

FLORIDA STATE UNIVERSITY

Policy on Participant Support Costs

Effective: May 15, 2006

Purpose

The purpose of this policy is to comply with federal regulations, ensuring that funds provided for participant costs are separately accounted for, and expended for appropriate and intended objectives.

Background

Participant support is provided by a number of federal agencies and other sponsors. The National Science Foundation has the most restrictive policies governing the budgeting, expending and reporting of these funds. Therefore, this policy is based on NSF requirements.

In general, *participants or trainees (but not employees)* are the recipients of a service or training provided at a workshop, conference, seminar, symposium, or other short-term instructional or information sharing activity. Participants may include students, national scholars and scientists, private sector representatives, agency personnel, teachers, and others who attend and participate in the conference, workshop or training activity.

Participant supports costs are defined 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 meetings, conferences, symposia, or training projects.

**A payment made to an individual to provide for the participant's expenses during the period of the training or other activities. A stipend is not considered compensation for services normally expected of an employee.*

Policy (Adopted from NSF Grant Policy Manual 05-131. July 2005, Section 618.1)

Funds provided for participant support may not be used by the University for other categories of expense without the specific prior written approval of the sponsor. Therefore, the University will set up a project budget for participant support costs separately from other funds awarded by the sponsor.

Participant support allowances may not be paid to trainees who are receiving compensation, either directly or indirectly, from other Federal government sources while participating in the project. A non-NSF Federal employee may receive participant support allowances from grant funds provided there is no duplication of funding of items, and provided no single item of participant cost is divided between his/her parent agency and NSF grant funds. Local attendees may participate in conference meals and coffee breaks; however, grant funds may not be used to pay per diem or similar expenses for these participants.

Participant support costs provided by sponsors other than NSF will follow the same requirements as specified in this policy unless an award specifies otherwise.