 National Science Foundation Safe and Inclusive

Working Environment Plan for Off-Campus or Off-Site Research

**PROJECT INFORMATION**

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| **Plan Date or Version**  *Enter date the plan was prepared or updated, or a version number. Preparer name may also be entered.* |
| **NSF Proposal/Grant Number** |
| **Principal Investigator Name** |
| **List of participants to whom the plan will be distributed** |
| **Off-Campus Location** |
| **Description of off-campus research activity** *Fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.* |
| **Description of steps taken to nurture a safe and inclusive work environment** *Trainings, processes to establish shared team definitions of roles, responsibilities, and culture (e.g. codes of conduct, and field support such as mentor/mentee support mechanisms, regular check-ins and/or developmental events)* |
| **Estimated Departure and Return Dates**  *Begin and end dates of off-campus research.* |
| **Will participants have regular internet or cell service available?** *If no, what alternate arrangements are in place for participants to report suspected misconduct? The plan should minimize singular points within the communications pathway (e.g. a single person overseeing access to a single satellite phone).* |
| **Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved?** *If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?* |
| **Recommended contact for any suspected misconduct** *Note: Participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed.* |

Updated: 03/23/2023

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| **Emergency Response Plan**  Include contact info for local emergency medical personnel |
| **Special circumstances that necessitate special plans** *Examples may include: participants are at sea or other 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.* |
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| **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.* |
| **Date plan on file with unit** |

updated: 03/23/2023 (LH)