

# Participant Support Costs

Participant support costs are directly related to transportation, per diem, stipends and other related costs for participants or trainees (but NOT employees) in connection with NSF-sponsored conferences, meetings, symposia, training activities and workshops.

For some educational projects conducted at local school districts, the participants being trained are employees. In such cases, the cost must be classified as participant support if payment is made through a stipend or training allowance method. The school district must have an accounting mechanism in place to differentiate between regular salary and stipend payments, such as sub-account codes.

## How to include Participant Support Costs in a proposal:

- 1) The proposal must clearly define the number of participants and cost per participant. The number of participants must be entered in the parentheses on the proposal budget.
- 2) Participant Support Costs must be justified in the proposal's budget justification section.
- 3) Funds provided for participant support costs may not be used for anything else without prior written authorization from the cognizant NSF Program Officer. If authorization is not received, funds must be returned to NSF.
- 4) Participant Support Costs must be accounted for with a project number separate from the main project.
- 5) Participant Support Costs may not be paid to trainees who are receiving compensation, either directly or indirectly, from other Federal government sources while participating in the project.
- 6) Research Experiences for Undergraduates (REU) have special instructions for the treatment of participant support.
- 7) Indirect Costs are generally not allowed on participant support costs.

## Example of a typical Participant Support budget:

Stipends for 15 participants @ \$400 each	6000
Travel for 15 participants @ 500 each	7500
Lodging: 15 participants x 3 days x \$45/day	2025
Meals: 15 participants x 3 days x \$45/day	2025
Materials and Supplies: 15 participants x \$10 ea	150

Acceptable material and supply costs include notebooks and handouts to be given to each participant. Unacceptable material and supply costs include posters put up in the training area.