

GUIDELINES

Welcome to the FY21 State Higher Education Finance (SHEF) online data collection.

The fiscal year 2021 data collection is due on Friday, December 10, 2021. Please read the following guidelines carefully, as the data collection system has changed substantially this year, the Grapevine and SHEF data collections have merged, and we have several newly required variables.

SPECIAL INSTRUCTIONS AND CHANGES TO THE SURVEY:

The data collection includes two temporary sections on federal stimulus funding and several newly required data elements that were optional last year. The data collection has also changed slightly to accommodate the Grapevine survey, which has been merged with SHEF.

- **New sections:** This year's data collection includes two new sections at the start of the survey: sources of federal stimulus funding and uses of federal stimulus funding. These variables are required for 2020, 2021, and 2022. These new sections are greyed out for previous years and you will not be able to enter any data (this includes all editable years for ARRA funding). Federal stimulus data provided last year has been prefilled under CARES Act GEERF. If any of your funds came from CRF, please adjust the prefilled data accordingly.
- **Newly required elements:** This year's data collection includes the following newly required data elements: Total public capital appropriations, two-year performance-based funding, four-year performance-based funding, four-year in-state tuition and fee revenue, four-year out-of-state tuition and fee revenue, four-year in-state net FTE, and four-year out-of-state net FTE. Please provide 2020 and 2021 data at a minimum for these newly required elements. If you are able to provide any historical data, please do so.
- **Grapevine survey:** Beginning with this year's data collection, the Grapevine survey for the current or upcoming fiscal year will be integrated with the full SHEF data collection for the most recently completed fiscal year. Sections 1, 2, 3, and 4 include the Grapevine year. Given what we know about data availability for the Grapevine year, we have greyed out certain data elements in section 4. For the Grapevine year, you should only enter total state financial aid and total RAM, not the breakouts.

In recognition of the additional changes mentioned above, we will not be requiring additional prior-year data for the new sector-level variables added last year. If you are able to provide prior-year data, we would greatly appreciate it and will publish as much as you provide.

GENERAL INSTRUCTIONS:

- **Survey years:** Years in the survey refer to your state's fiscal year. For example, 2021 refers to the fiscal year that ends in 2021. Please pay careful attention to the years in which you enter data. The first sections include 2022 (for Grapevine), the rest do not.
- **Missing data vs. zeros:** As of last year, we now differentiate between a true zero and a blank. A zero indicates that you have access to the data but have nothing to report (such as a state without performance funding), while a blank indicates that you are not able to provide the data element at this time (such as a state with performance funding where sector-level data are not available). Please review your entire submission and ensure that zeros and blanks are correct.
- **Pop-up data definitions:** If you place your cursor on a data element name for a few seconds, a pop-up box will appear with additional guidance. [Click here to view all data definitions.](#)
- **Indicating the survey is complete:** When you have finished filling out the survey, make sure to check the box indicating you are finished. Checking this box will help us measure your progress and will tell us that your data submission is complete. We will also begin running data validations, which check for large changes and other abnormalities in your reported data.
- **Locking your data:** Locking your data is a final step to confirm that your data have been thoroughly reviewed and are ready for publication. Do not lock your data until you have 1) reviewed the initial tables we will send you in January, and 2) verified that no changes are needed.
- **Continuity in data:** Consistency from year to year is very important. If there is a substantial change in the methods you use to compile your data, we ask that you update prior year data using the new methodology in order to maintain consistency in the trend data. To change data for years not shown on the survey, email Sophia Laderman at sladerman@sheeo.org.
- **Calculations:** Please fill out the collection form as completely as possible. Asterisks indicate which fields are required. Leave any calculations to us (e.g., do not subtract RAM or state public aid before entering tax appropriations; include it, and enter that figure in the appropriate section).
- **Estimating:** If you are unable to provide actual figures but can provide an estimate, please do so. You can indicate which figures are estimates by adding a comment in the corresponding fiscal year comment box at the end of the survey page.
- **Negative numbers:** Do not enter any negative numbers. All data elements should be reported as positive values; we will subtract when necessary to create a calculated field.
- **Decimals:** The data entry form will not allow you to save any decimals. Any decimals entered will be rounded to the nearest dollar.
- **Subtotals and breakouts:** In several places, we ask you to provide a breakout of calculated or reported variables. Please pay special attention to these breakouts and be sure their totals match the corresponding fields.

- **Comments:** Comment fields should be used to describe the following instances: Required data are not available and an estimate is used instead of the actual value; a change in methodology or data availability that impacts your data collection; large changes in funding amounts (for example, an explanation for a large increase in state financial aid); discrepancies in reporting across years or between sectors; and any other footnotes you want us to include in our final reports.

Thank you for all that you do to make the annual SHEF data collection possible! The final datasets and reports resulting from your efforts are valuable tools for many researchers, policymakers, analysts, and reporters.