

Office/Contact: Grants and Contracts Administration

Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; OMB Circular A-21, pt. C (revised May 10, 2004); NSF Proposal & Award Policies & Procedures Guide NSF 417 (Jan. 30, 2017), at 226

Link: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

[https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A21/a21\\_2004.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A21/a21_2004.pdf)

[https://www.nsf.gov/pubs/policydocs/pappg17\\_1/nsf17\\_1.pdf](https://www.nsf.gov/pubs/policydocs/pappg17_1/nsf17_1.pdf)

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SOUTH DAKOTA STATE UNIVERSITY  
Policy and Procedure Manual

SUBJECT: Participant Support Costs Sponsored Project

NUMBER: 5:30

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1. Purpose

The purpose of this policy is to ensure compliance with sponsor regulations and ensure that funds provided for participant support costs (PSC) are accounted for according to the sponsor's terms, seminar, symposium, information sharing activity, or instructional activity that is funded with federal or other funding. A participant may not be a University employee. PSC are allowable with prior approval of the federal awarding agency (2 CFR 200.456)

b. Non-Participant A non-participant includes the following

- i. An employee of the University
- ii. A student or project staff member receiving compensation directly or indirectly from the Sponsored Project
- iii. A research subject receiving incentive payments;
- iv. A guest speaker or lecturer receiving an honorarium
- v. A collaborator on Sponsored Project, or
- vi. A recipient of any compensation from any other federal government source while participating in the project.

c. Participant Support Costs ("PSC"): Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participant trainees (but not employees) in connection with conferences or training projects (2 CFR 200.75)

d. Sponsored Project: an activity funded by a University entity requiring the University, by written agreement, to conduct certain work under a set schedule, and a set budget, typically for the purpose of supporting research, instruction or public service



#### 4. Procedures

##### a. Budgeting for Participant Support Costs at the Pre-Award Stage

- i. When PSC can be included in a proposal budget, PI/PO will list all costs for stipends, subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees as a separate category in the budget. A detailed budget justification that describes the purpose for the costs and the way in which they will directly benefit the proposed project's scope of work ("specified, itemized and justified" costs) will need to be provided. This includes specifying the number of participants to be supported.

##### b. Identifying and Accounting for Participant Support Costs

- i. When an award is received by the Office of Grants and Contract Administration ("GCA") for project/fund set up, GCA typically will

5. Responsible Administrator

The Director of Grants and Contracts Administration or designee is responsible for annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 11/06/2018.