



**Florida Agricultural & Mechanical University
Board of Trustees Policy**

Board of Trustees Policy Number:
2008-08

Date of Adoption/Revision:
October 8, 2008

Subject	Administration, Review and Approval of Participant Support Costs
Authority	Office of Management and Budget (OMB) Circular A-21, OMB Circular A-133, and 2 CFR Part 215; NSF web site "GPM 734, "Dissemination and Sharing of Research Results," and GPM 740, "Publication/Distribution of Grant Materials, " FAMU Regulation Chapter 6 and Chapter 10
Applicability	Administration of Sponsored Projects

I. Policy Statement and Purpose

The Florida A&M University Board of Trustees (FAMU or University) establishes the following policy to promote compliance with federal and state laws as constitutionally permissible, and Board of Governors and university regulations, policies and procedures governing the allowability of participant support costs charged to sponsored projects. The purpose of this policy is to provide guidance to University staff responsible for the administration, review and approval of participant support costs charges to sponsored projects.

II. Definition

Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects.

III. Duties and Responsibilities

- A. **Principal Investigator (PI)** is responsible for determining that there is a need for participant support costs to meet the requirements of the sponsored project. The PI is responsible for ensuring adequate use of sponsored funds and for requesting the encumbrance of funds. The PI is responsible for ensuring that participant support charges are in compliance with applicable regulations.
- B. **Dean** is responsible for the reviewing and approving proposed participant support budget.
- C. **Office of Sponsored Programs (OSP)** is responsible for reviewing and approving proposed budget for participant support costs according to the sponsoring agency's guidelines. After the award is received OSP is responsible for adequately reviewing expenditure requests for participant support costs according to the sponsoring agency's approved budget and contract terms and conditions. The OSP is responsible for reviewing and approving revisions of budget and program plans and ensuring compliance with university, state, and federal regulations governing participant support costs.
- D. **The Purchasing Office** is responsible for procuring the goods, services and equipment and determining that they conform to University policies and procedures.
- E. **The University Controller's Office** is responsible for procuring travel requests, processing cost transfers and processing non-payroll payments in accordance with University policies and procedures.
- F. **The Office of Contracts & Grants** is responsible for invoicing to the sponsoring agency and preparation of fiscal reports.
- G. **The Payroll Office (PO)** is responsible for reviewing and processing all payroll requests and. for the payroll payment process.