

GUIDELINES

Welcome to the FY22 State Higher Education Finance (SHEF) online data collection. Last year, the Grapevine and SHEF data collection surveys merged. Although still merged into one survey, the sections used for Grapevine have a due date that differs from the full SHEF survey. **For fiscal year 2022, the Grapevine (Sections 1-4) data collection is due on Friday, December 2, 2022, and the full SHEF data collection is due Friday, December 16, 2022.** Please read the following guidelines carefully; there are five new data elements and a new verification tool.

SPECIAL INSTRUCTIONS AND CHANGES TO THE SURVEY:

The data collection includes five newly added data elements:

1. Federal stimulus allocated to public capital projects (required).
 2. An indicator of two-year performance-based funding as a system- or state-level policy (required if your state has performance-based funding).
 3. An indicator of four-year performance-based funding as a system- or state-level policy (required if your state has performance-based funding).
 4. Uncategorizable two-year tuition and fee revenue (optional; this is for states that cannot provide a breakdown of tuition separately from fees).
 5. Uncategorizable four-year tuition and fee revenue (optional; this is for states that cannot provide a breakdown of tuition separately from fees).
- **[NEW] Grapevine data verification:** For the first time, the data collection website includes a built-in verification tool. Prior to submitting Sections 1-4 by the Grapevine survey deadline, you should resolve any data verification issues. Run a verification report by clicking the "Run Data Verification (Sections 1-4)" button located below Section 4. This will download an Excel file with a list of data validation issues (e.g., large changes or blanks needing comments, unequal sources and uses of total state support, etc.). Once all data issues have been verified or comments to address verification issues have been completed, you can check the box to mark your Sections 1-4 (Grapevine) data as complete.
 - **[New] SHEF data verification:** Verify your SHEF data (all sections) using the same process described above but using the "Run Data Verification" button at the bottom of the survey entry page. Please address any verification issues that cannot be resolved in the comments (e.g., suspension of PBF program in which data were reported in the year prior). Once complete, please mark your data collection as complete.
 - **Grapevine survey:** Last year, the Grapevine survey for the current year was integrated into the full SHEF data collection to collect data for the most recently

completed fiscal year. Sections 1, 2, 3, and 4 include the Grapevine year and have a deadline that differs from the full SHEF data collection deadline to allow for timely publication. 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. As mentioned above, you will be asked to mark Sections 1-4 as complete, run data verification, and provide comments for Grapevine separately from SHEF.

In recognition of the data elements that were newly required last year, we will not be requiring additional prior-year data for the new sector-level variables added in the FY20 data collection and made required last year. If you are able to provide prior-year data for any recently required variables, we would greatly appreciate it as it will allow us to publish a more robust longitudinal dataset moving forward.

GENERAL INSTRUCTIONS:

- **Survey years:** Years in the survey refer to your state's fiscal year. For example, 2022 refers to the fiscal year that ends in 2022. Please pay careful attention to the years in which you enter data. The first four sections include 2023 (for Grapevine), the rest do not.
- **Missing data vs. zeros:** As of 2020, 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. The new data verification tool flags missing data and zeros in some cases as issues. As indicated in the issue note, please use the comment box below to address flagged blanks and zeros. Also, please note that these flags cannot be removed from the data verification Excel file even after being addressed in the comment box. Once you have made a comment about these flagged issues that can only be addressed by making a comment, you can ignore them on your data verification sheet moving forward.
- **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.](#)
- **[NEW] Survey data collection template:** If you need to survey institutions or other agencies in your state to collect some or all data elements in your state, you can use an Excel template of the SHEF data collection to survey other entities. [Click here to download a template of the SHEF data collection.](#)
- **Indicating the survey is complete:** When you have finished filling out the survey, run a data verification to see where revisions and/or comments need to be made, and after you have corrected all data verification issues, please check the related box indicating you are finished. Checking this box will help us measure your progress and will tell us that your data submission is complete. You will be prompted to check this box and save at both the end of Section 4 (Grapevine submission) and the full SHEF survey (full survey submission). Once you have marked your survey as complete by each survey's deadline, SHEEO

will run additional data validations to check for other abnormalities if they still exist in your reported data. While we hope the newly added data verification tool will reduce the number of revisions and questions after the submission deadline, we will follow up with an email for clarifications and potential revisions as necessary.

- **Saving your data:** In order to save the data you have entered, whether complete or still in progress, you will need to use the save button. The option to save is located at the end of each survey section (Sections 1-4 for Grapevine and at the end of the full SHEF survey). However, we recommend that you also use the save button available under each individual section as you report data to ensure that you do not lose any entered data due to unforeseen circumstances (e.g., interrupted internet connection, power outage, leaving the survey idle for too long).
- **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 for Grapevine and February for SHEF, 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, update this [Excel file](#) and email it to Kelsey Kunkle at kkunkle@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. Please indicate which figures are estimates by adding a comment in the corresponding fiscal year comment box at the end of the survey page. If adding an estimate for a previous year or updating a previous year's estimate to an actual amount, please indicate with an asterisk and note this update was made in 2022 to ensure we correctly note data as estimates in table and figure footnotes.
- **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: verification issues that need to be explained; 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.