of eligible students in FPCTP/IHE “reach” area/catchment area for next academic year</li> <li>▪ Summary of student retention strategies</li> <li>▪ Projections for next year enrollment</li> </ul> </li> </ul>
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## STUDENT INFORMATION

Due Date: August 1	<p><b>Action:</b> <b>FPCTP</b> completes and submits required Student Information of the <i>Annual Report</i> to FCSUA</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▸ Enter individual FCSUA Student Information           <ul style="list-style-type: none"> <li>▪ Includes new and continuing students               <ul style="list-style-type: none"> <li>• Student demographic information</li> <li>• Enrollment status</li> <li>• Target credential</li> <li>• Program length</li> <li>• Target completion date</li> <li>• Credential status</li> <li>• Other relevant information specified in the report</li> </ul> </li> <li>▪ Summary of student program completion</li> <li>▪ Summary of student credential completion</li> <li>▪ Employment status and data for completers as they exit the program</li> <li>▪ Employment rates and data for completers years 1 through 5 (subsequent to program completion)</li> </ul> </li> </ul>
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## SCHOLARSHIP

Due Date: Beginning of each term	<p><b>Action:</b> <b>IHE</b> financial aid office distributes scholarship funds to eligible students according to schedule provided by FCSUA.</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▸ Full award for each term disbursed to <b>eligible</b> students at beginning of the applicable term.</li> </ul>
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GRANT	
<p>Due Date: September 1 (end of grant project period)</p>	<p><b>Action:</b>  <b>FPCTP</b> grantees submit <b>Final</b> FPCTP Grant Performance Report to FCSUA September 1, or 60 days from end of the project period:</p> <p><b>Outline for Final Grant Performance Report is detailed in Appendix B – Deliverables, of the Grant Agreement</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▸ The report includes the same type of information as the Annual Grant Performance Report but spans the entire project period.</li> <li>▸ Final budget summary and invoice for final cost reimbursement are also due with the final report at this time.</li> </ul>
GRANT	
<p>Due Date: October 1-15</p>	<p><b>Action:</b>  <b>FPCTP</b> grantees submit <b>Quarterly Grant Invoice and Quarterly Report with Summary of Grant Activities</b> for the period of performance in FCSUA Community:</p> <p><b>Period of Performance: July 1 – September 30</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▸ Use the Quarterly Grant Invoice template, provided by FCSUA, to report expenses previously invoiced, current budget expenditures, and total expenses to date. <ul style="list-style-type: none"> <li>▪ Funds are awarded on a cost-reimbursable basis, to be invoiced quarterly and in accordance with the approved proposed budget.</li> </ul> </li> <li>▸ <b>Quarterly Report</b>, which includes a summary of grant activities for the period of performance, is also due with the grant invoice at this time.</li> <li>▸ Upon receipt of an acceptable invoice and quarterly report that are approved by FCSUA Executive Director, UCF Financial Affairs office shall pay IHE within (30) days after the invoice date. <ul style="list-style-type: none"> <li>▪ UCF shall remit payment to IHE’s address identified in the Grant Proposal Institutional Commitment Form or via ACH transfer.</li> </ul> </li> </ul>
SCHOLARSHIP	
<p>Due Date: December 1</p>	<p><b>Action:</b>  <b>FPCTP</b> completes Fall Term Scholarship Disbursement, in FCSUA Community, using the Scholarship Request record of each student, <b>INCLUDING</b> requests for any new students projected to enter the program the next semester (spring or summer).</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▸ FPCTPs report to FCSUA on scholarship funds issued to their students during fall semester, by entering amount of disbursed funds in the appropriate term on each student’s Scholarship Request.</li> </ul>

## GRANT

Due Date:  
January 1-15

**Action:**

**FPCTP** grantees submit **Quarterly Grant Invoice and Quarterly Report with Summary of Grant Activities** for the period of performance in FCSUA Community:

**Period of Performance: October 1 – December 31**

**Description:**

- Use the Quarterly Grant Invoice template, provided by FCSUA, to report expenses previously invoiced, current budget expenditures, and total expenses to date.
  - Funds are awarded on a cost-reimbursable basis, to be invoiced quarterly and in accordance with the approved proposed budget.
- **Quarterly Report**, which includes a summary of grant activities for the period of performance, is also due with the grant invoice at this time.
- Upon receipt of an acceptable invoice and quarterly report that are approved by FCSUA Executive Director, UCF Financial Affairs office shall pay IHE within (30) days after the invoice date.
  - UCF shall remit payment to IHE’s address identified in the Grant Proposal Institutional Commitment Form or via ACH transfer.

## SCHOLARSHIP

Due Date:  
March 31

**Action:**

**FPCTP** completes Spring Term Scholarship Disbursement, in FCSUA Community, using the Scholarship Request record of each student, **INCLUDING** requests for any new students projected to enter the program the next semester (summer).

**Description:**

- FPCTPs report to FCSUA on scholarship funds issued to their students during spring term, by entering amount of disbursed funds in the appropriate term on each student’s Scholarship Request.

## GRANT

Due Date:  
April 1-15

**Action:**

**FPCTP** grantees submit **Quarterly Grant Invoice and Quarterly Report with Summary of Grant Activities** for the period of performance in FCSUA Community:

**Period of Performance: January 1 – March 31**

**Description:**

- Use the Quarterly Grant Invoice template, provided by FCSUA, to report expenses previously invoiced, current budget expenditures, and total expenses to date.
  - Funds are awarded on a cost-reimbursable basis, to be invoiced quarterly and in accordance with the approved proposed budget.
- **Quarterly Report**, which includes a summary of grant activities for the period of performance, is also due with the grant invoice at this time.
- Upon receipt of an acceptable invoice and quarterly report that are approved by FCSUA Executive Director, UCF Financial Affairs office shall pay IHE within (30) days after the invoice date.
  - UCF shall remit payment to IHE’s address identified in the Grant Proposal Institutional Commitment Form or via ACH transfer.

## SCHOLARSHIP

Due Date:  
June 1-30\*\*

### Action:

- ▶ **FPCTP** completes Summer Term Scholarship Disbursement, in FCSUA Community, using the Scholarship Request record of each student.
- ▶ **IHE returns** scholarship funds not disbursed to students to FCSUA no later than June 30.

### Description:

- ▶ FPCTPs report to FCSUA on scholarship funds issued to their students during summer term, by entering amount of disbursed funds in the appropriate term on each student's Scholarship Request.
- ▶ The Scholarship Summary in FCSUA Community will include automatic calculations of final # and \$ of scholarships disbursed with total \$ of funds not disbursed.
- ▶ Funds not disbursed to students are returned to FCSUA via check.

\*\*Summer Disbursement Report **must** be completed before returning non-disbursed funds to FCSUA by June 30.

## GRANT

Due Date:  
July 1-15

### Action:

**FPCTP** grantees submit **Quarterly Grant Invoice and Quarterly Report with Summary of Grant Activities** for the period of performance in FCSUA Community:

**Period of Performance: April 1 – June 30**

### Description:

- ▶ Use the Quarterly Grant Invoice template, provided by FCSUA, to report expenses previously invoiced, current budget expenditures, and total expenses to date.
  - Funds are awarded on a cost-reimbursable basis, to be invoiced quarterly and in accordance with the approved proposed budget.
- ▶ **Quarterly Report**, which includes a summary of grant activities for the period of performance, is also due with the grant invoice at this time.
- ▶ Upon receipt of an acceptable invoice and quarterly report that are approved by FCSUA Executive Director, UCF Financial Affairs office shall pay IHE within (30) days after the invoice date.
  - UCF shall remit payment to IHE's address identified in the Grant Proposal Institutional Commitment Form or via ACH transfer.

## GRANT

Due Date:  
July 15

**Action:**

**FPCTP** grantees submit **Annual FPCTP Grant Performance Report** to FCSUA:

**Outline for Annual Grant Performance Report** is detailed in Appendix B – Deliverables, of the Grant Agreement

**Description:**

- ▶ Use FPCTP Annual/Final Grant Performance Report, provided by FCSUA, which includes institution name, contact information, reporting period, report type, total budget expenditures during reporting period, total budget expenditures to date.
- ▶ Performance/final report narrative includes summary of activities during the reporting period. (For final report, summary of activities across project periods.)
  - Activities implemented
  - Expected activities in next budget period (for annual performance report)
  - Request for changes in approved activities and/or implementation timeline (if needed).
- ▶ Summary of evaluation activities, data, and findings during the reporting period by evaluation focus (formative, summative) and for targeted outputs and outcomes. (For final report, summary of evaluation activities, data, and findings by focus and target, across project period.)
  - Formative evaluation activities
    - Targeted outputs
    - Targeted outcomes
  - Summative evaluation activities
    - Targeted outputs
    - Targeted outcomes
- ▶ Budget expenditures
  - Description of any slippages
  - Expected expenditures during next budget period (for annual report).
  - Requested budget changes (if needed)
- ▶ Supporting or supplementary information (optional)