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**POLICY TITLE:** Participant Support

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**POLICY PURPOSE:** This policy sets forth Fort Hays State University's (FHSU) guidelines for participant support costs on externally funded sponsored projects.

**BACKGROUND:**

**APPLIES TO:** Project Directors, Principal Investigators (PI); relevant academic departments, Office of Scholarship and Sponsored Projects (OSSP) and the Grant Accountant.

**DEFINITIONS:** Participant Support Costs: 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.

**CONTENTS:** Participant support costs cannot be used for employees. Employees are compensated through the University's payroll and reimbursed for travel expenses following the University's travel guidelines.

Funds provided for participant support may not be used by grantees for other categories of expense without the specific prior written approval of the granting agency. Therefore, participant support costs are tracked by being coded separately in the University's financial system.

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 Federal employee may receive participant support allowances from grant funds provided there is no duplication of funding of parent agency and federal grant funds.

To help defray costs while participating in a conference or training activity, participants may be reimbursed actual expenses for lodging and meals with provided itemized receipts or per diem with departure and arrival times provided. Other reimbursable expenses include airfare with an itinerary provided, registration fees, and mileage using the state allowed rates. Actual fuel receipts will not be reimbursed. Such allowances must be in conformance with FHSU's travel guidelines available at [www.fhsu.edu/bus\\_off/travel/](http://www.fhsu.edu/bus_off/travel/) and limited to the days of attendance at the conference plus the actual travel time required to reach the conference location by the most direct route available. In training activities that involve field trips, costs of transportation of participants are allowable.

If a participant is receiving college credit for a workshop, and the registration fees are being paid by the grant, those fees will be coded as a scholarship and reported to FHSU's Financial Aid Office.

Participants may not be paid stipends just to attend a training event.

Participant support costs are not included as part of the indirect cost calculation.

Expenses required or allowed by the granting agency not normally allowed by the State may be paid.

#### Principal Investigator(s) Responsibilities

- Request account for grant
- Review expenditures for accuracy
- Obtain participant selection documentation
- Obtain participant completion documentation
- Obtain participant travel documentation
- Requests prior approval for rebudgeting between costs categories

#### Grants Accountant Responsibilities

- Set up grant account
- Maintain participant selection documentation
- Maintain participant completion documentation
- Maintain participant travel documentation
- Submit invoices to granting agency for reimbursement of allowable expenses

#### **POLICY STATEMENT:**

FHSU requires that participant support costs be tracked by both the Principal Investigator and Grant Accountant to meet granting agencies' requirements.

#### **EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

#### **RELATED DOCUMENTS:**

**Policies:**

**Forms:**

**Other:**

#### **KEYWORDS:**

Principal Investigator, Grant Accountant, Grant, Participant Support, Externally Funded Sponsored Projects, Participant Support Costs, Participant Support Allowances, Principal Investigator(s) Responsibilities,

Grants Accountant Responsibilities, Scholarship, Financial Aid Office

**RESPONSIBLE OFFICE:**

OSSP, Grants Accountant, Principal Investigators and departmental staff

**RESPONSIBLE UNIVERSITY OFFICIAL:**

Vice President for Administration and Finance

**ORIGINATION DATE:** 10/10/12

**REVIEW CYCLE:** Every 3 years

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**POLICY ADDRESS:**

**LAST APPROVED ON:**

Adopted by President's Cabinet 11/7/2012

Adopted by ISM

**REVIEW/CHANGE HISTORY:**

**NEXT REVIEW DATE:** 10/2018