**National Science Foundation Safe and Inclusive Working Environments for Off-Campus or Off-Site Research Plan[[1]](#footnote-1)**

The National Science Foundation's (NSF) [Proposal & Award Policies & Procedures Guide](https://beta.nsf.gov/policies/pappg/23-1) (PAPPG), [Chapter XI.A.1.g.](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E9), requires proposers to certify that they have and actively maintain a project-specific Safe and Inclusive Working Environment for Off-Campus and Off-Site Research Plan for proposals with off-campus or off-site work**[[2]](#footnote-2)** due on or after **January 30, 2023**.

This is in recognition of the need for a community effort to eliminate harassment in science and build inclusive scientific environments. Arizona State University's [Code of Conduct](https://researchintegrity.asu.edu/responsible-conduct/code-business-conduct-and-ethics), [Student Code of Conduct](https://eoss.asu.edu/dos/srr/codeofconduct), and policies on nondiscrimination**[[3]](#footnote-3)**, misconduct**[[4]](#footnote-4)**, and harassment**[[5]](#footnote-5)** address institutional requirements.

For any off-site research or field work on a proposed NSF project, the Principal Investigator (PI)/Project team must establish a plan that addresses various types of unacceptable behavior and identifies steps for nurturing an inclusive off-campus or off-site working environment. The PI is responsible for ensuring that individuals working on the project in an off-site or off-campus location receive a copy of this plan before commencing work.

This plan should not be submitted to NSF for review with the proposal unless specifically required by the NSF Funding Opportunity Announcement (FOA); however, the department should have the plan documented and on file prior to the proposal submission.

In the event the FOA requires the submission of the plan as a supplemental document, please utilize the abridged version of the NSF Safe and Inclusive Working Environments for Off-Campus or Off-Site Research Plan form.

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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)**[[6]](#footnote-6)** | Click or tap here to enter text. |

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| **Field setting** |
| Please include a brief description of the field setting and the unique challenges for the team: |
| **🡪** Click or tap here to enter text. |

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| **Processes for addressing abuse of any person and other conduct** | | | |
| Briefly describe the planned pathways for communicating incidents of Harassment, Stalking, Bullying, Hazing, and Conduct that is unwelcome, offensive, indecent, obscene, or disorderly**[[7]](#footnote-7)**  **Check and complete all that apply:** | | | |
|  |  | Report misconduct to PI(s) | Contact process (i.e., contacting PI via university email, satellite phone, etc.): Click or tap here to enter text. |
|  |  | 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. |

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|  |  | Other, if applicable | Point of Contact: Click or tap here to enter text. |

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|  |  | 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 | |

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| **Nurturing an inclusive off-campus or off-site working environment** | | |
| Please explain the steps the Project PI will take to develop an inclusive research environment  **Check and complete all that apply:** | | |
|  |  | Establishing shared team definitions of roles, responsibilities, and culture |
|  |  | Trainings: Click or tap here to enter text. |
|  |  | 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 the 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** |
| Please explain 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) |
| **🡪** Click or tap here to enter text. |

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| **Third party special considerations** |
| 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. |

1. This plan template has been heavily adapted from University of Colorado Boulder, University of Idaho, and University of Michigan documents [↑](#footnote-ref-1)
2. For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft. [↑](#footnote-ref-2)
3. ASU nondiscrimination policies include: [ACD 401](https://www.asu.edu/aad/manuals/acd/acd401.html), [ACD 505-06](https://www.asu.edu/aad/manuals/acd/acd505-06.html), [SSM 304-03](https://www.asu.edu/aad/manuals/ssm/ssm304-03.html), [SSM 304-04](https://www.asu.edu/aad/manuals/ssm/ssm304-04.html) [↑](#footnote-ref-3)
4. ASU misconduct policies include: [RSP 210](https://www.asu.edu/aad/manuals/rsp/rsp210.html) [↑](#footnote-ref-4)
5. ASU harassment policies include: [ACD 401](https://www.asu.edu/aad/manuals/acd/acd401.html), [ACD 402](https://www.asu.edu/aad/manuals/acd/acd402.html), [SSM 104-03](https://www.asu.edu/aad/manuals/ssm/ssm104-03.html) [↑](#footnote-ref-5)
6. Partners not affiliated with ASU as an employee or student who is present in the off-campus/off-site research working environment [↑](#footnote-ref-6)
7. Including behavior that is carried out verbally, physically, electronically, or in written communication [↑](#footnote-ref-7)