

Business and Fiscal Affairs

AP 6312 PARTICIPANT SUPPORT COSTS

Purpose

The purpose of this administrative procedure is to comply with terms and conditions of the sponsoring agency and ensure that Participant support costs are budgeted and spent as planned.

What are Participant Support Costs?

Participant support costs (as defined by the National Science Foundation and Title 2 CFR 200.75) 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. An approval by the Federal Agency is necessary in order to incur Participant Support Costs under federally sponsored awards. The Participant Support Costs must be incurred during the project period and must be allowed by the sponsoring agency.

Participant support allowances may not be paid to participants or trainees who are receiving compensation, either directly or indirectly, from other Federal government sources while participating in the project.

Who is a participant?

A participant is a non-employee of the Chabot-Las Positas Community College District (CLPCCD). Participants may include students, national scholars and scientists, private sectors representatives, state or local agency personnel, and teachers.

Budgeting and Accounting for Participant Support Costs

Participant Support Costs are listed as a separate line item category within a separately budgeted fund number that is established by CLPCCD upon receipt of an award. In addition, an account code will be established by CLPCCD upon receipt of an award including Participant Support Costs since awardee organizations must account for participant support costs separately and will not be included in calculations of indirect cost recovery. The administering/grants department will ensure that the sponsor's terms and conditions are followed. Re-budgeting of Participant Support Costs to another budget line category will require the approval of the Federal agency.

Adopted: May 21, 2019