

## Grants-in-Aid Instructions

Each institution is required to complete the Grants-in-Aid submission form located on [www.NCAA.org](http://www.NCAA.org) and import the 2014-15 squad lists for your respective institution for the purpose of determining the number of athletics grants awarded. The Grants-in-Aid submission form is due to the NCAA by May 20, 2016.

As a reminder, the national office has a free software program to assist institutions in preparing squad lists. If your institution does not currently use Compliance Assistant (CA) and would like to explore its use, please contact Michelle Vaughn at 317/917-6257 or [complianceassistant@ncaa.org](mailto:complianceassistant@ncaa.org). The information is also available via [www.NCAA.org](http://www.NCAA.org).

### **Instructions for completing the Grants-in-Aid squad lists:**

1. From the squad lists, the Revenue Distribution Equivalency Award for each student-athlete in all sports is calculated by using the Athletic Grant Amount as the numerator and the Full Grant Amount as the denominator. Full Grant Amount is described in #4 below.
2. Student-Athletes are only countable in one sport.
3. Student-athletes cannot receive a revenue distribution equivalency greater than 1.00.
4. Full Grant Amount should be entered as the total cost for tuition, fees, books, and room and board for a *full* year, **NOT** a semester.
5. Student-athletes that are still receiving grants in a discontinued sport are includable in the grants-in-aid revenue distribution calculation. In order for the discontinued sport's equivalencies to populate the Grants-in-Aid revenue distribution submission page, the discontinued sport must be properly represented within Compliance Assistant.
6. Grants to student-athletes listed on the squad list as "Exhausted eligibility (fifth-year)" or "Medical" are includable in the grants-in-aid revenue distribution calculation.
7. The athletic aid equivalency cannot exceed maximum equivalency limits. However, the total revenue distribution equivalency can exceed maximum equivalency limits due to the addition of "Exhausted eligibility" and "Medical" equivalencies. (reference Bylaw 15.5)
8. Athletic grants are countable only in sports in which the NCAA conducts championships competition, emerging sports for women and FBS football. Grants-in-Aid are includable in the grants-in-aid revenue distribution calculation in NCAA sports that do not meet the minimum contests and participants requirements of Bylaw 20.9.6.3.
9. Out-of-state waivers based on athletics ability or participation are includable in the grants-in-aid revenue distribution calculation.

**Note:** Per the revenue distribution policy, a full grant is the value of tuition and fees, room and board, and required course related books.

**Note:** Per Bylaw 15, the "cost of attendance" is an amount calculated by an institutional financial aid office, using federal regulations, that includes the total cost of tuition and fees, room and board, books and supplies, transportation, and other expenses related to attendance at the institution.

**Instructions for CA import of Grants-in-Aid submission to the NCAA:**

- 1) Institutions that have a Compliance Assistant (CA) account and have entered all necessary data to generate an accurate squad list for the prior academic year can import the data by clicking the Import CA Data button.
- 2) Prior to import completion, institutions will have the opportunity for a final review of the data.
- 3) Once the import has occurred, the data will auto-populate to the submission page and cannot be altered. Changes must be completed within CA prior to import.
- 4) Once you have reviewed the submission page, click save, print to retain a copy for your records and submit.
- 5) If the current data has changed by +/- 4% over the prior year an explanation related to the change is required for the submission to be considered complete by the NCAA accounting staff.

**Instructions for manual Grants-in-Aid submission to the NCAA:**

- 1) Using your institution's squad list, enter the total number of athletic grants in equivalency form per sport in the "ATHL AID" column. Per NCAA Bylaw 15.5, the total number of athletic grants in equivalency form in the "ATHL AID" column cannot exceed the maximum aid limits; please reference the NCAA Division I Manual.
- 2) Using your institution's squad list, enter the total number of athletic grants in equivalency form for student-athletes who have exhausted their eligibility or who are inactive due to medical reasons for each sport in the "EXH ELIG/MED" column.
- 3) In the "TOTAL GRANTS" column, the equivalencies are a combination of the total of the "ATHL AID" column and the total of the "EXH ELIG/MED" column. The calculation will auto-populate, please double check the calculation.
- 4) Once you have reviewed the submission page, click save, print to retain a copy for your records and submit.
- 5) Institution's with MANUAL Grants-in-Aid submissions are **required** to email (pdf format) or mail the 2014-15 squad lists for all sports to the NCAA, Attention: Finance, P.O. Box 6222, Indianapolis, IN 46206-6222.
- 6) All manual Grants-in-Aid submissions should reconcile to the submission page, i.e., the "ATHL AID" column, the "EXH ELIG/MED" column and the "TOTAL GRANTS" column.
- 7) If the current data has changed by +/- 4% over the prior year an explanation related to the change is required for the submission to be considered complete by the NCAA accounting staff.

For questions, please contact Andrea Worlock at [aworlock@ncaa.org](mailto:aworlock@ncaa.org) or 317/917-6253.