



## CONTACT INFORMATION

Principal Investigator: \_\_\_\_\_

Institution: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## PROPOSAL INFORMATION

Proposal Title: \_\_\_\_\_

Tentative Workshop Dates: \_\_\_\_\_

Tentative Venue: \_\_\_\_\_

## FUNDS REQUESTED

Non-participant support (e.g., salary) \$ \_\_\_\_\_

ICR on non-participant support ( \_\_\_\_\_ %) \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Participant support (e.g., travel costs, venue, advertising) \$ \_\_\_\_\_

Total amount requested \$ \_\_\_\_\_

## REQUIRED APPROVALS

Principal Investigator

Authorized Institutional Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tel

## **INSTRUCTIONS**

This cover sheet must be completed and submitted along with your workshop proposal materials to the USSSP Application Portal (<https://ussciencesupport.smapply.org/>). Official approvals, indicated by original signatures, are required on all cover sheets. Please scan the completed, signed cover sheet, and upload to the USSSP Application Portal with your workshop proposal materials by the submission deadline.

## **PARTICIPANT SUPPORT COSTS**

As defined by Columbia University's Finance and Business Services, participant support costs are those costs paid to (or on behalf of) participants or trainees (but not employees) in meetings, conferences, symposia, and workshops when there is a category for participant support costs in the award budget. Participant support costs may include registration fees, travel allowances, manuals and supplies, tuition, stipends and other costs associated with supporting the cost of attendance at these gatherings.

Participant support costs are subject to special sponsor regulations. NSF does not allow the University to apply Facilities and Administrative (F&A) costs to participant support costs. Evidence of attendance of participants in the form of a daily log or similar documentation must be maintained within the project's records.

<http://policylibrary.columbia.edu/participant-support-costs>

C.2.g(V): For proposals, the number of participants to be supported must be entered in the parentheses on the proposal budget. These costs also must be justified in the budget justification section of the proposal.

D.7: Because proceedings of such conferences normally should be published in professional journals, requests for support may include publication costs.

[http://www.nsf.gov/pubs/gpg/nsf04\\_23/2.jsp#IID7](http://www.nsf.gov/pubs/gpg/nsf04_23/2.jsp#IID7)

## **What does this mean for USSSP Workshop Proposals?**

- Workshop proposal budgets should consist mostly of travel support for the participants, but items such as salary support for the convener, supplies, advertising, and meeting facility costs are also allowed if properly justified as relating primarily to the workshop.
- Indirect costs cannot be applied to participant support costs (e.g., travel costs, venue costs). Salary is a non-participant support cost; therefore, salary is subject to institutional indirect cost rates.
- The budget summary and justification included in your proposal materials should specify the number of participants supported in the total budget. All costs for lodging and meals should be budgeted per participant, up to a maximum established by federally approved per diem rates.
- Award administration: Upon receipt of an award, the award recipient may submit monthly invoices to USSSP for reimbursement of expenses for items included in the award. Monthly invoices should include documentation for all expenses (e.g., receipts, paid invoices). Monthly invoices will be reviewed by the USSSP director and program manager for accuracy and, once approved, the invoices will be paid.