

Slide 1

Text Captions:

Complete the form to sign in to the FSP Overview training module.

Your Name:

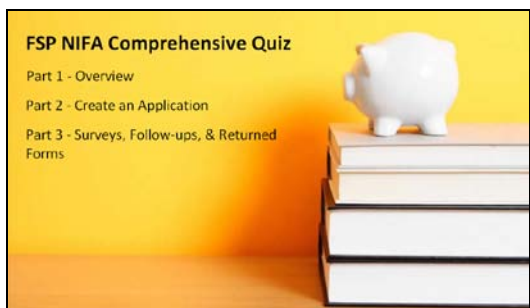
Example: Romola Garcia

Your CDN:

Example: 057911



Slide 2



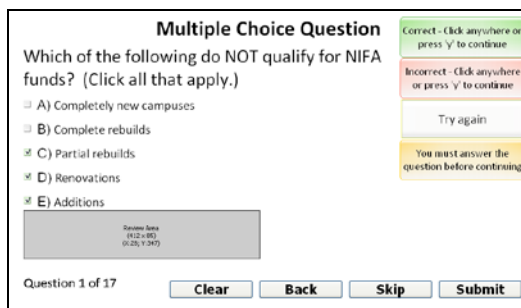
Slide 3

Text Captions: FSP NIFA Comprehensive Quiz

Part 1 - Overview

Part 2 - Create an Application

Part 3 - Surveys, Follow-ups, & Returned Forms

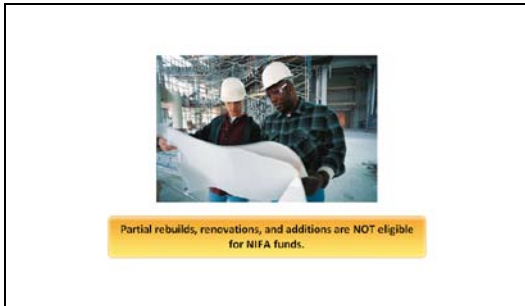


Slide 4

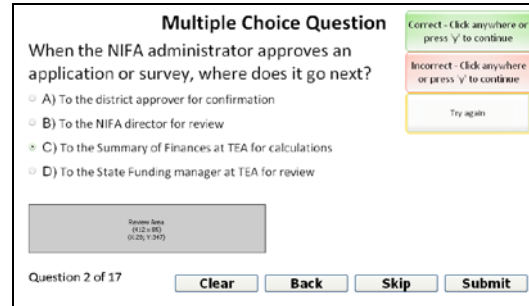
Text Captions: Multiple Choice Question

Which of the following do NOT qualify for NIFA funds? (Click all that apply.)

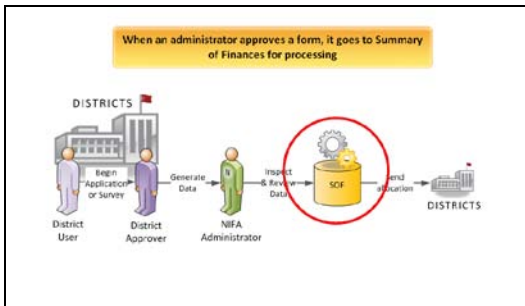
- A) Completely new campuses
- B) Complete rebuilds
- C) Partial rebuilds
- D) Renovations
- E) Additions



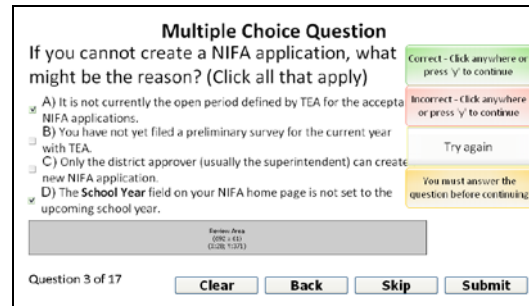
Slide 5  
Text Captions: Partial rebuilds, renovations, and additions are NOT eligible for NIFA funds.



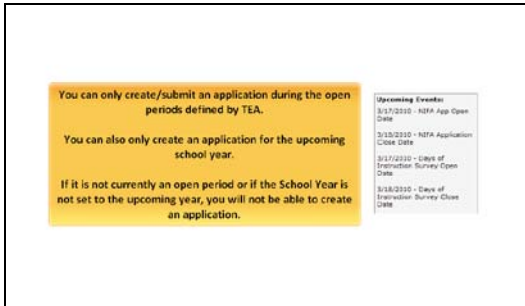
Slide 6  
Text Captions: Multiple Choice Question  
When the NIFA administrator approves an application or survey, where does it go next?  
A) To the district approver for confirmation  
B) To the NIFA director for review  
C) To the Summary of Finances at TEA for calculations  
D) To the State Funding manager at TEA for review



Slide 7  
Text Captions: When an administrator approves a form, it goes to Summary of Finances for processing



Slide 8  
Text Captions: Multiple Choice Question  
If you cannot create a NIFA application, what might be the reason? (Click all that apply)  
A) It is not currently the open period defined by TEA for the acceptance of NIFA applications.  
B) You have not yet filed a preliminary survey for the current year with TEA.  
C) Only the district approver (usually the superintendent) can create a new NIFA application.  
D) The School Year field on your NIFA home page is not set to the upcoming school year.

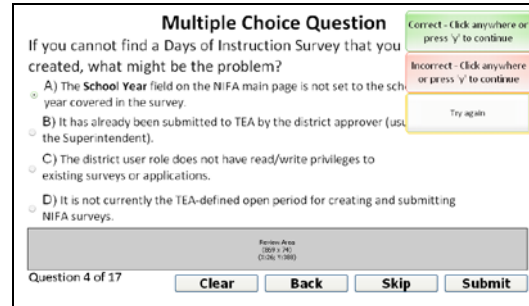


Slide 9

Text Captions: You can only create/submit an application during the open periods defined by TEA.

You can also only create an application for the upcoming school year.

If it is not currently an open period or if the School Year is not set to the upcoming year, you will not be able to create an application.

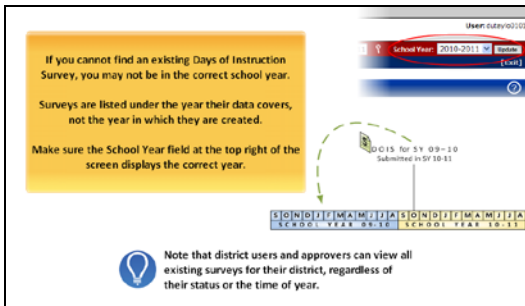


Slide 10

Text Captions: Multiple Choice Question

If you cannot find a Days of Instruction Survey that you had created, what might be the problem?

- A) The School Year field on the NIFA main page is not set to the school year covered in the survey.
- B) It has already been submitted to TEA by the district approver (usually the Superintendent).
- C) The district user role does not have read/write privileges to existing surveys or applications.
- D) It is not currently the TEA-defined open period for creating and submitting NIFA surveys.



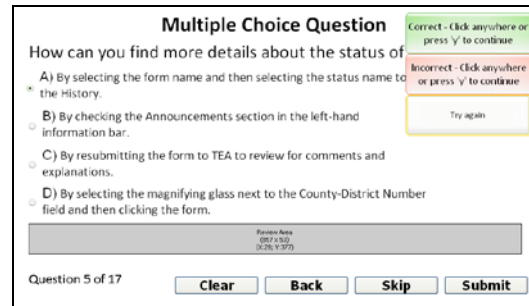
Slide 11

Text Captions: If you cannot find an existing Days of Instruction Survey, you may not be in the correct school year.

Surveys are listed under the year their data covers, not the year in which they are created.

Make sure the School Year field at the top right of the screen displays the correct year.

Note that district users and approvers can view all existing surveys for their district, regardless of their status or the time of year.



Slide 12

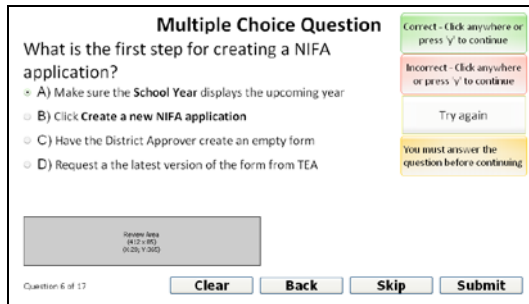
Text Captions: Multiple Choice Question

How can you find more details about the status of a form?

- A) By selecting the form name and then selecting the status name to view the History.
- B) By checking the Announcements section in the left-hand information bar.
- C) By resubmitting the form to TEA to review for comments and explanations.
- D) By selecting the magnifying glass next to the County-District Number field and then clicking the form.



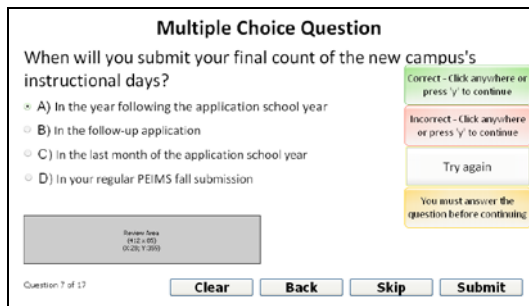
Slide 13  
Text Captions: You can find more details about the status of a form by selecting the form name and then selecting the status name to view the History.



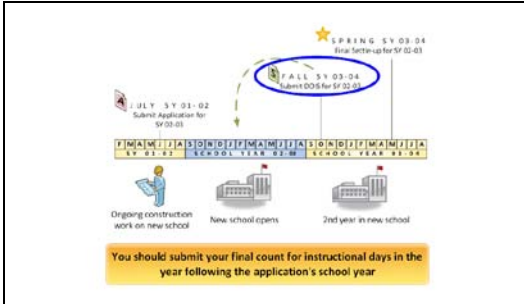
Slide 14  
Text Captions: Multiple Choice Question  
What is the first step for creating a NIFA application?  
A) Make sure the School Year displays the upcoming year  
B) Click Create a new NIFA application  
C) Have the District Approver create an empty form  
D) Request a the latest version of the form from TEA



Slide 15  
Text Captions: The first step in creating a new NIFA application is to make sure the School Year field at the top right is displaying the upcoming school year.



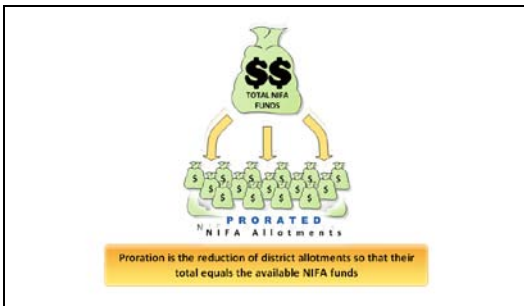
Slide 16  
Text Captions: Multiple Choice Question  
When will you submit your final count of the new campus's instructional days?  
A) In the year following the application school year  
B) In the follow-up application  
C) In the last month of the application school year  
D) In your regular PEIMS fall submission



Slide 17  
 Text Captions: You should submit your final count for instructional days in the year following the application's school year

**Multiple Choice Question**  
 What is proration?  
 A) The reduction of district allotments so that their total equals the available NIFA funds  
 B) The reduction of a district's allotment to compensate for an incomplete first year in the new campus  
 C) The reduction of a district's allotments if their actual instructional days was less than their projected instructional days  
 D) The increase of a district's allotment based on their per student wealth and their estimated property tax value  
 Answer Area (7/8 x 20, 0/20, 1/20)  
 Question 8 of 17  
 Clear Back Skip Submit

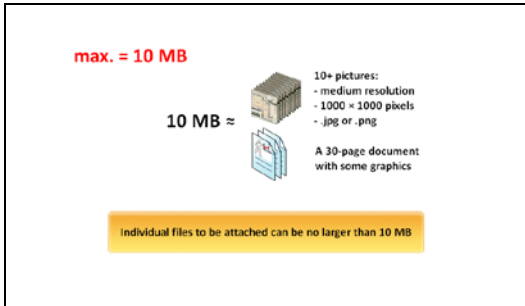
Slide 18  
 Text Captions: Multiple Choice Question  
 What is proration?  
 A) The reduction of district allotments so that their total equals the available NIFA funds  
 B) The reduction of a district's allotment to compensate for an incomplete first year in the new campus  
 C) The reduction of a district's allotments if their actual instructional days was less than their projected instructional days  
 D) The increase of a district's allotment based on their per student wealth and their estimated property tax value



Slide 19  
 Text Captions: Proration is the reduction of district allotments so that their total equals the available NIFA funds

**Multiple Choice Question**  
 Individual files to be attached can be no larger than...  
 A) 15 MB  
 B) 10 MB  
 C) 10 GB  
 D) 1 GB  
 Answer Area (4/12 x 100, 0/20, 1/200)  
 Question 9 of 17  
 Clear Back Skip Submit

Slide 20  
 Text Captions: Multiple Choice Question  
 Individual files to be attached can be no larger than...  
 A) 15 MB  
 B) 10 MB  
 C) 10 GB  
 D) 1 GB



Slide 21

Text Captions:

Individual files to be attached can be no larger than 10 MB

max. = 10 MB

10 MB ≈

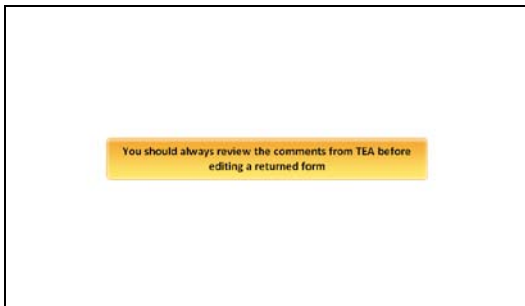
A 30-page document  
with some graphics

10+ pictures:

- medium resolution

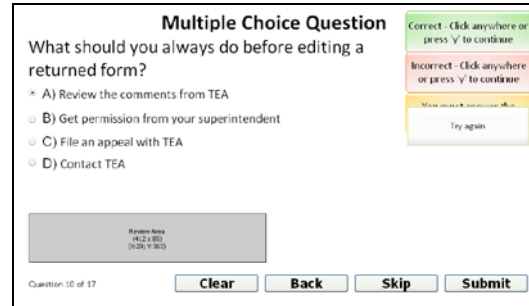
- 1000 x 1000 pixels

- .jpg or .png



Slide 23

Text Captions: You should always review the comments from TEA before editing a returned form



Slide 22

Text Captions: Multiple Choice Question

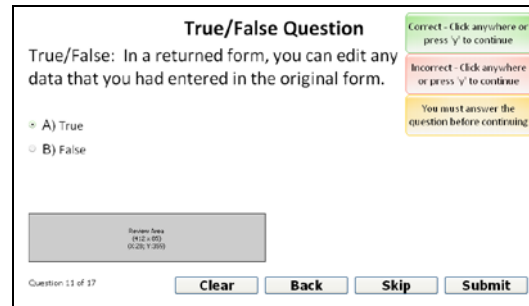
What should you always do before editing a returned form?

A) Review the comments from TEA

B) Get permission from your superintendent

C) File an appeal with TEA

D) Contact TEA



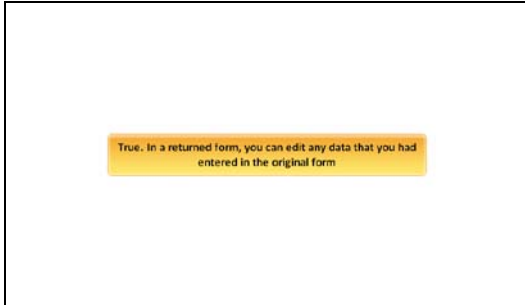
Slide 24

Text Captions: True/False Question

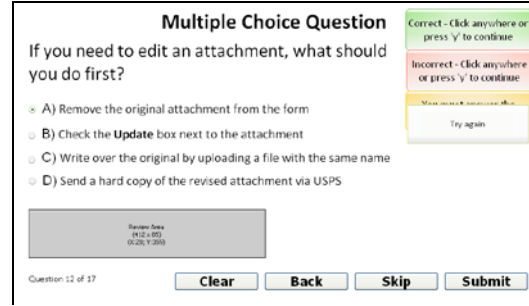
True/False: In a returned form, you can edit any data that you had entered in the original form.

A) True

B) False



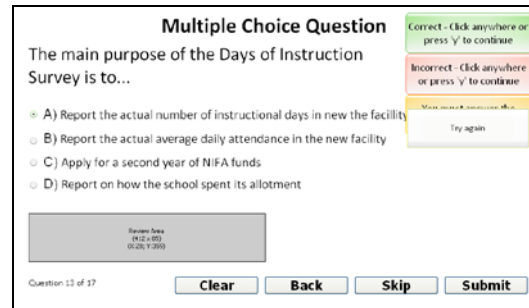
Slide 25  
Text Captions: True. In a returned form, you can edit any data that you had entered in the original form



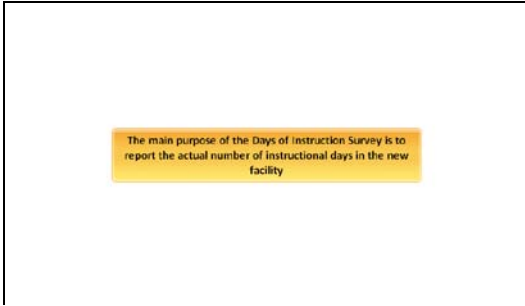
Slide 26  
Text Captions: Multiple Choice Question  
If you need to edit an attachment, what should you do first?  
A) Remove the original attachment from the form  
B) Check the Update box next to the attachment  
C) Write over the original by uploading a file with the same name  
D) Send a hard copy of the revised attachment via USPS  
Try again



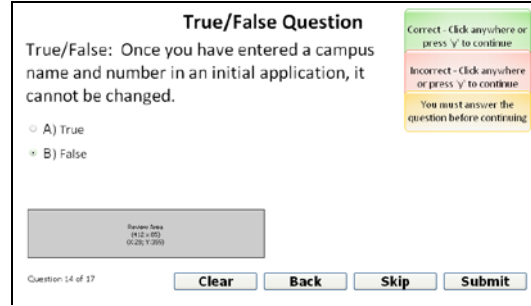
Slide 27  
Text Captions: If you need to edit an attachment, you should remove it from the application and then upload the revised version



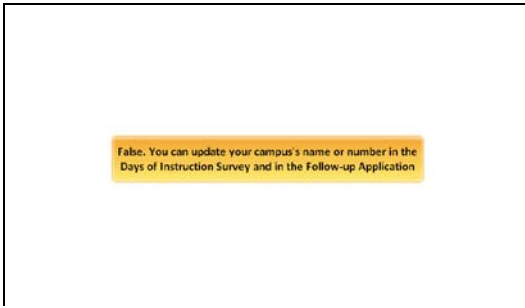
Slide 28  
Text Captions: Multiple Choice Question  
The main purpose of the Days of Instruction Survey is to...  
A) Report the actual number of instructional days in new the facility  
B) Report the actual average daily attendance in the new facility  
C) Apply for a second year of NIFA funds  
D) Report on how the school spent its allotment



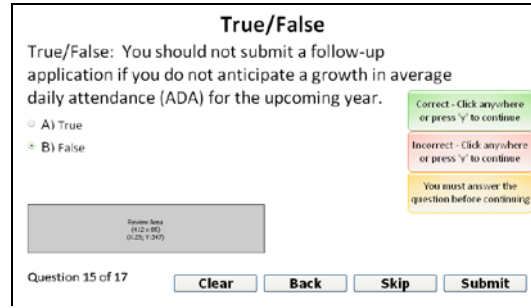
Slide 29  
Text Captions: The main purpose of the Days of Instruction Survey is to report the actual number of instructional days in the new facility



Slide 30  
Text Captions: True/False Question  
True/False: Once you have entered a campus name and number in an initial application, it cannot be changed.  
A) True  
B) False



Slide 31  
Text Captions: False. You can update your campus's name or number in the Days of Instruction Survey and in the Follow-up Application

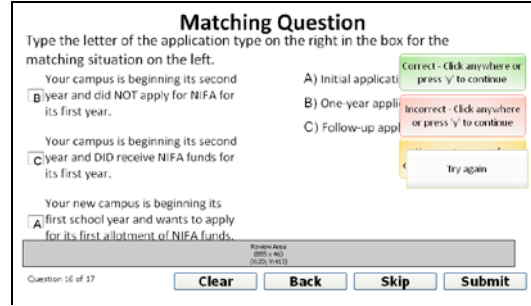


Slide 32  
Text Captions: True/False  
True/False: You should not submit a follow-up application if you do not anticipate a growth in average daily attendance (ADA) for the upcoming year.  
A) True  
B) False

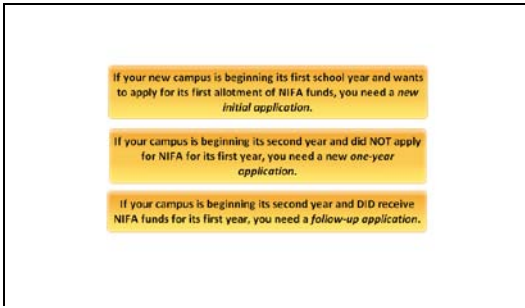




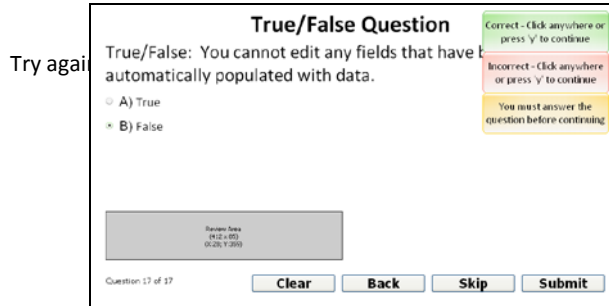
Slide 33  
Text Captions: False. You should submit a follow-up application just in case your campus experiences unexpected growth



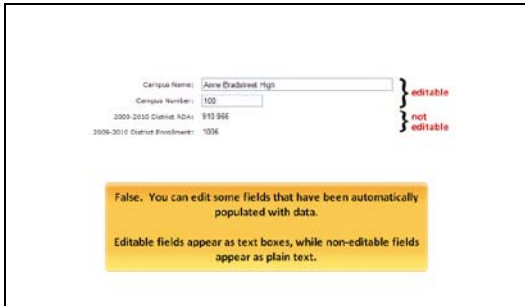
Slide 34  
Text Captions: Matching Question  
Type the letter of the application type on the right in the box for the matching situation on the left.  
A) Initial application  
B) One-year application  
C) Follow-up application  
Your campus is beginning its second year and did NOT apply for NIFA for its first year.  
Your campus is beginning its second year and DID receive NIFA funds for its first year.  
Your new campus is beginning its first school year and wants to apply for its first allotment of NIFA funds.



Slide 35  
Text Captions: If your campus is beginning its second year and did NOT apply for NIFA for its first year, you need a new one-year application.  
  
If your campus is beginning its second year and DID receive NIFA funds for its first year, you need a follow-up application.  
  
If your new campus is beginning its first school year and wants to apply for its first allotment of NIFA funds, you need a new initial application.



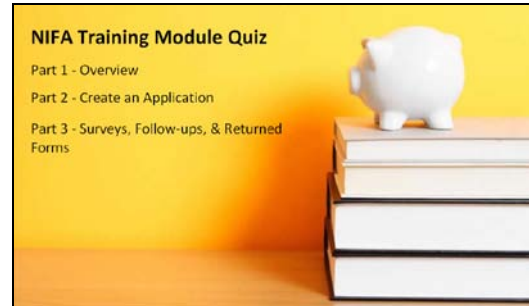
Slide 36  
Text Captions: True/False Question  
True/False: You cannot edit any fields that have been automatically populated with data.  
A) True  
B) False



Slide 37

Text Captions: False. You can edit some fields that have been automatically populated with data.

Editable fields appear as text boxes, while non-editable fields appear as plain text.



Slide 38

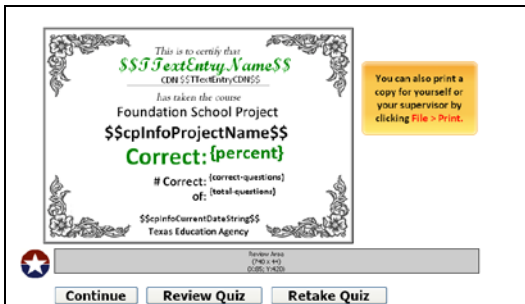
Text Captions:

NIFA Training Module Quiz

Part 1 - Overview

Part 2 - Create an Application

Part 3 - Surveys, Follow-ups, & Returned Forms



Slide 39