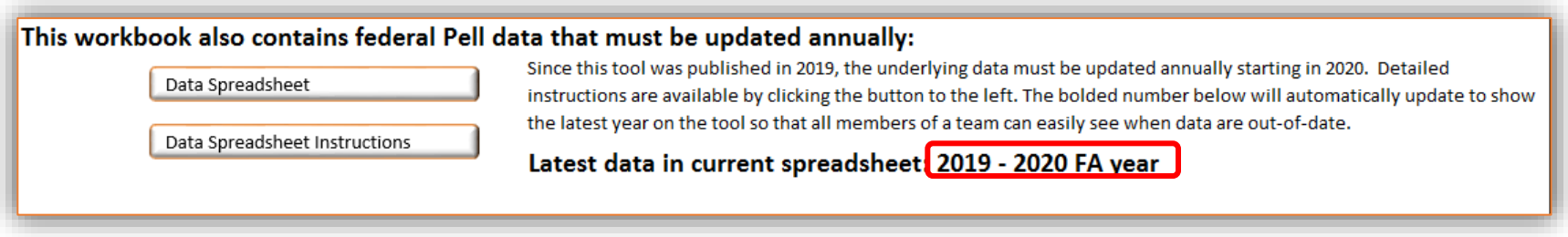
INSTRUCTIONS FOR UPDATING THE DATA SPREADSHEET

STEP 1

Check for the latest year in the Data Spreadsheet

Option 1: Check the Workbook Overview sheet. The text circled in red below will show the latest data included in the tool.



Option 2: Check the bottom row in the Data sheet.

	A	B	C	D	E	F	G
3	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
166	2018	5001	5100	870	652.5	0	0
167	2018	5101	5200	770	0	0	0
168	2018	5201	5300	670	0	0	0
169	2018	5301	5328	606	0	0	0
170	2018	5329	999999	0	0	0	0
171							
172							
173							
174							

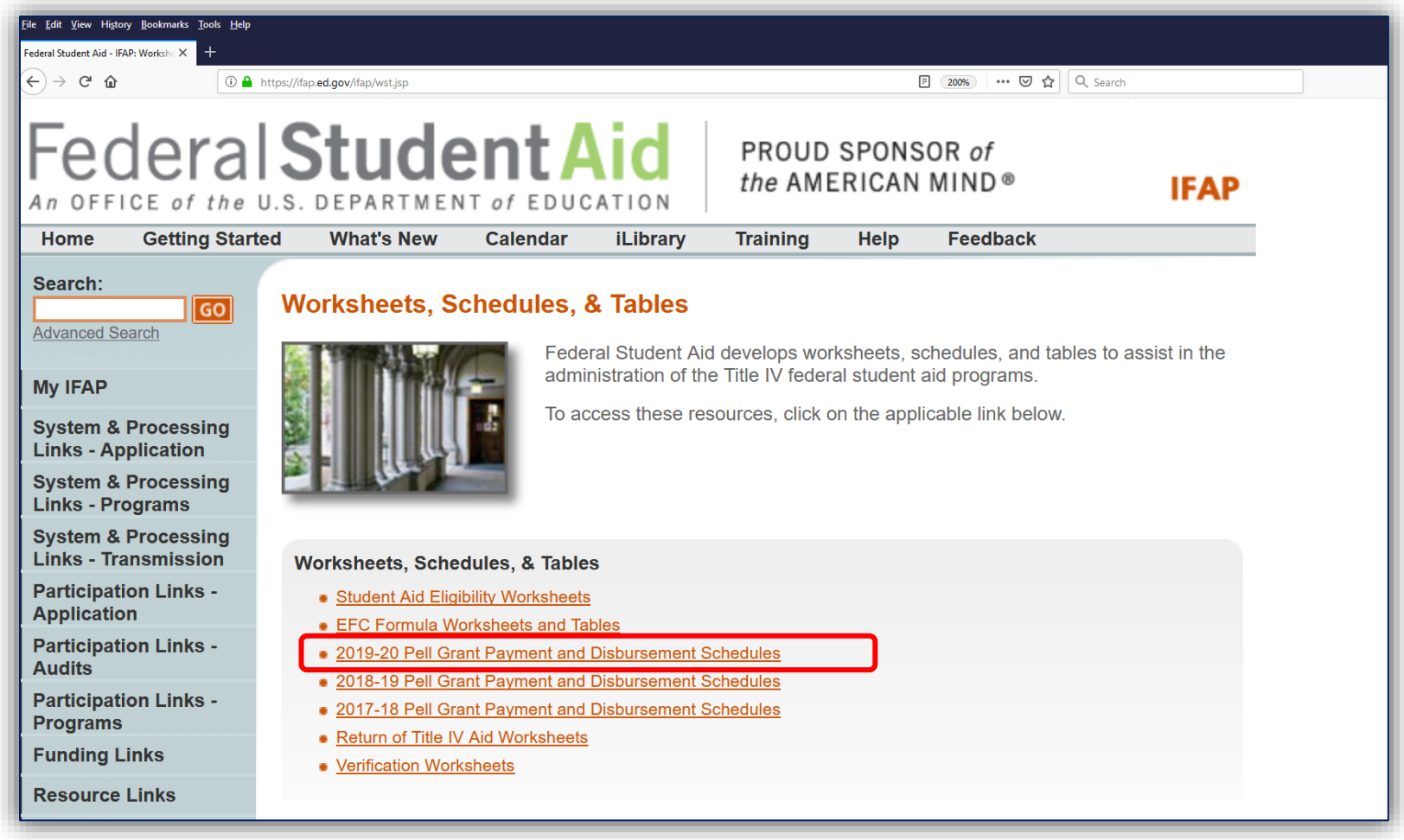
Note: If your data are already up to date, disregard all the steps listed below.

STEP 2

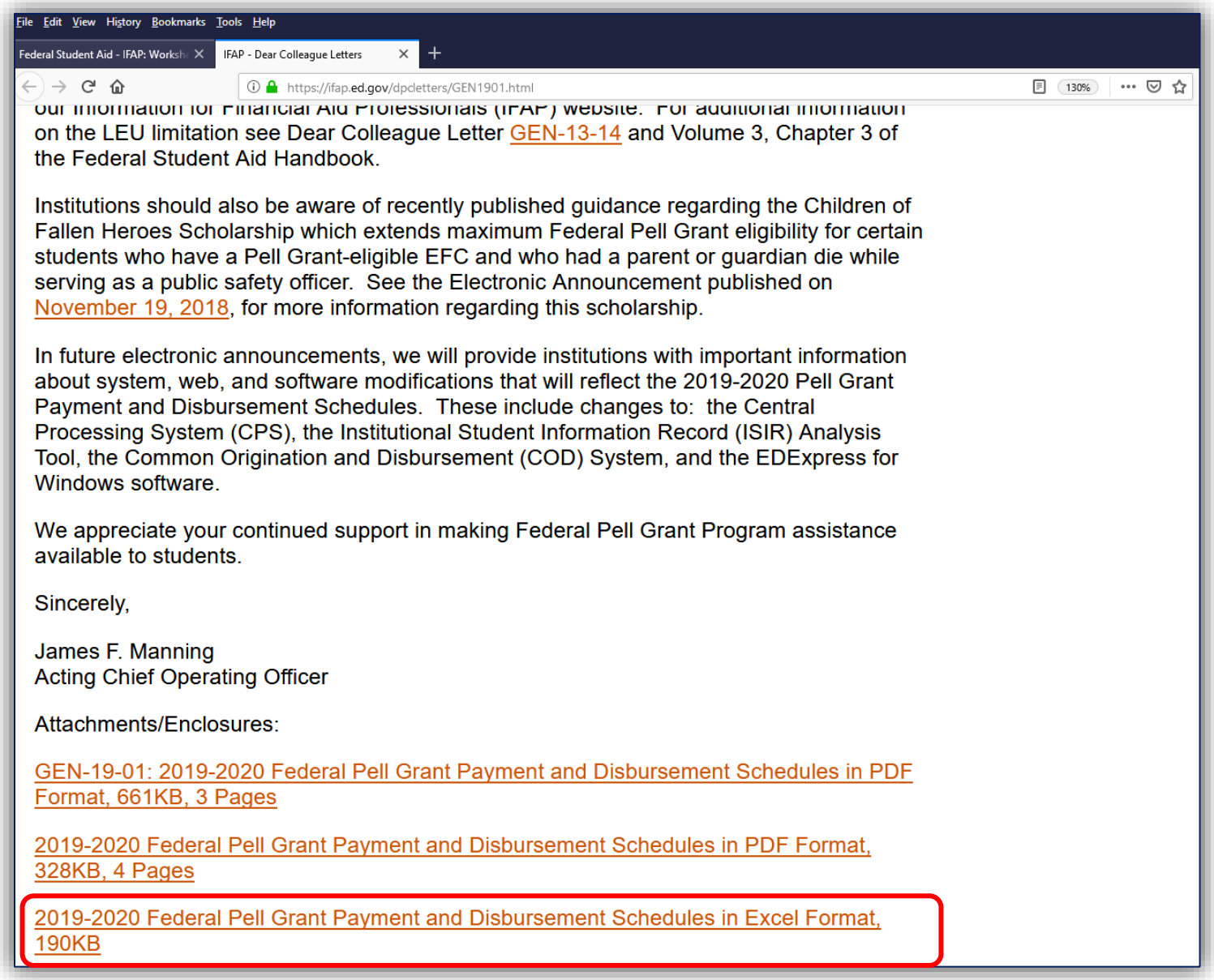
Download the newest Federal Student Aid data

Step 2.1: Navigate to the Federal Student Aid website for Pell Grant Worksheets, Schedules, and Tables.
As of this publication, this page is at the following hyperlink: https://ifap.ed.gov/worksheets-schedules-tables.

Step 2.2: Click on the appropriate year.



Step 2.3: Scroll to the bottom of the page and download the Payment and Disbursement Schedules in Excel Format.



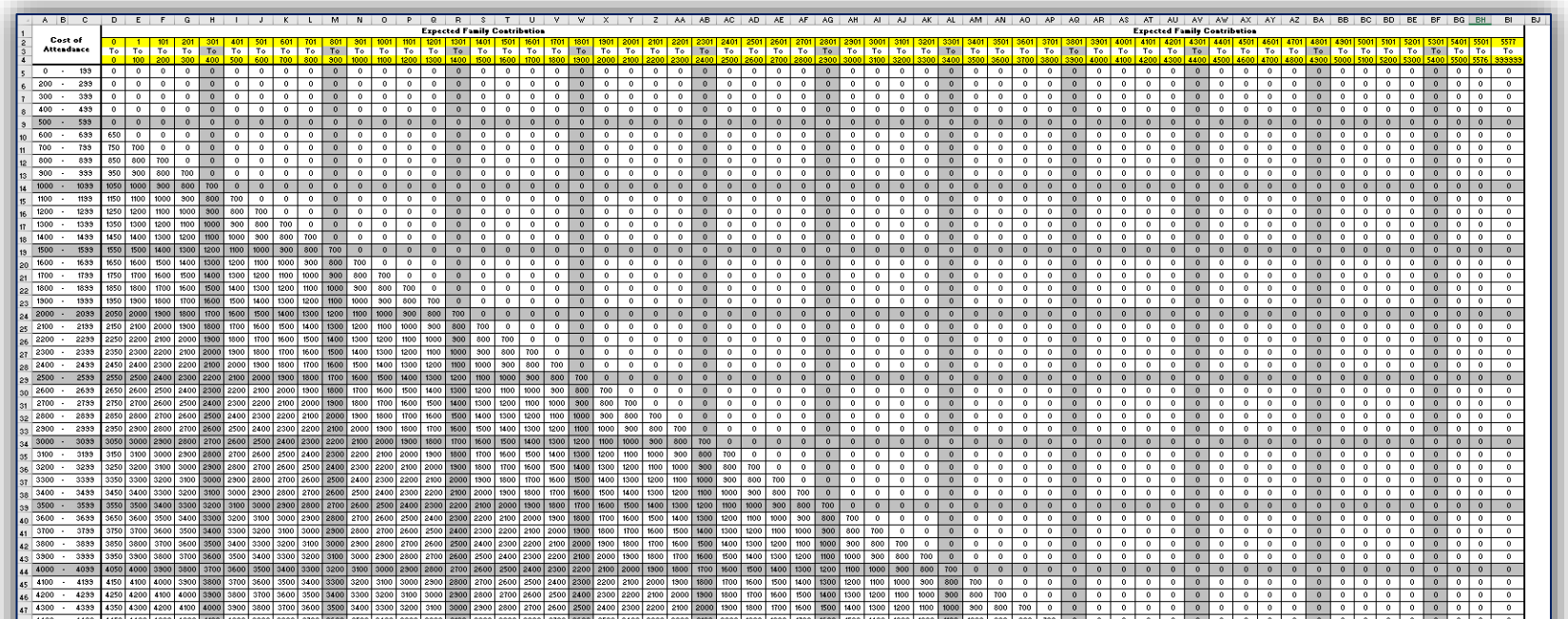
STEP 3

Transpose the relevant cells onto the Data sheet of the Pell calculator.

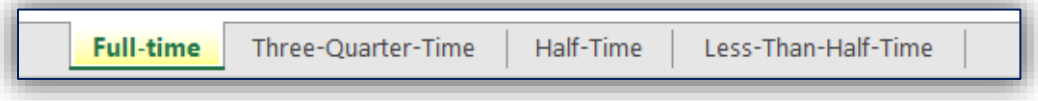
Note: In the Pell Payment Schedule file, only the cells highlighted in yellow below are relevant. This is because the full Pell schedule contains information for schools with Costs of Attendance (net costs for tuition, fees, rent, food, and other living expenses) ranging from $0 to an annual maximum (in 2019, this was $6,195). However, this Pell calculator simplifies the information to only show awards for the maximum cost of attendance, because most colleges allow students to receive Pell grants in accordance with the maximum cost of attendance.[1]

Step-by-step directions are included below, so it is not necessary to zoom in on the cells in this screenshot.

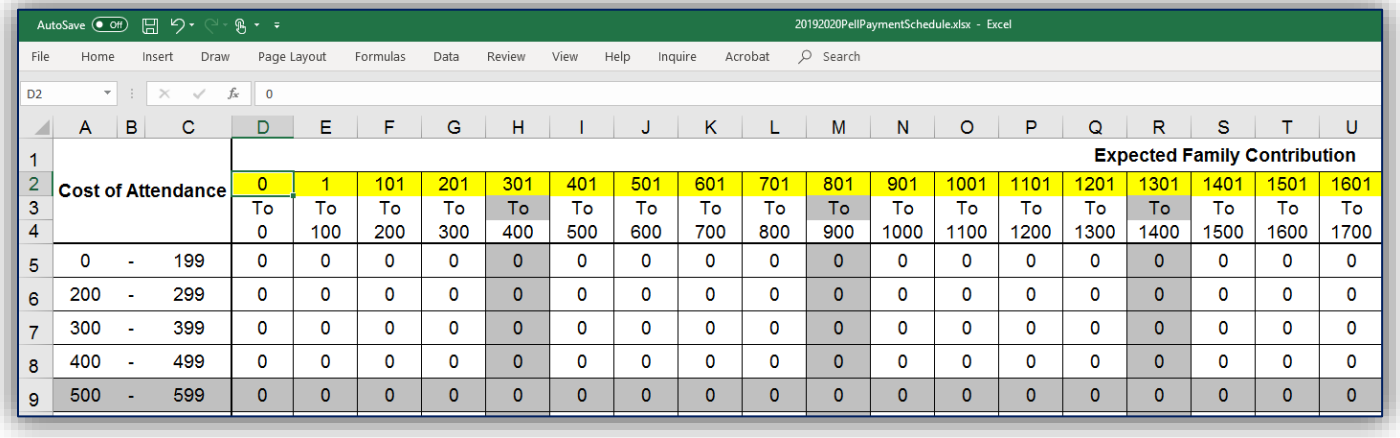
[1] All colleges in the EASE study exceeded the maximum cost of attendance. For reference, the average cost of attendance at public two-year colleges for the 2015-16 academic year was $9,939, while the Pell schedule's maximum cost of attendance was $5,775.



Step 3.1: Open the Pell Payment Schedule workbook to the “Full-time” sheet, as highlighted below.

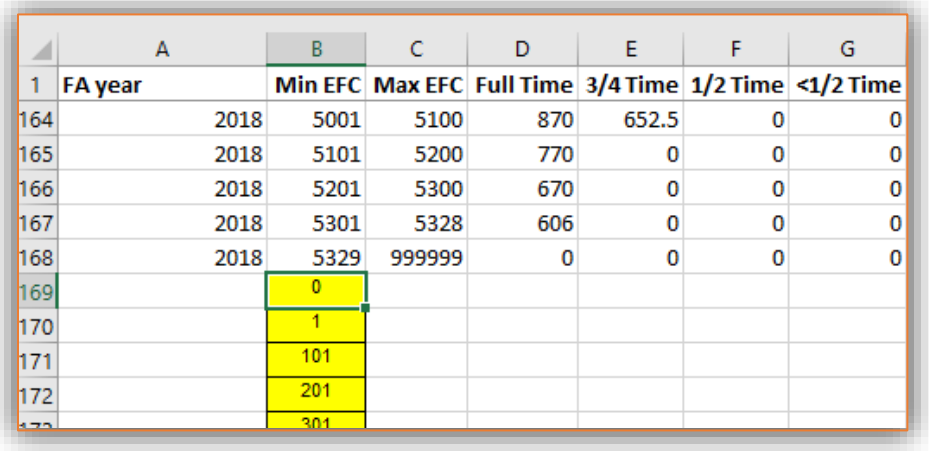


Copy the minimum EFC, highlighted in yellow. Although only columns D through U are included in the screenshot, it is important to copy the full row of data. In the 2019-2020 workbook, this includes columns D through BI.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																			Expected Family Contribution		
2	Cost of Attendance			0	1	101	201	301	401	501	601	701	801	901	1001	1101	1201	1301	1401	1501	1601
3				To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To
4				0	100	200	300	400	500	600	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700
5	0	-	199	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	200	-	299	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	300	-	399	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	400	-	499	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	500	-	599	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Navigate to the Data sheet in the Pell calculator and select the first blank cell under “Min EFC.” Paste and transpose your new data here. You can complete this by right-clicking on the selected cell and choosing the “Transpose” icon under “Paste Options.” The first few cells should match the screenshot below.



	A	B	C	D	E	F	G
1	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
164	2018	5001	5100	870	652.5	0	0
165	2018	5101	5200	770	0	0	0
166	2018	5201	5300	670	0	0	0
167	2018	5301	5328	606	0	0	0
168	2018	5329	999999	0	0	0	0
169		0					
170		1					
171		101					
172		201					
173		301					

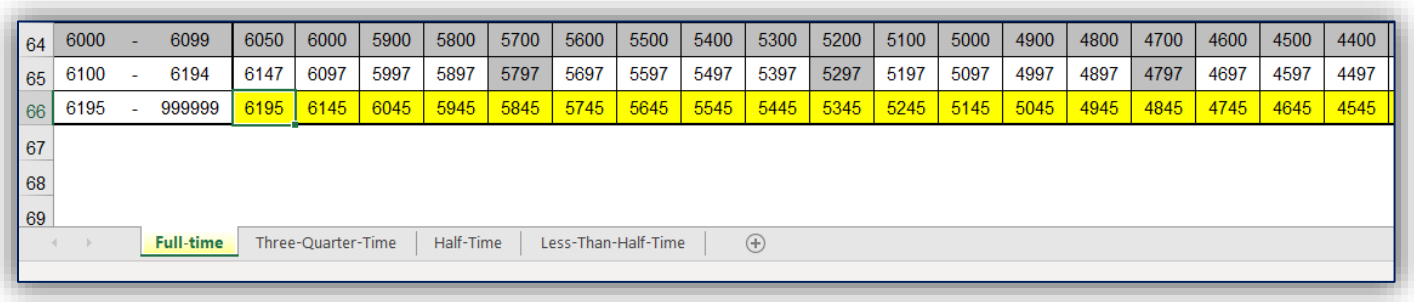
Step 3.2: Navigate back to “Full-time” sheet in the Pell Payment Schedule file and copy the maximum EFC row, shown in the screenshot below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																			Expected Family Contribution		
2	Cost of Attendance			0	1	101	201	301	401	501	601	701	801	901	1001	1101	1201	1301	1401	1501	1601
3				To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To	To
4				0	100	200	300	400	500	600	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700
5	0	-	199	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	200	-	299	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	300	-	399	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	400	-	499	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	500	-	599	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Paste and transpose these data into column C of the Data sheet in the Pell calculator. The first few cells should reflect the screenshot below.

	A	B	C	D	E	F	G
1	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
164	2018	5001	5100	870	652.5	0	0
165	2018	5101	5200	770	0	0	0
166	2018	5201	5300	670	0	0	0
167	2018	5301	5328	606	0	0	0
168	2018	5329	999999	0	0	0	0
169		0	0				
170		1	100				
171		101	200				
172		201	300				

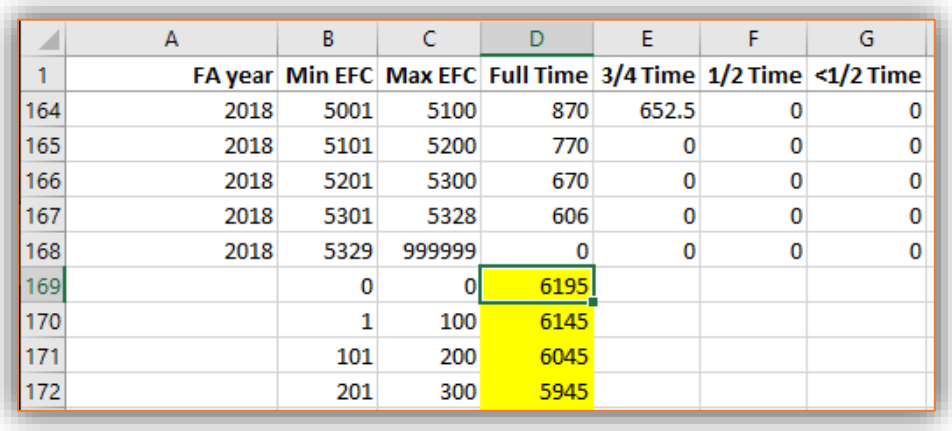
Step 3.3: Navigate to the “Full-time” sheet in the Pell Payment Schedule file. Scroll to the bottom of the sheet. Copy the very bottom row, corresponding to maximum cost of attendance, highlighted below.



64	6000	-	6099	6050	6000	5900	5800	5700	5600	5500	5400	5300	5200	5100	5000	4900	4800	4700	4600	4500	4400
65	6100	-	6194	6147	6097	5997	5897	5797	5697	5597	5497	5397	5297	5197	5097	4997	4897	4797	4697	4597	4497
66	6195	-	999999	6195	6145	6045	5945	5845	5745	5645	5545	5445	5345	5245	5145	5045	4945	4845	4745	4645	4545
67																					
68																					
69																					

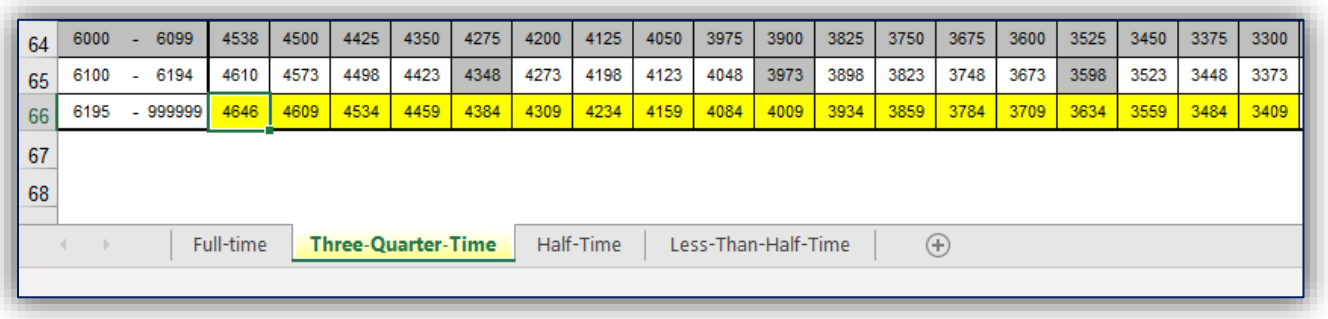
Full-time | Three-Quarter-Time | Half-Time | Less-Than-Half-Time

Paste/transpose this row into the “Full Time” column of the Data sheet (Column D) in the Pell calculator.



	A	B	C	D	E	F	G
1	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
164	2018	5001	5100	870	652.5	0	0
165	2018	5101	5200	770	0	0	0
166	2018	5201	5300	670	0	0	0
167	2018	5301	5328	606	0	0	0
168	2018	5329	999999	0	0	0	0
169		0	0	6195			
170		1	100	6145			
171		101	200	6045			
172		201	300	5945			

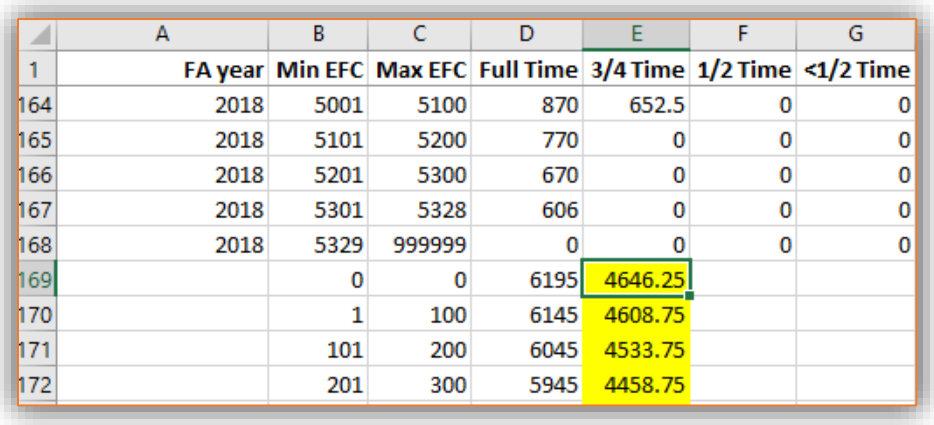
Step 3.4: Navigate to the “Three-Quarter-Time” sheet in the Pell Payment Schedule file. Again, copy the very bottom row.



64	6000 - 6099	4538	4500	4425	4350	4275	4200	4125	4050	3975	3900	3825	3750	3675	3600	3525	3450	3375	3300
65	6100 - 6194	4610	4573	4498	4423	4348	4273	4198	4123	4048	3973	3898	3823	3748	3673	3598	3523	3448	3373
66	6195 - 999999	4646	4609	4534	4459	4384	4309	4234	4159	4084	4009	3934	3859	3784	3709	3634	3559	3484	3409
67																			
68																			

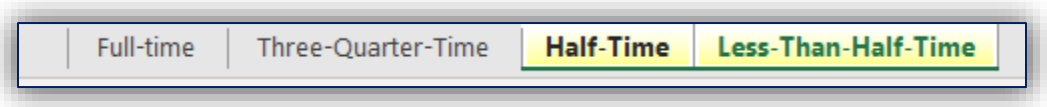
Full-time | Three-Quarter-Time | Half-Time | Less-Than-Half-Time

Paste it into the “3/4 Time” column of the Data sheet (Column E) of the Pell calculator.



	A	B	C	D	E	F	G
1	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
164	2018	5001	5100	870	652.5	0	0
165	2018	5101	5200	770	0	0	0
166	2018	5201	5300	670	0	0	0
167	2018	5301	5328	606	0	0	0
168	2018	5329	999999	0	0	0	0
169		0	0	6195	4646.25		
170		1	100	6145	4608.75		
171		101	200	6045	4533.75		
172		201	300	5945	4458.75		

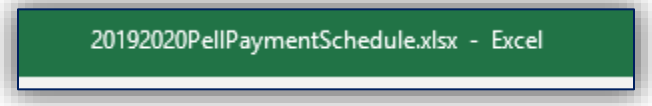
Steps 3.5 and **3.6**: Repeat this process for the “Half-Time” and “Less-Than-Half-Time” sheets in the Pell Payment Schedule file. Paste and transpose the rows into columns F and G, respectively. The destination cells should reflect the highlighted cells below.



	A	B	C	D	E	F	G
1	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
164	2018	5001	5100	870	652.5	0	0
165	2018	5101	5200	770	0	0	0
166	2018	5201	5300	670	0	0	0
167	2018	5301	5328	606	0	0	0
168	2018	5329	999999	0	0	0	0
169		0	0	6195	4646.25	3097.5	1548.75
170		1	100	6145	4608.75	3072.5	1536.25
171		101	200	6045	4533.75	3022.5	1511.25
172		201	300	5945	4458.75	2972.5	1486.25
173		301	400	5845	4383.75	2922.5	1461.25
174		401	500	5745	4308.75	2872.5	1436.25
175		501	600	5645	4233.75	2822.5	1411.25
176		601	700	5545	4158.75	2772.5	1386.25

STEP 4

Complete your Data worksheet in the Pell calculator by filling in the financial aid year. For the calculator to work correctly, you must include only the first year of the financial aid year. For example, the 2019-2020 payment schedule should be abbreviated as "2019."

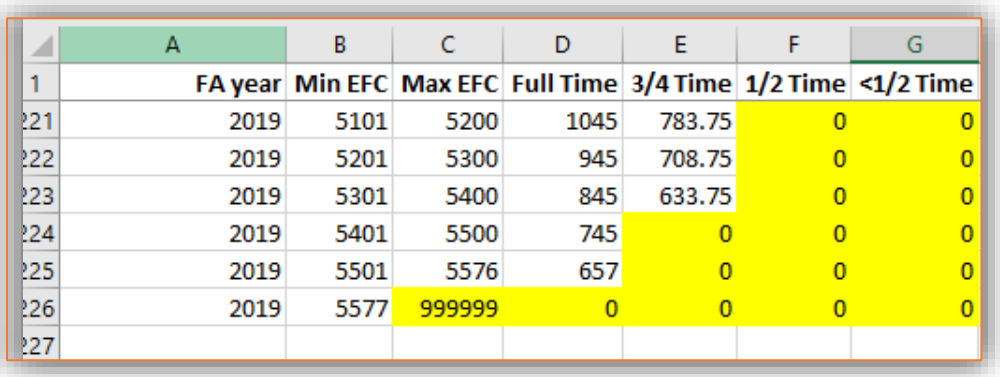


	A	B	C	D	E	F	G
3	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
166	2018	5001	5100	870	652.5	0	0
167	2018	5101	5200	770	0	0	0
168	2018	5201	5300	670	0	0	0
169	2018	5301	5328	606	0	0	0
170	2018	5329	999999	0	0	0	0
171	2019	0	0	6195	4646.25	3097.5	1548.75
172	2019	1	100	6145	4608.75	3072.5	1536.25
173	2019	101	200	6045	4533.75	3022.5	1511.25
174	2019	201	300	5945	4458.75	2972.5	1486.25
175	2019	301	400	5845	4383.75	2922.5	1461.25
176	2019	401	500	5745	4308.75	2872.5	1436.25
177	2019	501	600	5645	4233.75	2822.5	1411.25
178	2019	601	700	5545	4158.75	2772.5	1386.25
179	2019	701	800	5445	4083.75	2722.5	1361.25
180	2019	801	900	5345	4008.75	2672.5	1336.25
181	2019	901	1000	5245	3933.75	2622.5	1311.25
182	2019	1001	1100	5145	3858.75	2572.5	1286.25
183	2019	1101	1200	5045	3783.75	2522.5	1261.25

STEP 5

Run checks to confirm your Data spreadsheet is complete:

- ☐ **Max EFC:** The maximum EFC in the last row should be 999999.
- ☐ **Pell award of $0 for Full Time:** The Pell award for Full Time students in the last row should be $0.
- ☐ **Pell awards of $0 for other groups:** The columns for "< 1/2 Time", "1/2 Time", and "3/4 Time" should show $0 in the last few rows.



	A	B	C	D	E	F	G
1	FA year	Min EFC	Max EFC	Full Time	3/4 Time	1/2 Time	<1/2 Time
221	2019	5101	5200	1045	783.75	0	0
222	2019	5201	5300	945	708.75	0	0
223	2019	5301	5400	845	633.75	0	0
224	2019	5401	5500	745	0	0	0
225	2019	5501	5576	657	0	0	0
226	2019	5577	999999	0	0	0	0
227							

APPENDIX

The table below summarizes how the 2019 - 2020 Pell Payment Schedule data were transposed into the Pell calculator workbook.

Origin in the 2019 Federal workbook		Destination in Pell Calculator	
Sheet	**Cells**	**Sheet and column**	**Column heading**
Full-time	D2:BI2	Data column B	Min EFC
Full-time	D4:BI4	Data column C	Max EFC
Full-time	D66:BI66	Data column D	Full time
Three-Quarter-Time	D66:BI66	Data column E	3/4 time
Half-Time	D66:BI66	Data column F	1/2 time
Less-Than-Half-Time	D66:BI66	Data column G	<1/2 time