

Safe and Inclusive Working Environments for Off-Campus or Off-Site Research Plan

As of January 30, 2023, NSF has implemented a policy to foster safe and harassment-free environments wherever science is conducted. Accordingly, for each proposal that proposes to conduct research off-campus or off site, the University must certify there is a proposal-specific plan in place that describes how the following behaviors will be addressed:

- a. 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
- b. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

This plan should also 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 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.

The University of Florida is committed to providing all members of our community with fair and equitable treatment, regardless of their sex, gender identity, or sexual orientation. As such, the University strives to protect our students, employees, volunteers, and visitors from any form of discrimination or unwelcome conduct on the basis of sex, including sexual orientation and gender identity. These behaviors will not be tolerated at the University and any individual who engages in such conduct will be subject to disciplinary action.

[Policy for Dealing with Conduct in Research](#)

[Sponsor-Funded Prohibited Conduct Review & Notification Protocol](#)

[Term and Condition: Sexual Harassment, Other Forms of Harassment, or Sexual Assault](#)

[1.006 Non-Discrimination/Harassment/Invasion of Privacy Policies](#)

[6C1-1.008 University of Florida; Disruptive Behavior](#)

[Title IX: Laws and Policies](#)

For any NSF proposal for which any work is conducted off-campus or off-site, the PI should complete the following form. The form should be labeled "Safe and Inclusive Plan" and saved in the UFIRST proposal internal documents. DSP will review for completeness, not content. Should the project be funded, the PI should distribute the completed form to each person involved in the project.

Please complete and sign the following form:

For _____ (Proposal Number PRO000XXXX), under the guidance of _____ (PI Name), in addition to the steps listed above, this plan will involve the following, as described below.

Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc)

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 (Subrecipient, contractor, collaborator) 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)

Any special circumstances that necessitate special plans (e.g., participants are at sea without ability to make contact with land; only a single satellite phone is available for the group, variance in cultural norms might necessitate advance awareness training). If yes, what arrangements are in place to assure misconduct can be reported?

I, _____ (PI Name), agree to disseminate this plan to all individuals participating in the off-campus or off-site research prior to the commencement of the work.

Signature

Date