



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Sec. V –SPONSORED RESEARCH 10.00

PARTICIPANT SUPPORT COSTS

UNIT POLICY -- DORED

A. DEFINITION/DESCRIPTION

Participant Support costs are defined in the Uniform Guidance (2 CFR§ 200.75) as 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. Participant Support costs are excluded from the Modified Total Direct Costs (MTDC) base for federal projects (2 CFR §200.68).

Participants are not required to provide deliverables to the University in return for support. Participants may include students, national scholars and scientists, private sector representatives, agency personnel, teachers and others who attend and participate in a formal meeting, conference, symposia, or training project.

B. PROCEDURES

When Participant Support costs are proposed in a budget, a detailed justification should describe the purpose for the costs and the way in which they will directly relate to the proposed project's scope of work. Upon receipt of an award that includes Participant Support costs, the Principal Investigator will be notified of the specific restrictions governing the expenditure of these funds. When an award provides funding for Participant Support, a separate Banner fund will be established in the University's financial system.

The Principal Investigator is responsible for reviewing project budget reports, transactions and source documents to ensure that the Participant Support funds are being expended according to federal regulations and the terms of the agreement.

Funds provided for Participant Support costs that are not spent cannot be re-budgeted for use in the other categories except with the prior written approval of the sponsor and the Vice Chancellor of Division of Research and Economic Development. Any unexpended Participant Support costs may be returned to the agency. Documentation in the form of a daily attendee sign-in sheet is required as a record of participant attendance at all conferences and meetings.

C. WHEN ARE PARTICIPANT SUPPORT COSTS ALLOWABLE

Participant Support costs are allowable when specifically identified in the funding announcement. To help defray the costs of personal maintenance while participating in a conference or training activity, participants may be paid a stipend, per diem or subsistence allowance based on the type and duration of the activity, as outlined in the pertinent program solicitation and in the grant.

D. A PARTICIPANT IS NOT

- An employee of NC A&T State University
- A student or project staff member receiving compensation directly or indirectly from the grant
- A research subject receiving incentive payments
- Required to perform work or services for the project or program.
- Required to deliver anything or provide any services to the university in return for the participant support

E. PARTICIPANT SUPPORT MAY INCLUDE THE FOLLOWING EXPENSES

- NC A&T State University tuition and registration fees if required to participate in the project.
- Stipends for housing and meals
- Travel costs when the sole purpose of the trip is to participate in the project activity
- Meals and incidentals when on travel status
- Training materials
- Materials and supplies
- Event support costs such as conference registration fees, lodging, and meal expenses paid directly to the event facility

F. THE FOLLOWING EXPENSES SHOULD NOT BE PROCESSED AS PARTICIPANT SUPPORT COSTS

- Travel for project PI or staff
- Travel for a consultant who is providing services to the university
- Entertainment and food for people who are not defined as participants
- Honoraria paid to a guest speaker or lecturer
- Incentive payment to encourage an individual to participate as a research subject
- Payments to an employer for costs related to sending an employee to participate in a training project
- Expenses related to meetings of an administrative nature that do not include participants

Approved by the Chancellor

Date policy is effective: upon approval

First approved: April 24, 2017

Revised: August 14, 2017