**Purpose**

This document provides information to comply with NSF’s policy for Safe and Inclusive Working Environments for Off-Campus or Off-Site Research that can be found in the [NSF (PAPPG)](https://nsf-gov-resources.nsf.gov/2022-10/nsf23_1.pdf).

**Instructions for Principal Investigators (PIs)**

NSF PIs are responsible for:

* Determining whether any “off-campus or off-site research” will occur on their NSF-funded award (see definition below). Plans are only required for NSF-funded awards containing research that is conducted off-site or off-campus\*. See the associated FAQs for more information.
  + 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.
* Completing the project specific information on the last page of this document.
* Distributing both pages (“the plan”) to everyone who will participate in an off-campus or off-site research activity prior to those individuals leaving campus to engage in the off-site or off-campus research.
* Retaining documentation of who received the plan (email or signup sheet is sufficient) and the plan itself in their grant files or in the departmental grant file.

**Plan for NSF Safe and Inclusive Work Environment for Off-Campus or Off-Site Research: Page 1**

Washington University Information

Washington University in St. Louis is committed to excellence in science, and recognizes that excellent science requires a training and research environment that is committed to addressing harassment and fostering safe, inclusive and healthy working environments. Washington University in St. Louis has implemented policies, procedures, and oversight designed to prevent and address discriminatory harassment, other discriminatory practices and safe and inclusive working environments.

Policies and expectations for proper conduct apply to all staff, faculty and students whether on-campus or working, doing research, or engaging in scholarly activities or study at an off-site location.

In addition, it is NSF policy to “foster safe and harassment-free environments whenever science is conducted.” (NSF 2023 PAPPG Guide II-E.9]. Grantees are required, effective with proposals submitted 1/30/23 or later, to certify that we have a plan in place that addresses:

(1) Abuse of any person, including but not limited to harassment, stalking, bullying or hazing or any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; and

(2) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly

Washington University meets NSF requirements, as well as its own expectations, by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the Washington University Principal Investigator in the project-specific information shown in this document.

Key Policies, Procedures, & Resources

* [Code of Conduct](https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/): All Washington University faculty and staff are asked to maintain the highest ethical standards and comply with all relevant laws, regulations, and University policies while performing University-related duties. Faculty and staff are required to indicate their commitment to these principles by completing a Code of Conduct certification annually.
* [Policy on Discrimination and Harassment](https://hr.wustl.edu/items/discrimination-harassment-policy/): To further Washington University’s commitment to a safe work and learning environment, **all employees are required to complete annual harassment training.**
* [University Student Conduct Code](https://wustl.edu/about/compliance-policies/academic-policies/university-student-judicial-code/)
* [Equal Opportunity/Affirmative Action](https://hr.wustl.edu/items/equal-opportunity-affirmative-action/)
* [Research Integrity Policy](https://research.wustl.edu/washington-university-research-integrity-policy/)
* [Academic Integrity Policy](https://students.wustl.edu/academic-integrity/)
* [Diversity, Equity, & Inclusion](https://diversity.med.wustl.edu/)
* [Employment of Relatives – Nepotism](https://hr.wustl.edu/items/employment-of-relatives-nepotism/)
* [Reporting Violations](https://universitycompliance.wustl.edu/reporting-violations/)
* [Review Process for Complaints Against Staff](https://hr.wustl.edu/5706-2/)
* [Discrimination & Harassment Hearing Committee Procedures](https://hr.wustl.edu/discrimination-and-harassment-hearing-committee-procedures/)
* [Offices of the Ombuds](https://ombuds.wustl.edu/)

**Plan for NSF Safe and Inclusive Work Environment for Off-Campus or Off-Site Research: Page 2**

Project Specific Information

|  |  |
| --- | --- |
| Plan Date |  |
| NSF Grant Number |  |
| Principal Investigator Name and email address, Phone Number |  |
| Off-Campus Location |  |
| Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, unique challenges associated with the location, such as communication access, etc.) |  |
| Estimated Departure and Return Dates (begin and end dates of off-campus research). |  |
| Team Management Structure and roles & responsibilities in context of creating a safe culture (incl. lead for check-ins, briefings, trainings, policy dissemination, point of contact, mentor/mentee mechanisms, etc.) |  |
| Procedures/process for reporting, responding to, and resolving issues of harassment if they arise in the off-site location. |  |
| Will participants have regular internet or cell service available? Describe/give dates for any known or potential blackout periods. If no, what alternate arrangements are in place for participants to report suspected misconduct? |  |
| Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? If yes, are there any special arrangements or guidance participants will need to make sure they know they should also report misconduct involving these individuals? |  |
| Recommended contact person for any suspected misbehavior (note: participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed). |  |
| Communication process within the off-site team and to the home organization |  |
| Are there any special circumstances that necessitate special plans (e.g., participants are at remote locations without ability to make contact with University reporting offices; only a single satellite phone is available for the group; there are physical or other barriers that may require special attention to ensure full participation; no local transportation to a safe space is likely to be available; variance in cultural norms might necessitate advance awareness training)?  If yes, what arrangements are in place to manage these special circumstances? |  |
| Describe any other applicable emergency information. |  |
| Other Comments or Information that participants may find useful.  Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided. |  |