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# What are Participant Costs?

# What are Participant Costs?

- Defined by 2 CFR 200.75 and 200.456 as stipend allowances, tuition allowances, and registration fees in connection with conferences or training projects (except NIH training grants).
- Restricted budget category frequently used on NSF (National Science Foundation) awards.
- Not the same as incentives or human subject costs used in clinical trials or research projects.
- Not to be used for courses or conferences that are expected to produce a deliverable or scope of work.

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# What Projects have Participant Costs?

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# What Projects have Participant Costs?

- Research Experiences for Undergraduates (REU)
- Research Experiences for Teachers (RET)
- National Research Traineeship (NRT)

- Research Training Groups (RTG) in Mathematical Sciences
- Integrative Graduate Education and Research Traineeship Program (IGERT)

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# Who is a Participant

# Who is a Participant?

- Recipient of training associated with a workshop, conference, seminar, symposium or other short-term instructional/information sharing activity.
- Student, scholar, scientist from another institution, private sector employees, teachers, state/local employees.

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# Who is Not a Participant

# Who is Not a Participant?

- Paid Interns
- Employees of the University
- Anyone who is providing a service to the project

# Stipend vs. Participant Cost

# Stipend vs. Participant Cost

- Stipends are for services provided and a scope of the project's work is performed
- Participant costs are where no services or scope of work is performed, and the participant **cannot** be an employee.

# Types of Participant Support

# Stipend

- A stipend is a set amount of money to be paid directly to the participant in connection with a short-term training activity.
- Short-term means the appointment period approved by the sponsor.
- Individuals receiving stipends under participant support costs must be paid as a recipient and not an employee.

# Travel

- Includes the costs of transportation and associated costs
- Must follow sponsor guidelines (e.g., US flag carrier, coach class, most direct route) as well as USC's travel policies and guidelines.
- The sole purpose of the trip must be to participate in the conference or training activity. If a training activity involves field trips, the cost of transportation for participants may be allowable.

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# Subsistence Allowance

- Housing and per diem expenses necessary for the individual to participate in the conference or training activity are generally allowed, provided these expenses are reasonable and limited to the days of attendance.
- Includes registration fees.
- Although they may participate in meals and snacks provided at the meeting or conference, participants who live in the local area are not entitled to subsistence payments.

# Fees

- The fees paid by or on behalf of a participant in connection with meetings, conferences, symposia, or training projects are generally allowable costs.
- May include laboratory fees, and passport or visa fees for foreign participants.

# Other

- Training materials, printing costs for presentation materials to be distributed at a conference, laboratory supplies and services that can be tied to specific participants.
- Supplies for participants are allowable, but general conference supplies must be charged to a non-participant support account.

# Non-Participant Support Costs

# Non-Participant Support Costs

These costs cannot be included in participant support costs:

- Incentives
- Prizes
- Gifts
- Honorarium
- Subawards
- Reimbursements to employers (public school system) for sending their employees to a workshop
- Collaborator costs

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# Participant Cost Codes vs. Stipend Codes

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# Participant Cost Codes vs. Stipend Codes

| Description | Current Account |
|---|---|
| PARTICIPANT BOOK ALLOWANCE | 54500 |
| PARTICIPANT TUITION AND FEES | 54520 |
| PARTICIPANT STIPEND | 54536 |
| PARTICIPANT TRAVEL | 54541 |
| PARTICIPANT HOUSING | 54560 |

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# How to Request Payment for Participant Costs

# How to Request Payment for Participant Costs

- Stipends to students are paid via Accounts Payable. A student must be set up as a supplier in Peoplesoft. The payment request must include a Stipend Payment Form (found on the Controller's webpage). Use the Student Payment Method Decision Tree, if any questions.
- Participant travel
  - ✓ Use Student/Non-Employee Travel Authorization and Travel Voucher and account code 54541
  - ✓ Use Department Travel Card and account code 54541
- Participant housing, medical, materials (reportable) can be processed via payment requests or expense reports, using appropriate account codes
- Fellowships are processed using the Graduate Fellowship Form. These funds will cover any expenses on the student's bill.

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# Documentation

# Documentation

- NSF specifically lists participant support costs in their NOAs. Other sponsors may not be as specific.
- Very important to maintain all communication and documentation that would support the inclusion of participant support costs on a project.
- Auditors will specifically review the participant support costs on projects to determine whether they were a true participant, and it was allowed on the award.

# Demonstration

- Where to find participant costs on the Grant Dashboard

- How to create a stipend

- How to create a fellowship

- Create a Student/Non-Employee TA and how to select the correct account code

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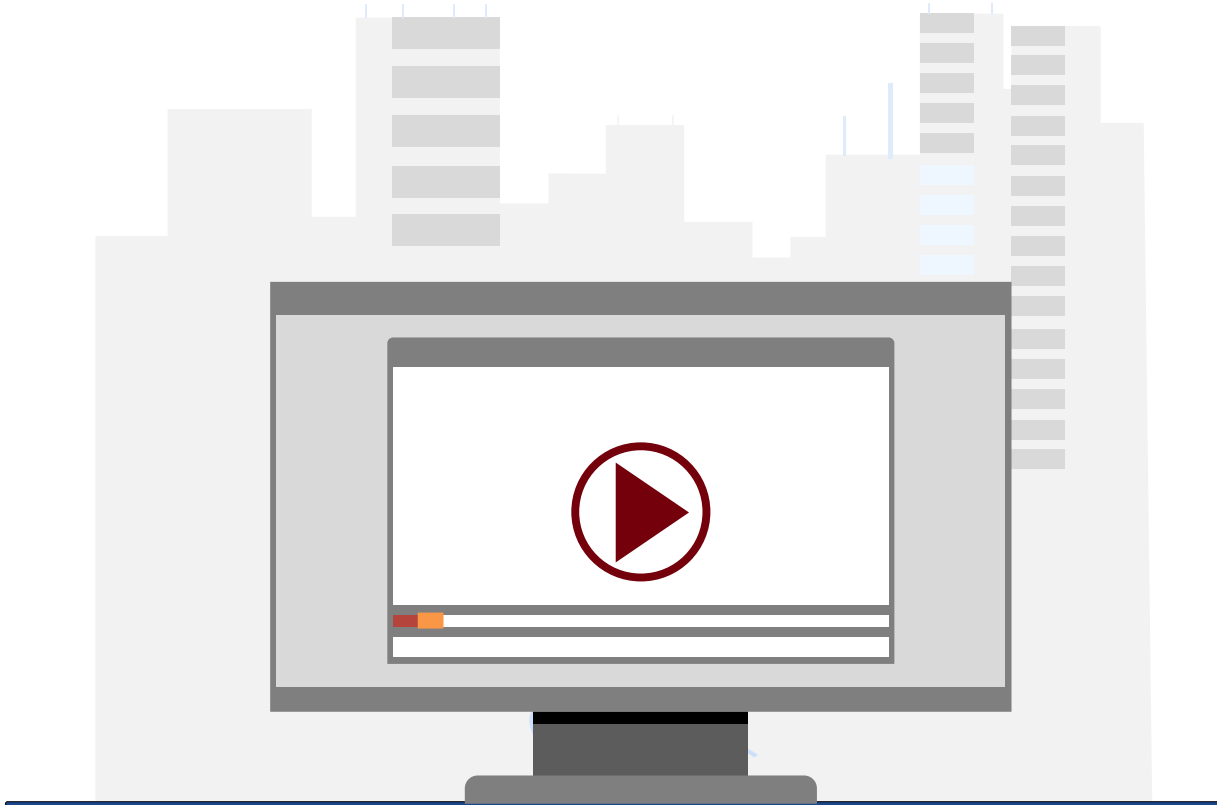
# Resources and Contacts

# Available Resources

**Visit the Controller's Office website for the following resources:**

- In the Payment Request and Payments to Individuals sections on our Accounts Payable page , you will find the Stipend Form, Stipend Payment Form, and Student Payment Method Decision Tree

**Visit the Financial Aid and Scholarships page:**

- Graduate Fellowship Form

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# Our Grant Administration Team

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# Questions