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Effective 1/30/2023

**NSF Safe and Inclusive Working Environment**

**PLAN FOR OFF-CAMPUS**

**or OFF-SITE RESEARCH**

**January 26, 2023**

**INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS**

NSF PIs are responsible for:

1. **Determining whether any “off-campus or off-site research”1 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.

1. **Completing the project specific information** on the last page of this document and;
2. **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.
3. **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.

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

1For the purposes of this requirement, FSU defines “off-campus or off-site research” as “*data/information/samples being collected off-campus or off-site (e.g., fieldwork, research activity on vessels and aircraft, work in an off-campus location, etc*.).”

**NSF Safe and Inclusive Work Environment**

**Plan for Off-Campus or Off-Site Research**

Florida State University (FSU) 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 doing research or engaging in scholarly activities at an off-site location. It is also the National Science Foundation’s policy to “foster safe and harassment-free environments whenever science is conducted.”

In accordance with the *2023 Proposal & Award Policies & Procedures Guide* ([Page II-41, E.9.](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E9)), Grantee institutions are required, effective with proposals submitted January 30, 2023 or later, to certify that a plan is 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.

FSU meets NSF’s requirement (as well as its own expectations) through this Plan 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 further in this document. This plan will apply to contractors and subrecipients who do not have an NSF-compliant Plan of their own.

**Principal Investigators are responsible for distributing a copy of this Plan to each participant** **in an off-campus or off-site research prior to those individuals leaving campus to participate in the off-campus or off-site activities.**

**KEY POLICIES AND PROCEDURES**

All Florida State University staff, faculty, and student workers are required by University policy to complete the *Anti-Sexual Misconduct Awareness and Prevention* training course provided by Human Resources. In addition, FSU has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable Institutional policies. Note that the hyperlinks are publicly accessible and easy to view.

* [Student Conduct Code](https://sccs.fsu.edu/conduct-codes/student-conduct-codes)
* [Anti-Sexual Misconduct](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf)
* [Equal Opportunity, Non-Discrimination & Non-Retaliation](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#I3)
* [Americans with Disabilities Act](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#I1)
* [Nepotism Policy](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Forms/employment/NepotismPolicy.pdf)
* [Research Misconduct](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/research/FSU%20Policy%207A-2.pdf)
* [Employee & Labor Relations](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employee-and-labor-relations)
* [Standards for Employee Ethics](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employee-and-labor-relations#G7)
* [Affirmative Action](https://hr.fsu.edu/sections/equity-diversity-inclusion/affirmative-action)
* [Diversity & Inclusion](https://diversity.fsu.edu/)
* [Protection of Vulnerable Persons Act](https://hr.fsu.edu/sections/equity-diversity-inclusion/protection-vulnerable-persons-act)
* [Student Conflict Resolution](https://conflictresolution.fsu.edu/)
* [Workplace Violence Guidance](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/workplace-violence-guidelines)

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| **REPORTING SUSPECTED MISBEHAVIOR** |
| * Contact your supervisor
* Report via <https://report.fsu.edu/>
* Report via FSU’s [Ethics & Compliance Hotline](https://secure.ethicspoint.com/domain/media/en/gui/32441/index.html)
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**NSF Safe and Inclusive Working Environment**

**Plan for Off-Campus or Off-Site Research**

**PROJECT SPECIFIC INFORMATION[[1]](#endnote-1)**

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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 Grant Number |       |
| Principal Investigator Name  |       |
| Principal Investigator Cell Phone and Email |       |
| Off-Campus Location(s) of Research Activity |       |
| Description of Off-campus/Off-site Research Activity*(fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.)* |       |
| 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? |       |
| Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? If yes, are there any special arrangements needed to make sure any misconduct is reported involving these individuals? |       |
| Recommended contact 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.)* |       |
| Any special circumstances that necessitate special plans (*e.g., 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*).If yes, what arrangements are in place to manage these special circumstances?  |       |
| Other Comments or Information that participants may find useful.  |       |

1. This plan should identify steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment (e.g., 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).

Communications within 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 taken into account. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

\* \* \* \* \* [↑](#endnote-ref-1)