



POLICY STATEMENT

Agencies may fund a project whose objective is to sponsor outreach programs which bring together experts to discuss research, educational findings or to expose researchers and students to new teaching and research techniques. To cover the associated costs, the sponsor may include a category of expenses generally referred to as participant support costs. Wages or other amounts paid to employees in their normal role, monies paid to presenters or those participating in a study must not be classified as Participant Support Costs. This policy sets forth the unique requirements that apply to participant support costs.

Funds labeled by the sponsor as "participant support costs" are those costs paid to (or on behalf of) participants in meetings, conferences, symposia, and workshops, if allowed in the award budget. Participant support costs may include but are not limited to:

1. Registration fees
2. Travel allowances
3. Manuals and supplies
4. Tuition
5. Stipends
6. Costs associated with supporting the cost of attendance at such events.

Participant support costs are generally granted for specific projects awarded by the National Science Foundation ("NSF") and the Department of Education ("ED"), and are often subject to special sponsor regulations. For example, NSF and ED regulations indicate that they:

1. Do not allow re-budgeting from the participant support cost category into other categories without prior approval.
2. Do not allow the University to apply Facilities & Administrative ("F&A") cost to participant support costs.
3. Require the University to return any unexpended participant support costs to them.
4. Are often associated with special programs such as Research Experience for Undergraduates ("REU") and Research Experiences for Teachers ("RET") on National Science Foundation grants.

When a sponsored project includes participant support costs, the principal investigator and his/her administrative support personnel are required to be familiar with the specific requirements as set forth by the sponsor, and to insure compliance with those requirements. Evidence of attendance by participants, in the form of a daily log or similar documentation, must be maintained within the project's records. For further information on participant support costs,

and NSF proposals for conferences, symposia and workshops that support participant support costs, please refer to NSF's [Grants Proposal Guide, Chapter II, sections C.2.g.\(v\) and D.7, respectively](#).