

Honorably Discharged Graduate Assistance Program (HDGAP) Allocation Request Instructions

To access the HDGAP Allocation Request screen, visit www.FloridaStudentFinancialAidsg.org, and login using your login credentials, then select Allocation/Reallocation Request within the Postsecondary Institutions menu.

HDGAP Allocation Request Screen

The HDGAP Allocation Request screen will display your institution (DOE/OSFA) code and institution name.

Follow the instructions below:

1. Select HDGAP from Program drop-down menu.
2. Select 2025-26 from Academic Year drop-down menu.
3. Select the Term of the requested funds.
4. Select **Search**.
5. Indicate if you will participate in the HDGAP by checking **Yes** or **No**.
 - a. If **No**, no additional information is required.
 - b. If **Yes**, provide all other requested information.
6. Select **Submit** and **Continue** to approve confirmation.
7. The following message will appear: "Form Successfully Submitted."

The screenshot shows the 'Florida Student Scholarship Grant Programs' website. The header includes the OSFA logo and navigation links for HOME and POSTSECONDARY INSTITUTIONS. The main section is titled 'ALLOCATION OR REALLOCATION REQUESTS'. Below this, there are dropdown menus for 'Inst Code', 'Inst Name', 'Program' (set to HDGAP), 'Acad Yr', and 'Term' (set to 1). A 'Search' button is present. The main form area is titled 'HONORABLY DISCHARGED GRADUATE ASSISTANCE PROGRAM ALLOCATION REQUEST'. It contains two questions: '1. * Will you participate this year?' with radio buttons for Yes and No, and '2. How many active duty or honorably discharged members of the Armed Forces, who served on or after September 11, 2001, are enrolled at your institution?'. Below these is a 'Request Amount' section with a table. The table has columns for 'Living Expenses', 'Number of Participating Students', 'Average Daily Per Diem', 'Total Number of Days', and 'Total Request Amount'. The 'Total Request Amount' is calculated as \$0.00. A 'Submit' button is at the bottom.

Living Expenses:	Number of Participating Students	Average Daily Per Diem	Total Number of Days	Total Request Amount
		\$	x	= \$0.00

Note:

- The "Total Number of Days" field should include the total number of days for all students you plan to award. For example, if you have 25 eligible students and each of them are eligible for 15 days, then you should enter 375 for the Total Number of Days.
- Please ensure the Total Request Amount is correct. This is a calculated field based on the information provided.
- Allocations will be determined after the deadline.