**National Science Foundation Safe and Inclusive Working Environments for Off-Campus or Off-Site Research Plan (Abridged)**

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| **General information** | | | | |
| Project PI(s) | | | | Click or tap here to enter text. |
| Project Title | | | | Click or tap here to enter text. |
| ERA Proposal ID | | | | Click or tap here to enter text. |
| Location(s) of Off-Campus or Off-Site Research | | | | Click or tap here to enter text. |
| Third-party partner(s) at Off-Campus or Off-Site Location(s) | | | | Click or tap here to enter text. |
| **Field setting** | | | | |
| Click or tap here to enter text that briefly describes the field setting and any unique challenges for the team. | | | | |
| **Processes for addressing abuse of any person and other misconduct** | | | | |
| Planned pathways for communicating incidents of Harassment, Stalking, Bullying, Hazing, and Conduct that is unwelcome, offensive, indecent, obscene, or disorderly are as follows:  **Check and complete all that apply:** | | | | |
|  |  | Report misconduct to PI(s) | Contact process: Click or tap here to enter text; examples include contacting PI via university email, satellite phone, etc. | |
|  |  | Identify a point of contact for reports involving PI(s)  (i.e., PI supervisor, department chair, Dean, etc.) | Point of Contact: Click or tap here to enter text.  Contact Method, including after business hours: Click or tap here to enter text. | |
|  |  | Other, if applicable | Point of Contact: Click or tap here to enter text. | |
|  |  | Promptly complete mandatory reporting as follows:   * A supervisor, manager or administrator who is informed of or has a reasonable basis to believe that discrimination, harassment, or retaliation involving any protected status is taking place shall promptly report it to the [Office of University Rights and Responsibilities](https://urr.asu.edu/). * Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that [sexual harassment](https://www.asu.edu/aad/manuals/acd/acd401.html#sexualharassment), including Title IX sexual harassment, has occurred, shall immediately [report](https://www.asu.edu/aad/manuals/acd/acd401.html#report) all information regarding the occurrence(s) to the [Office of University Rights and Responsibilities](https://sexualviolenceprevention.asu.edu/report/srr), the [Title IX Coordinator](https://sexualviolenceprevention.asu.edu/report/title-IX-coordinator) or the [Dean of Students Office](https://sexualviolenceprevention.asu.edu/report/srr). | | |
|  |  | Required reports will be sent to NSF | | |
| **Nurturing an inclusive off-campus or off-site working environment** | | | | |
| Steps the Project PI will take to develop an inclusive research environment are:  **Check and complete all that apply:** | | | | |
|  |  | Establishing shared team definitions of roles, responsibilities, and culture | | |
|  |  | Trainings: List trainings here.. | | |
|  |  | Team Culture, e.g., codes of conduct; field support, such as mentor/mentee support | | |
|  |  | Other: Click or tap here to enter text. | | |

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| **Plan dissemination** | | |
| Before off-campus or off-site research occurs, the Project PI will disseminate this plan to the participating individuals as follows: | | |
|  |  | List of Individuals: Click or tap here to enter text. |
|  |  | Method of dissemination: Click or tap here to enter text. |
|  |  | Plan dissemination timeline: Click or tap here to enter text. |
|  |  | Other: Click or tap here to enter text. |
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| **Communications** | | |
| Click or tap here to enter text that explains processes within the off-site team and to ASU that minimize singular points within the communication pathway (e.g., a single person overseeing access to a satellite phone) | | |
| **Third party special considerations (Delete if N/A)** | | |
| If third party partners are involved and present in the off-campus or off-site working environment, they:   * Will follow their related codes of conduct and reporting structures * May report incidents when an Arizona State University partner, student, employee, or faculty member is accused of engaging in behavior in violation of Arizona State University policy to:   + The Office of University Rights & Responsibilities: [urr@asu.edu](mailto:urr@asu.edu) or 480-965-5057   + NSF’s Office of Equity and Civil Rights (OECR): [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov) | | |
| **Certification** | | |
| As PI of the titled project, I will implement this plan as proposed. I understand that it is my responsibility to implement this plan and to uphold Arizona State University’s related code of conduct policies. Should reports need to be made to the NSF according to their reporting requirements, this plan may be used as part of NSF’s investigation and decision to continue funding of this project.  PI Signature: | | |
| PI Name: Click or tap here to enter text.  Date: Click or tap to enter a date. | | |