

GUIDANCE MEMO NO. 12-23



Research, Grants and Contracts

DATE: June 8, 2023

TO: NKU Faculty & Staff

SUBJECT: Participant Support *CH*

Purpose: This guidance provides the definition and additional details related to participant support costs allowed within grant and contract proposals under the Uniform Guidance regulations. (*Sponsoring agencies may also have a specific definition for participant support costs. Please refer to funding agency guidelines in those instances*).

Background: Participant support costs are 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, as defined in [CFR Title 2 Part 200.1](#).

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. Employees of NKU are not to be considered a “participant” for this purpose.

Typically, participant support costs may include stipends, subsistence allowances, travel allowances and other allowances associated directly to costs for participant-related items only.

- *Stipend and Subsistence:* To help defray the costs of personal maintenance while participating in a conference or training activity, participants may be paid a stipend, per diem or subsistence allowance, based on the type and duration of the activity, as outlined in the pertinent program solicitation and in the grant. Such allowances must be reasonable, in conformance with the usual policy of the grantee organization 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.
- *Travel:* Travel costs of participants may be allowable as outlined in the pertinent program solicitation and in the grant
- *Other:* Other costs of participants may be allowable as long as those costs are directly attributable to the participant activities, i.e. training materials, tuition, workshop supplies, etc.

In most cases, funds requested for participant support services do not incur any indirect charges or F&A costs.

Action Requested: Principal Investigators are encouraged to discuss the need for any participant support funding with their assigned Grants Administrator during the proposal development stage and assure these costs are related to non-employee support for purposes as defined above.