

Participant Support Costs

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Purpose & Scope

Colorado Mesa University (CMU) is committed to the responsible and compliant management of sponsored awards. This policy outlines the principles and guidelines for the management of participant support costs associated with sponsored projects in accordance with [Federal Uniform Guidance \(2 CFR Part 200\)](#). This policy ensures compliance with federal regulations, fosters transparency in the use of such costs, and maintains consistency in the treatment of participant support costs across the university. This policy is applicable to all students, faculty, and staff involved in the delivery or management of the award.

Definitions

- *Participant*: the recipient, not provider of, a service or training opportunity as part of a workshop, conference, seminar, symposium, or other short-term instructional or informational sharing activity funded by a sponsored award.
- *Participant Support Costs*: expenditures incurred for the purpose of supporting participants. These costs include, but are not limited to, stipends or subsistence allowances, travel expenses, registration fees, and other direct costs associated with participants. They are distinct from other categories of project costs and are subject to specific regulations.

Policy

Allowable Uses of Participant Support Costs

1. Participant support costs may be used to cover the following expenses:
 - a. Stipends or subsistence allowance provided to participants.
 - b. Travel expenses related to the participation in the sponsored project, such as transportation, lodging, and per diem.
 - c. Registration fees for workshops, conferences, or other events directly related to the project.

- d. Other direct costs essential for participation involvement, subject to sponsoring agency approval.
2. Any other costs not directly associated with participant support should be charged to the appropriate budget category and accounted for separately.

Compliance with Federal Uniform Guidance

All participant support costs must comply with the regulations outlined in Federal Uniform Guidance (2 CFR Part 200), as defined by [§200.75](#). Institutions and Principal Investigators (PIs) are responsible for ensuring that the costs are allowable, allocable, and reasonable, in accordance with the specific award's terms and conditions. The sponsor's terms and conditions are the highest authority in determining which specific support costs are allowable.

Budgeting & Reporting

1. Participant support costs must be accurately budgeted and justified in sponsored project proposals. PIs and project administrators are responsible for ensuring that budgeted participant support costs are consistent with the approved budget and comply with sponsor guidelines.
2. Records must be maintained in a manner consistent with the institution's records retention policy, and all expenditures related to participants must be properly documented.