1. Purpose/Introduction

This document provides instructions on processing payments to participants involved in sponsored research projects.

2. Definitions

**Participant support costs** – “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 conferences or training projects.” 2 CFR 200.75 Participant Support Costs

**Participant** – a non-UNCG employee who is the recipient, not the provider, of a service or training associated with a workshop, conference, seminar, symposium, or other short-term instructional or information sharing activity. Participants are not required to provide any deliverable to the University other than meeting the program requirements and they are not subject to UNCG human resources policies.

Participants may include:
- Students, scholars, and scientists from other institutions
- Representatives of private sector companies
- Teachers
- State or local government agency personnel

Participants cannot be:
- An employee of the grantee institution
- Advisory board members
- Interns who have paid appointments
- Anyone who has a deliverable or is primarily providing a service to the project
3. **Procedural Steps**

**Before You Begin**
Before you begin this procedure, please review the policies related to this topic. A participant is a non-UNCG employee who is the recipient, not the provider, of a service or training associated with a workshop, conference, seminar, symposium, or other short-term instructional or information sharing activity. Typical costs in this category include Stipends, Travel and Supplies.

**Stipends**
Complete the BANCPS form and use the account code 221323.

**Travel**
Complete the TRV1 Travel form and use account code 224010.

**Supplies**
Use account code 201830 for participant support supplies.

4. **Forms, Tools, Etc.**

Payment Form – [BANCPS Contracted Personnel Services](#)
Travel Reimbursement – [TRV1 Travel Expense Report](#)

5. **Revision Table**

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