



Policy Name	Participant Support Costs
Policy Number	12000.007
Effective Date	January 5, 2016
Administrative Division	Research and Federal Relations
Unit	Grants and Contracts

1.0 Policy Statement

Any costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees for conferences, meetings, symposiums, or training projects are classified as participant support costs. These costs are not subject to indirect cost recovery and must be specifically identified in the budget proposal and award notice. Requests to re-budget these specific budget items must be approved by the awarding agency.

2.0 Purpose

This policy is designed to outline the University's policy in accordance with [Uniform Guidance code §200.75](#) and [§200.456](#) to ensure that sponsor regulations related to participant support costs are applied.

3.0 Definitions

- 3.1 Participant Support Cost – Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.
- 3.2 Participant - An individual who is a recipient of a service or training session in a workshop, conference, seminar, symposium or other information sharing activity funded by an external grant or award.

4.0 Additional Information

- 4.1 Payments issued to speakers or to faculty and staff are not considered participant support costs.
- 4.2 Participant Cost account codes are excluded from the indirect cost base.
- 4.3 Participant Support Cost is restricted and cannot be re-budgeted without prior approval from the awarding agency.
- 4.4 The National Science Foundation specific restrictions and guidance on Participant Support Costs, which serves as the basis of this policy, will apply to all participant support cost budgets for all sponsored programs, unless otherwise specified in the award notice.
- 4.5 A participant is not required to perform work or services for the benefit of the program.

4.6 The participant is not required to deliver anything or provide services to the University.

4.7 Travel expenses for the principal investigator or staff are not recorded as participant support cost.

5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.

Certification of Policy Approval

This policy is hereby approved as the University official policy on the subject of Participant Support Costs and should be used as the appropriate source for guidance and adherence of this subject. All previous policies on this subject are rescinded.

Jack A. Moore
Department Head

4/18/2016
Date

[Signature]
Legal Counsel

4/19/16
Date

Carolyn M. Meyers
President

04.28.16
Date