NSF Safe and Inclusive Working Environment

PLAN FOR OFF-CAMPUS OR OFF-SITE RESEARCH

INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS

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.

If **YES**, off campus research is anticipated:

- o Complete a plan (see below and additional pages)
- o Annotate the PRF Notes (Section 25) with with words "NSF Safe and Inclusive Research Plan Included"
- o Attach the plan to the email that transmits the signed PRF to Office of Sponsored Project Administration at [Insert Sponsored Programs email here] if Requested

If NO, off-campus research is not anticipated:

- o Annotate the PRF notes (Section 25) with the words "No off-campus research is contemplated" [In this circumstance, no plan need be submitted.]
- Completing the project specific information on the last page of this document; and
- 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.

The plan should not be submitted to NSF or to Sponsored Projects unless requested. Plans may be reused and redistributed for multiple off campus research activities but must be updated prior to departure if the specific content needs to change.

NSF defines "off-campus or off-site research" 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

The University of Texas at San Antonio 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 distributing a copy of this plan to each participant in an off-campus or off-site research <u>prior to those individuals leaving campus to participate in the off-campus or off-site activities.</u>**

KEY POLICIES AND PROCEDURES

All UTSA staff, faculty and student workers are required by University policy to complete Annual Compliance Training to gain knowledge to comply with general university policies and relevant state/federal laws. In addition, the University of Texas at San Antonio 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. Note that the hyperlinks are publicly accessible and easy to view.

Board of Regents Policies:
- Code of Conduct
- Conflict Resolution Process for Employees
- Nepotism and Personal Relationships
- Sexual Harassment, Sexual Misconduct, and Consensual Relationships
- Affirmative Action Plans
- Policy Against Discrimination
- Standards of Conduct (Employees)
- Student Conduct and Discipline

Administrative Policies
- Whistleblower and Retaliation Policy
- NonDiscrimination
- Grievances of Non-Faculty Employees
- Managing Nepotism and Personal Relationships
- Misconduct in Research or in Other Scholarly Activities
- Sexual Harassment and Sexual Misconduct
- Research Misconduct

REPORTING SUSPECTED MISBEHAVIOR

- CONTACT YOUR SUPERVISOR
- REPORT MISCONDUCT TO EOS/ TITLE IX OFFICE: 210-458-4120. HEARING IMPAIRED/TDD: 210-458-4243
- REPORT VIA THE LIVESAFE APP
- REPORT ANONYMOUSLY ONLINE

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Plan for Off-Campus or Off-Site Research

PROJECT SPECIFIC INFORMATION

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 (plus Cell Phone and Email)	
Off-Campus Location	
Description of off-campus 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). It is permissible to leave this blank if dates are not yet available.*	
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 or guidance participants need to make sure they know they should also report misconduct 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. *If known, include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided. May leave blank if information is not available.*	