NSF Safe and Inclusive Working Environment Plan Template

*The organization’s plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research prior to departure. Proposers should not submit the plan to NSF for review.*

*Only one combined plan for the project should be developed for simultaneously submitted proposals, regardless of the number of non-lead collaborative proposals or subawards included. The lead organization is responsible for checking the “Off-Campus or Off-Site Research” box on the Cover Sheet, if applicable.*

***\*Any notes written in blue italic text should be removed before submission.\****

**Safe and Inclusive Working Environment Plan**

1. **Offsite Project Members**

*Provide the names and titles of the individuals who will be working offsite in performance of the project. If you have unnamed individuals, list their title or role with ‘TBD’, e.g., Graduate Research Assistant – TBD.*

1. **Plan**
	1. Field Setting and Unique Challenges for Team *Provide a brief description of the field setting and unique challenges for the team.*
	2. Addressment of Abuse and Unwelcome Conduct *Describe how the following behaviors will be addressed for personnel working off-site for any portion of the project:*
		1. *Abuse of any person, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; or*
		2. *Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.*
	3. Steps to Nurture Inclusive Working Environment *Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment for this project. (e.g., trainings, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, regular check-ins, developmental events.)*
	4. Access to Plan and Related Resources *Describe how you will ensure all affected employees have access to this plan and any related resources names herein prior to commencement of off-campus work.*
	5. Handling of Communications *Explain how communications within the team and the school/college(s) or institution(s) will be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).*
	6. Accountment of Special Circumstances *Explain how any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment will be considered in supporting a safe and inclusive work environment off campus for this project.*
	7. Incident Report Process *Describe the process or method for making incident reports as well as how any reports received will be resolved.*
2. **Certification**

I, [PI Name], agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to commencement of their off-site work.

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Signature Date