



**National Science Foundation (NSF) Safe and Inclusive Working Environment  
PLAN FOR OFF-CAMPUS or OFF-SITE RESEARCH**

**OVERVIEW**

It is NSF's policy 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. Accordingly, for each proposal that proposes to conduct research off-campus or off-site, NSF requires the university, through the Authorized Organizational Representative (AOR) to certify that the organization has a plan in place for that proposal that describes how the following types of behavior will be addressed:

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.

This plan must also identify steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, e.g., training; 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.

Communications within the team and to the organization should be considered in the plan, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be considered. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

The organization's plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research before departure. Proposers should NOT submit the plan to NSF for review unless otherwise specified in the program solicitation or requested by NSF.

**INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS**

NSF PIs are responsible for:

At the Proposal Stage:

1. **Determining whether any "off-campus or off-site research" (see definition below) will occur on their NSF-funded award** including any collaborators or subrecipients on their proposal. Plans are only required for NSF-funded awards containing research that is conducted off-site or off-campus.
2. **Completing the project-specific information** on the last page of this document before proposal submission and retaining it in their grant files or the departmental grant file. Only the lead institution will check the box on the Cover Page that Off-Campus or Off-Site research is involved. Only the lead institution will be responsible for submitting the safe and inclusive plan for off-campus or off-site research. Only one plan needs to be submitted for the collaboration (either for a separately submitted collaborative proposal or for a proposal with subrecipients). The expectation is that the organizations in the collaboration will work together as necessary to prepare a plan.



At the Award Stage:

1. **Review NSF Safe and Inclusive Work Environment Plan** for Off-Campus or Off-Site Research and make any needed updates or adjustments; and
2. **Distributing the NSF Safe and Inclusive Work Environment Plan for Off-Campus or Off-Site Research to everyone who will participate** in an off-campus or off-site research activity before those individuals engaging in the off-site or off-campus research.
3. **Retaining documentation of who received the plan** (email or signup sheet is sufficient) and the plan itself in their grant files or the departmental grant file.

The plan should not be submitted to NSF unless requested. Plans may be re-used and re-distributed for multiple off-campus research activities but must be updated if the specific content needs to change.

*NSF defines “off-campus or off-site research” is defined for the purposes of this requirement as “data/information/ samples being collected off-campus or off-site, such as fieldwork on research vessels and aircraft.”*



## **NSF Safe and Inclusive Work Environment Plan for Off-Campus or Off-Site Research – Additional Policies, Procedures, and Resources**

Colorado State University is committed to addressing harassment and fostering a safe and healthy work environment. 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

The 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 PI in the project-specific information shown in this document. **Principal Investigators are responsible for developing this plan at the proposal stage and distributing a copy of this plan to each participant in off-campus or off-site research before those individuals participating in the off-campus or off-site activities. The Principal Investigator should maintain a copy of the completed plan and documentation that it has been distributed to all CSU employees, collaborators, subrecipients, and 3<sup>rd</sup> party participants in the off-campus or off-site research.**

### **KEY POLICIES AND PROCEDURES**

CSU has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable Board of Regents and Administrative (Institutional) policies which include steps for reporting incidents. These policies apply to all employees and students:

[Discrimination and Harassment](#)

[Retaliation and Whistleblower Protection](#)

[Title IX Sexual Harassment](#)

[Non-Discrimination Statement](#)



**ADDITIONAL RESOURCES**

[Bias Assessment Team](#)

[Tell Someone](#)

Anyone may report an incident of discrimination, harassment, or sexual harassment as follows:

**1. In-person:**

Office of Equal Opportunity  
101 Student Services Building  
Colorado State University  
Fort Collins, CO 80523

**2. By telephone:**

970-491-5836

**3. By postal mail:**

Office of Equal Opportunity  
0160 Campus Delivery  
Fort Collins, CO 80523-0160

**4. By email:**

[oeo@colostate.edu](mailto:oeo@colostate.edu)

Further, NSF's contact information, which is an option but not a requirement, for reporting "abuse of any person" that they are subjected to, have witnessed, or became aware of involving an NSF-funded program or activity, in addition to reporting as stated above. Contact information: NSF Office of Equity and Civil Rights (OECR) at [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov).



**NSF Safe and Inclusive Working Environment Plan for Off-Campus or Off-Site Research  
PROJECT SPECIFIC INFORMATION**

Plan Date or Version ( <i>enter the date the plan was prepared or updated or a version number</i> ). The preparer's name may also be entered.	
NSF Proposal Title	
NSF Proposal/Grant Number:	
Principal Investigator Name (plus Cell Phone and Email)	
Off-Campus/Off-Site Location	
Description of off-campus research activity ( <i>fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.</i> )	
Estimated Departure and Return Dates ( <i>begin and end dates of off-campus research</i> ).	
Will participants have regular internet or cell service available? ( <i>If no, what alternative arrangements are in place for participants to report suspected misconduct?</i> )	
Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? <i>If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?</i>	
Recommended contact for any suspected misbehavior ( <i>note: participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed</i> ).	



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<p>Any special circumstances that necessitate special plans (e.g., <i>participants are at sea or in other remote locations without the ability to contact 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</i>);. If yes, what arrangements are in place to manage these special circumstances?</p>	
<p>Other Comments or Information that participants may find useful. <i>Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided.</i></p>	