

**Minnesota Office of Higher Education  
Minnesota State Grant File Layout  
Academic Year 2022-2023 Version 2023.1 April 1, 2022**

**NOTES FOR PROGRAMMERS**

Instructions for programmers are provided below, as well as within the field description. If you have questions, please contact Shawn Reynolds at (651) 355-0615 or [shawn.reynolds@state.mn.us](mailto:shawn.reynolds@state.mn.us) For technical support regarding batch record submissions or errors, please contact Shannon Olson at (651) 355-0611 or [shannon.l.olson@state.mn.us](mailto:shannon.l.olson@state.mn.us)

Details on the layout of the **State Grant File**:

- Files may be submitted via the Office of Higher Education’s web-based upload or via SFTP for schools using an automated SFTP process. NOTE: The FTP address for 2022-2023 and moving forward will be a different address due to the Agency’s conversion to MNAid.
- Basic .txt flat file
- Numeric fields cannot contain decimals
- Carriage Return Line Feed (CRLF) at the end of each row
- Alpha values (e.g., student’s name) should be left-justified in the field. For example, the field for last name holds 16 characters. If the student’s last name is only 10 characters, the name is followed by 6 spaces.
- Numeric values should be right-justified and zero-filled (unless spaces are a valid value). For example, if a numeric field holds 4 digits, and you want to send a value of zero, fill the entire field with zeros - 0000. If you want to report \$20, send 0020; \$159 would be 0159; \$2,500 would be 2500, and so forth. Fields designated as numeric (9) should always contain positive numeric values, unless designated as a signed field. There are certain numeric fields for which spaces are acceptable if the student left the item blank on the application. When sending spaces in a numeric field, send all spaces; don’t ever send a mixture of spaces and numbers.
- Signed numeric fields (shown as S9 on layout) are for values that could either be negative or positive. Signed numeric values should also be right-justified and zero-filled (unless spaces are a valid value). Do not use a minus or plus sign to identify whether the value is negative or positive. Rather, the last digit in the number should be send as an alpha value according to the following key:

<u>Last Digit Is:</u>	<u>Send this if positive:</u>	<u>Send this if negative:</u>
0	{, [, ? or 0	}, ;, , or !
1	A or 1	J
2	B or 2	K
3	C or 3	L
4	D or 4	M
5	E or 5	N
6	F or 6	O
7	G or 7	P
8	H or 8	Q
9	I or 9	R

Example: If field is S9(5) and you want to report -\$4,912, send 0491K.

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Start	Len	Field Name	Req	Field Description
1	6	Institution OE Code	Y	Institution OE Code (all records in file must contain same value)
7	2	Academic Year	Y	Award Year (all records in the file must contain the same value) - <i>Use ending year - if the acyear is 2021-2022, this field must contain 22</i>
9	9	SSN	Y	Student's Social Security Number
18	16	Last Name	Y	Student's Last Name
34	12	First Name	Y	Student's First Name
46	1	Middle Initial		Student's Middle Initial
47	8	Date of Birth	Y	Student's Date of Birth (CCYYMMDD)
55	1	Incarcerated		At time of enrollment, will the student be confined to a MN adult correctional facility? Y = DOC has notified the school the student is incarcerated BLANK = DOC has not notified the school the student is incarcerated
56	2	ISIR Transaction Number	Y	Transaction Number of ISIR school is using to award student
58	2	Summer 1 Enrollment	Y	Summer 1 <b>Total</b> enrolled credits – report actual credits or 0 if not enrolled
60	2	Summer 1 DevEdu Enrollment	Y	Summer 1 <b>Developmental Education</b> enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
62	1	Summer 1 Cap	Y	Summer 1 tuition and fees cap 2 – student is in 2-year or less degree, certificate or diploma program 4 – students is in a 4-year degree program
63	5	Summer 1 Award	Y	Summer 1 award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
68	5	Summer 1 Payment Net	Y	Summer 1 net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
73	8	Summer 1 Disbursement Date	Y	Summer 1 disbursement date (CCYYMMDD) Leave blank if no funds disbursed
81	2	Fall Enrollment	Y	Fall <b>Total</b> enrolled credits – report actual credits or 0 if not enrolled
83	2	Fall DevEdu Enrollment	Y	Fall <b>Developmental Education</b> enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
85	1	Fall Cap	Y	Fall tuition and fees cap 2 – student is in 2-year or less degree, certificate or diploma program 4 – students is in a 4-year degree program
86	5	Fall Award	Y	Fall award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
91	5	Fall Payment Net	Y	Fall net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
96	8	Fall Disbursement Date	Y	Fall disbursement date (CCYYMMDD) Leave blank if no funds disbursed
104	2	Winter Enrollment	Y*	Winter <b>Total</b> enrolled credits – report actual credits or 0 if not enrolled (report spaces if a Semester school)
106	2	Winter DevEdu Enrollment	Y*	Winter <b>Developmental Education</b> enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses (report spaces if a Semester school)

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Start	Len	Field Name	Req	Field Description
108	1	Winter Cap	Y*	Winter tuition and fees cap 2 – student is in 2-year or less degree, certificate or diploma program 4 – students is in a 4-year degree program (report spaces if a Semester school)
109	5	Winter Award	Y	Winter award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
114	5	Winter Payment Net	Y	Winter net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
119	8	Winter Disbursement Date		Winter disbursement date (CCYYMMDD) Leave blank if no funds disbursed
127	2	Spring Enrollment	Y	Spring <b>Total</b> enrolled credits – report actual credits or 0 if not enrolled
129	2	Spring DevEdu Enrollment	Y	Spring <b>Developmental Education</b> enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
131	1	Spring Cap	Y	Spring tuition and fees cap 2 – student is in 2-year or less degree, certificate or diploma program 4 – students is in a 4-year degree program
132	5	Spring Award	Y	Spring award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
137	5	Spring Payment Net	Y	Spring net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
142	8	Spring Disbursement Date		Spring disbursement date (CCYYMMDD) Leave blank if no funds disbursed
150	2	Summer 2 Enrollment	Y	Summer 2 <b>Total</b> enrolled credits – report actual credits or 0 if not enrolled
152	2	Summer 2 DevEdu Enrollment	Y	Summer 2 <b>Developmental Education</b> enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
154	1	Summer 2 Cap	Y	Summer 2 tuition and fees cap 2 – student is in 2-year or less degree, certificate or diploma program 4 – students is in a 4-year degree program
155	5	Summer 2 Award	Y	Summer 2 award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
160	5	Summer 2 Payment Net	Y	Summer 2 net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
165	8	Summer 2 Disbursement Date		Summer 2 disbursement date (CCYYMMDD) Leave blank if no funds disbursed
		<b>Trailer Row</b>		
1	6	Institution OE Code	Y	Institution OE Code (all records in file must contain same value)
7	2	Academic Year	Y	Award Year (all records in the file must contain the same value) - <i>Use ending year - if the acyear is 2021-2022, this field must contain 22</i>
9	6	Record Count	Y	Number of records in file including trailer record
15	8	Summer 1 Net	Y	Total of Summer 1 Payment Net
23	8	Fall Net	Y	Total of Fall Payment Net
31	8	Winter Net	Y	Total of Winter Payment Net
39	8	Spring Net	Y	Total of Spring Payment Net

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Start	Len	Field Name	Req	Field Description
47	8	Summer 2 Net	Y	Total of Summer 2 Payment Net
55	8	Cutoff Date	Y	Cutoff date for payments/refunds reflected in net payments CCYYMMDD ( <i>date the school generated the file</i> )
63	9	Balance of funds	Y	Balance of State Grant funds as of cutoff date (Signed number, may be negative)  <i>Last character of the number sent is a letter, the letter designates the sign of the number +/- as well as the digit:</i>  <i>Positive 0-9: 'I', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I'</i> <i>Negative 0-9: 'J', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R'</i>  <i>Example: If 00327288K is sent, the number is -3,272,882</i>
72	10	Label ID		Identification code assigned by school
82	8	Submission Date	Y	Date school submits file CCYYMMDD

Y\* Winter fields are required for quarter schools; semester schools should report spaces.