Tuesday Tips is a new outreach effort by OGCA. The idea behind Tuesday Tips is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on Tuesday Tips, email: UAF-GCReATE@alaska.edu. For more Tips visit OGCA website.

Participant Support Costs (PSC): Everything you wanted to know but were afraid to ask

Participant Support Costs (PSC) are payments to individuals for training through a workshop, conference, seminar or other short term instructional or information sharing activity funded by a sponsored award.

| Purpose | • Distinguish participant support costs from honoraria, human subjects payments, and   fellowships support;
• Provide guidance on the use of participant support costs;
• Describe the responsibilities of the PI/unit |

This guidance addresses fundamental concepts related to participant support costs and offers some examples. Participant support costs are allowed by a number of Federal agencies and other sponsors. Participant

[1] This does not include NIH Kirschstein-NRSA programs

1. What are participant support costs?

See Fees example below. Check the funding solicitation or FOA for guidance and contact OGCAwith questions.

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

Food expenses for the PI or other project team members. These must be budgeted in Other Direct Costs

7. What costs do NOT qualify as participant support costs?

Honoraria	• Payment to a guest (non-UAF) subject matter expert for speaking at a conference, symposium, or workshop • Payment for participation on an advisory board related to a sponsored project
Human Subjects	• Incentive payments to encourage individuals to participate in research study and provide private data/information through intervention or interaction. This includes participation in surveys and interviews. Additional Resource: Office of Research Integrity
Fellowships	• Support for individual with

Participant Support Costs vs. Human Subject Payments

	Participant Support Costs	Human Subject Payments

policies restricting the use and allowability of participant support costs. NSF

12. What kind of documentation shou ld a department/unit keep on file for participant support costs?

their research skills while being mentored. Given the goals of the NSF REU program, it is not possible to have both student hourly employees and participants – all students on an NSF REU project should be considered participants.

17. Special Considerations

22. What costs are generally included in the participant support costs category?

Sponsors generally stipulate allowable costs for the participant support category which normally includes:

• Event registration or tuition fees

• Determine whether the proposed costs are participant support

• List of program participants and documentation of their participation in the program (signed check-in lists; email acceptance from participants; etc.)

Additional Information can be found at: https://www.uaf.edu/ogca/lifecycl   e/3-develop/budgets/direct-costs/#collapse7d11e391