**Safe and Inclusive Working Environments for Off-Campus or Off-Site Research Plan**

**National Science Foundation (NSF) Requirement[[1]](#endnote-1)**

It is NSF policy (NSF [Proposal and Award Policies and Procedures Guide](https://beta.nsf.gov/policies/pappg/23-1) (PAPPG), Chapter XI.A.1.g.) to foster safe and harassment-free environments wherever science is conducted. NSF’s policy recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive.

For each National Science Foundation (NSF) proposal that proposes to conduct research off-campus or off site[[2]](#footnote-1), or a conference proposal, PIs must establish a plan for that proposal that describes how certain behaviors (see below) will be addressed and plans for an inclusive work environment. The University of Idaho is providing this template as guidance for PIs to adhere to the requirements of the NSF policy. The plan must be developed by the PI. This is done at the proposal stage and is required to be included as part of the VERAS proposal documents. It is then saved and implemented by the PI if the project is awarded. The plan does not get submitted to NSF at the proposal stage unless explicitly required. (Reference: [NSF PAPPG 23-1](https://new.nsf.gov/policies/pappg/24-1) Chapter E.9. and VII.B.6.). **The plan must be distributed to all researchers and third-party partners prior to departure to perform off-site or off-campus research work.**

Please complete all required fields or sections in **red.** For UI policy questions, please contact [OCRI](mailto:ocri@uidaho.edu?subject=NSF%20Safe%20and%20Inclusive%20Working%20Environment%20Plan) at ocri@uidaho.edu, for proposal compliance questions, please contact the [OSP Pre-award team](mailto:preaward@uidaho.edu) at [**preaward@uidaho.edu**](mailto:preaward@uidaho.edu)**, and for post-award compliance questions contact the OSP Post Award team at postaward@uidaho.edu.**

Complete

|  |  |
| --- | --- |
| **Project PI(s):** | Click or tap here to enter text. |
| **Project Title:**  **VERAS Proposal Number:** | Click or tap here to enter text.  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 Partners at Off-campus/Off-site Location**[[3]](#footnote-2): | Click or tap here to enter text. |

NSF Plan Requirements

1. Process in place for addressing Abuse of Any Person and Other Conduct
   1. Harassment[[4]](#footnote-3), Stalking[[5]](#footnote-4), Bullying, Hazing[[6]](#footnote-5) and Conduct that is unwelcome, offensive, indecent, obscene, or disorderly  
        
      Where do you persons report harassment and stalking for your off-campus or off-site research project? **(Required)**
      1. Options: (Please complete i and iii)  
          Report conduct to PI (s): Please provide PI (s) contact information *Examples: Contacting PI at residence, office, or worksite; contacting PI via satellite phone; contacting PI via university email; etc.*

Complete

* + 1. Report to OCRI: Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person or by email (530 S. Asbury, Suite 5; Moscow, ID 83843), by telephone (208-885-4285) or by email ([ocri@uidaho.edu](mailto:ocri@uidaho.edu)), or by any other means that results in the Title IX Coordinator ([Jackie Wernz](mailto:jwernz@uidaho.edu)) receiving the person’s verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the above-listed office address. *Please note*: Any reports made to PI(s) regarding sexual harassment must be reported to OCRI within 24 hours. [[7]](#footnote-6)
    2. Identify additional point of contact for reports that may involve PI(s): [enter information for point of contact]  
       *Examples: Contact the PI’s supervisor, department chair, or the Dean, etc. Be sure to include contact methods and information, including outside business hours, Contact law enforcement for those matters not addressed by University policies..*
    3. Please note: Required reports will be sent to NSF
  1. Resolution
     1. Matters that rise to investigation by OCRI will be resolved through relevant process and/or policies
        1. Student applicable policies and procedures include:

* + - * 1. [FSH 2300](https://www.uidaho.edu/governance/policy/policies/fsh/2/2300)
        2. [FSH 6100](https://www.uidaho.edu/governance/policy/policies/fsh/6/6100)
      1. Employee applicable policies and procedures include:
         1. [FSH 3200](https://www.uidaho.edu/governance/policy/policies/fsh/3/3200)
         2. [FSH 3215](https://www.uidaho.edu/governance/policy/policies/fsh/3/3215)
         3. [FSH 3220](https://www.uidaho.edu/governance/policy/policies/fsh/3/3220)
         4. [OCRI Complaint Resolution Procedures](https://www.uidaho.edu/ocri/report-discrimination/complaint-resolution-procedure)
    1. Matters that do not rise to investigation by OCRI may be resolved in a variety of other means, including but not limited to: referral to the supervisory chain, HR, Provost’s office, or the Office of the Dean of Students.
    2. PI(s) or co-PI(s) placement on administrative leave or findings of harassment will be reported to NSF’s Office of Equity and Civil Rights by the University Authorized Organizational Representative (AOR) within ten business days.

Complete

* + 1. **The process for resolution is as follows**: Click or tap here to enter text.  
       *Examples: Restorative justice tools, ombuds facilitated conversation, immediate separation followed by mediation, investigation of the claims to discipline or restoration, etc. Please note that this should have enough detail to inform an individual of what to expect in terms of steps taken and potential consequences. Ensure that when applicable, tasks are carried out by trained facilitators. The* [*University Complaint Resolution Procedure*](https://uidaho.edu/ocri/report-discrimination/complaint-resolution-procedure) *can serve as a guide, but it not applicable to all situations.*

1. Nurturing an Inclusive Off-campus or Off-site Working Environment (Required)  
     
   For this project an inclusive off-campus or off-site working environment will be nurtured through at least one training and one additional activity:

Complete

* 1. Trainings
     1. External
        1. [University of California System’s Risk Management for Field Settings](https://www.youtube.com/watch?v=Gj7rEHO5PV8&list=PLZeWXr79bI35FdvuP2u1hqPqA75lTM6iQ&index=1) –includes topics of active listening, feedback, addressing conflict, and scenarios to practice this work.
        2. University of California System’s [Creating, Enforcing, and Promoting Safe Fieldwork Culture](https://www.youtube.com/watch?v=s92k6M31fkM&list=PLZeWXr79bI35FdvuP2u1hqPqA75lTM6iQ&index=2) – includes topics of physical risk as it relates to varying and diverse identities with scenarios to practice this work.
        3. University of California System’s [Mental Health in The Field: Best Practices and Pitfalls](https://www.youtube.com/watch?v=Qr-dKfpsrcA&list=PLZeWXr79bI35FdvuP2u1hqPqA75lTM6iQ&index=3) – includes topic of mental health to ensure safety and optimum learning environment as well as potential stressors and solutions to those challenges.
        4. University of California System’s [Building a Better Fieldwork Future Workshop: Preventing Harassment & Assault in the Field](https://www.youtube.com/watch?v=l8RD6hvxjUU&list=PLZeWXr79bI35FdvuP2u1hqPqA75lTM6iQ&index=4)
        5. [FieldFutures Workshop](https://www.fieldfutures.org/workshop) (90min or half-day options available) – prevent, intervene, and effectively report incidents of sexual harassment and assault in the field setting.
        6. Other: Click or tap here to enter text.  
           *Please list any external training resources not listed that you plan to utilize to fulfill this requirement.*
     2. Internal
        1. [Creating Inclusive Campus Environments](https://www.uidaho.edu/diversity/presentations)
        2. [Know Your IX](https://www.uidaho.edu/diversity/presentations)
        3. [Respectful Communication: Transforming Debate to Dialogue](https://www.uidaho.edu/diversity/presentations)
        4. Other: Click or tap here to enter text.   
           *Please list any internal training resources you plan to utilize to fulfill this requirement*
  2. Establish processes and maintain reasonable goals, shared definitions of roles and responsibilities, and expectations/behavioral norms through pre-trip meetings and trainings (see p. 34 of the [UC Field Research Safety Manual](https://www.ucop.edu/safety-and-loss-prevention/_files/field-research-safety/uc-field-research-safety-manual.pdf) for a framework to this discussion): Click or tap here to enter text.  
     *Please list the process by which this will be accomplished.*
  3. Culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events: Click or tap here to enter text.  
     *Please list the process by which this will be accomplished.*
  4. Briefing protocol (see p. 36 of the [UC Field Research Safety Manual](https://www.ucop.edu/safety-and-loss-prevention/_files/field-research-safety/uc-field-research-safety-manual.pdf) for points to consider): Click or tap here to enter text.  
     *Please list the process by which this will be accomplished.*
  5. Through actions that support inclusion:
     1. Set the tone for an inclusive, safe, and positive learning environment, modeling that behavior, and holding others accountable who do not meet this standard.
     2. Use inclusive language (e.g., provide space for sharing of pronouns at introductory/pre-trip meeting(s), partner instead of boyfriend/girlfriend, family instead of parents, etc.).
     3. Build rapport in formal and informal ways prior to and during the trip.
     4. Others: Click or tap here to enter text.   
        *Please list the process by which this will be accomplished.*
  6. Other: Click or tap here to enter text.  
     *Please list the process by which this will be accomplished.*

1. **Communications**[[8]](#footnote-7) **(Required)**Individuals participating in the off-campus or off-site research will have access to the following communications pathways and singular points of communication will be minimized in the following ways: Click or tap here to enter text.  
   *Examples: at least two satellite phones at the worksite, two leaders will be designated as authorities to receive reports, individuals will be able to maintain access to their personal electronic devices, etc.*

Complete

1. **Special Considerations for Third Parties (Required if Third Party Partners Involved)**  
   If third party partners are present in the off-campus or off-site working environment, they:
   1. Will follow their entity’s related codes of conduct and reporting structures;
   2. May report incidents when a University of Idaho partner, student, employee, or faculty member is accused of engaging in behavior in violation of University of Idaho policy to:
      1. OCRI: [ocri@uidaho.edu](mailto:ocri@uidaho.edu) or 208-885-4285
      2. NSF’s OECR: [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov)
2. **Plan Dissemination (Required)**  
   The plan will be disseminated to individuals participating in the off-campus or off-site research prior to departure, including third party partners, as follows:

Complete

|  |  |
| --- | --- |
| Plan will be disseminated to the following individuals (include any third party affiliates): | Click or tap here to enter text. |
| Method of dissemination: | Click or tap here to enter text. |
| Timeline for dissemination: | Click or tap here to enter text. |
| Other: | Click or tap here to enter text. |

**NOTICE:**

All participating individuals will be provided NSF’s contact information, which may be used to report harassment they are subjected to, have witnessed, or became aware of involving an NSF-funded program or activity.

Contact: NSF Office of Equity and Civil Rights (OECR) at [**programcomplaints@nsf.gov**](mailto:programcomplaints@nsf.gov)

In the case of immediate safety concerns, local law enforcement should also be notified promptly.

Complete

**PI Certification (Required)**

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 the University of Idaho’s related 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.

Click or tap to enter a date.



1. This plan and template have been heavily adapted from CU Boulder. [↑](#endnote-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-1)
3. Partners not affiliated with University of Idaho as an employee or student who are present in the off-campus/off-site research working environment [↑](#footnote-ref-2)
4. Policies applicable to harassment include: [FSH 2300](https://www.uidaho.edu/governance/policy/policies/fsh/2/2300), [FSH 3200](https://www.uidaho.edu/governance/policy/policies/fsh/3/3200), and [FSH 6100](https://www.uidaho.edu/governance/policy/policies/fsh/6/6100). [↑](#footnote-ref-3)
5. All University of Idaho employees are required to report alleged sexual misconduct (including sexual harassment, sexual assault, dating/domestic violence, and stalking to OCRI. These reports must be made regardless of the individuals involved, the location it occurred, and the manner in which the report was received). [↑](#footnote-ref-4)
6. The policy applicable to hazing is [FSH 2300](https://www.uidaho.edu/governance/policy/policies/fsh/2/2300). [↑](#footnote-ref-5)
7. [Idaho State Board of Education: Section I, Subsection T. Title IX](https://boardofed.idaho.gov/board-policies-rules/board-policies/general-governing-policies-procedures-section-i/title-ix/) [↑](#footnote-ref-6)
8. *Minimize singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone)* [↑](#footnote-ref-7)