

# BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE ADMINISTRATIVE PROCEDURE

**SERIES:** 5 | Finance  
**RULE:** AP503 | Participant Supported Costs

**Scope:** Participant Support Costs  
**Approval Date:** May 11, 2020  
**Effective Date:** May 12, 2020

## **SECTION 1.** Purpose

- 1.1. The purpose of this procedure is ensure the College complies with federal guidelines and regulations regarding participant support on sponsored projects.
- 1.2. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) has clarified the definition of Participant Support and updated policies. This procedure informs College departments and employees of their responsibility regarding participant support costs that are an allowable charge for sponsored agreements.

## **SECTION 2.** Scope

- 2.1. This procedure applies to all College departments.

## **SECTION 3.** Definition

- 3.1. Participant Support Costs means direct costs for items paid to, or on behalf of, participants or trainees (but not employees) of a workshop, conference, seminar, symposium, or other sharing activity. These costs include stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees.

## **SECTION 4.** Procedure

- 4.1. Participant Support Costs must be listed in a separate category in the award budget at the proposal stage with a detailed justification that describes the purpose for the costs and benefit of the project.
- 4.2. Prior approval of the funding agency may be required in order to incur participant support costs.
- 4.3. A separate fund must be set up to meet the requirements of the costs.
- 4.4. Often the project will be subject to special sponsor regulations, including:
  - 4.4.1. Do not allow re-budgeting from the participant support cost category to other categories without prior sponsor approval.
  - 4.4.2. Facilities and Administrative costs may be exempt.
  - 4.4.3. Require the College to return any unexpected or unapproved participant support costs.

## **SECTION 5.** Process

- 5.1. Process development rests with the Comptroller and Senior Staff Accountant for grant activities of the Finance Office.

## **SECTION 6.** Responsibility

6.1. All employees are charged with providing full support to this administrative procedure. It is the responsibility of the Vice President to implement and maintain this administrative procedure within their departments.

**SECTION 7. Additional Considerations**

7.1. Refer to specific agency regulations for additional guidance on participant support costs.

7.2. Participant support costs should not be confused with travel costs incurred by the principal investigators or other College employee.

**DISTRIBUTION LIST:**

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Vice President of Workforce Development & Engineering Technologies

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Student Board Representative



May 11, 2020

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President

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Date