

# Policy on Participant Support Management

The Office of Management and Budget's (OMB) [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), commonly called "Uniform Guidance", is a government-wide framework for grant administration and provides grantees with necessary definitions and guidelines for the management of federal grants.

The following definitions, policy, and procedures derived from the Uniform Guidance serve as the foundation for Participant Support Management for relevant federal awards at Illinois Wesleyan University.

## POLICY STATEMENT:

Participant Support is used to pay for subsistence allowances, travel allowances, and registration fees, attendance at a workshop conference, seminar, symposium or other training or information-sharing activity and other allowable direct costs associated with program participation either to or on behalf of participants. This policy ensures participant support costs are accounted for properly, expended for the appropriate and intended purpose, and are incurred, tracked, monitored and reimbursed in accordance with all applicable Federal and/or Sponsor regulations.

## PROCEDURES:

### Participant Management

To comply with the Uniform Guidance, the Principal Investigator and/or their administrative support personnel are required to retain the following Participant records:

- Criteria by which participants in the program are selected.
- Participant applications documenting the participant meets the criteria.
- Agendas or other relevant documentation of program activities
- List of program participants and documentation of their participation in the program and program activities (i.e., sign in sheet).

Copies of all Participant Management documentation, including expense documentation, must be kept in a centralized location accessible to grant management personnel.

### Participant Support Cost Management

To comply with the Uniform Guidance, the Principal Investigator and/or their administrative support personnel are required to adhere to the following Participant Support Cost management requirements.

- Participant Support Costs must be explicitly identified in all pre-award budgets and budget justifications and must be excluded from the MTDC base when calculating F&A costs.

The Participant Support Costs must be specifically allowed by the sponsoring agency and be incurred within the period of performance of the project.

All post-award Participant Support Costs must be tracked separately from other sponsored direct costs. This includes, but is not limited to, assigning Participant Support Costs separate accounting codes.

Participant Support expenses must be approved by authorized personnel and must reference the unique accounting codes representing the appropriate gr