Honorably Discharged Graduate Assistance Program (HDGAP)
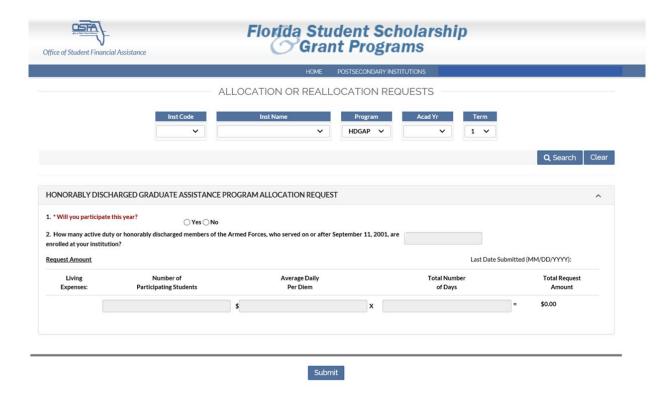# Allocation Request Instructions

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.

<u>HDGAP Allocation Request Screen</u>

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."

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.