

# Fundamentals of Federal Student Aid Administration / Policies & Procedures Survey

*Update for FY 26*

The Training and Information Services Branch is in the process of updating the Fundamentals of Federal Student Aid Administration and Policies and Procedures surveys that are distributed to the public. This update is being initiated for two primary reasons: 1) The Office of Management and Budget (OMB) control number 1845-0045 is set to expire on December 31, 2025; and 2) To enhance the quality of data collection by incorporating revised language that is more user-friendly and customer-focused. Please note that the length of the surveys and the overall types of questions will remain unchanged.

## Table of Changes

Please note that asterisks indicate branching questions that will open a required text box. One question has been removed completely and consolidated into another question.

Fundamentals / Policies & Procedures	
Current Question 1	Proposed New Question 1
<p><b>Multiple-Choice - required</b></p> <p>Did the presentation for the Virtual Fundamentals of Federal Student Aid Administration training enhance your understanding of the topic?</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No*</li> </ul>	<p><b>Multiple-Choice - required</b></p> <p>To what extent did the presentation in the Virtual Fundamentals of Federal Student Aid Administration training enhance your understanding of the content?</p> <ul style="list-style-type: none"> <li>• Significantly enhanced my understanding</li> <li>• Somewhat enhanced my understanding</li> </ul>

<p>*Please let us know what can be improved.</p>	<ul style="list-style-type: none"> <li>• My understanding remained the same*</li> <li>• Confused me or decreased my understanding*</li> </ul> <p>*Please let us know what can be improved.</p>
<p><b>Current Question 2</b></p>	<p><b>Proposed New Question 2</b></p>
<p><b>Multiple-Choice - required</b></p> <p>How effective was the organization and delivery of the training in helping you to understand the subject matter?</p> <ul style="list-style-type: none"> <li>• Extremely Effective</li> <li>• Very Effective</li> <li>• Somewhat Effective</li> <li>• Not so effective*</li> <li>• Not at all effective*</li> </ul> <p>*Please let us know what can be improved.</p>	<p><b>Multiple-Choice - required</b></p> <p>How effective were the organization and delivery of the training in helping you understand the content?</p> <ul style="list-style-type: none"> <li>• Extremely effective</li> <li>• Very effective</li> <li>• Moderately effective</li> <li>• Slightly effective*</li> <li>• Not at all effective*</li> </ul> <p>*Please let us know what can be improved.</p>
<p><b>Current Question 3</b></p>	<p><b>Proposed Question 3</b></p>
<p><b>Multiple-Choice - required</b></p> <p>The trainers answered your questions throughout the training. Were the answers to these questions clearly articulated?</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No*</li> </ul> <p>*Please let us know what can be improved.</p>	<p><b>Multiple-Choice - required</b></p> <p>When the trainers answered participants' questions throughout the training, how clearly were the answers articulated?</p> <ul style="list-style-type: none"> <li>• Very clearly</li> <li>• Somewhat clearly</li> <li>• Not very clearly*</li> <li>• Not at all clearly*</li> </ul> <p>*Please let us know what can be improved.</p>
<p><b>Current Question 4</b></p>	<p><b>Proposed Question 4</b></p>

**Multiple-Select - required**

Which words or phrases best describe your overall impression of the training? Select all that apply:

- Helpful
- Engaging
- Informative
- Well Organized
- Worthwhile
- Applicable to My Work
- Repetitive
- Not Helpful
- Boring
- Overwhelming
- Not Enough Information
- Confusing
- Other \_\_\_\_\_

**Multiple-Select - required**

Which of the following words or phrases best describe your overall impression of the training? Select all that apply.

- Clear and easy to follow
- Helpful for understanding *Title IV* concepts
- Relevant to my work
- Well-organized and structured
- Interactive and engaging
- Provided useful resources or tools
- Encouraged participation and questions
- Covered the right amount of material
- Too repetitive
- Lacked practical application
- Confusing or unclear at times
- Overwhelming or too fast-paced
- Not enough information provided
- Difficult to stay engaged
- Other Comments \_\_\_\_\_

**Current Question 5**

**Proposed Question 5**

**Multiple-Select - required**

Which words or phrases best describe your overall impression of *trainer's name* and his/her delivery? Select all that apply.

- Effective
- Well Prepared
- Engaging
- Professional
- Knowledgeable
- Clear
- Personable
- Ineffective
- Unprepared

**Multiple-Select - required**

Which words or phrases best describe your overall impression of *trainer's name's* delivery? Select all that apply.

- Clear and easy to understand
- Well-prepared and organized
- Knowledgeable about the content
- Engaging and kept my attention
- Approachable and responsive to questions
- Kept appropriate pace for learning
- Used examples or explanations effectively

<input type="checkbox"/> Dry <input type="checkbox"/> Unprofessional <input type="checkbox"/> Unknowledgeable <input type="checkbox"/> Unapproachable <input type="checkbox"/> Other _____	<input type="checkbox"/> Difficult to follow / confusing <input type="checkbox"/> Seemed unprepared or disorganized <input type="checkbox"/> Lacked depth in content knowledge <input type="checkbox"/> Delivery felt dry or monotone <input type="checkbox"/> Did not encourage interaction <input type="checkbox"/> Spoke too quickly or slowly <input type="checkbox"/> Other comments _____  <p>Note: This question may appear multiple times, depending on the number of trainers involved in the training.</p>
<p><b>Current Question 6</b></p>	<p><b>Proposed Question 6</b></p>
<p><b>Text Box - Not Required</b></p> <p>Please share any additional comments, thoughts, or suggestions for future trainings.</p>	<p><b>Text Box - Not Required</b></p> <p>Please share any additional feedback about this training experience, including kudos, suggestions for improvement, topics to be covered in the future, or ways we can enhance virtual delivery.</p>