Reason for Procedure

The purpose of this procedure is to document the University's established practices and 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, state and private agencies, as well as, other sponsors. In general, participants or trainees (but not employees) are the recipients of 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 support costs are defined by 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.

Procedure

Principal Investigators must clearly request and justify participant support costs in proposal budgets. As referenced in the National Institutes of Health (NIH) Grants Policy Statement and National Science Foundation (NSF) Proposal and Award Policies and Procedures Guide, Participant Support Costs are only allowable when identified in the specific Funding Opportunity Announcement (FOA) for NIH and prior NSF approval is required for additional categories of participant support costs other than those described in 2 CFR 200.75.

When an award with a budgeted line-item for participant support costs is received by the University of Connecticut, OVPR SPS will establish a separate account in the Kuali Financial System (KFS) that ties to the primary sponsored program award number in KFS. The project budget for participant support is established separately within its own account in order to specifically track and report participant support costs and expenses in accordance with sponsor requirements.

- Funds provided for participant support may not be used for other categories of expense (rebudgeted) without the specific prior written approval of 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.

Contact

For additional information on this procedure, please contact:

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1 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.