**Safe and Inclusive Working Environment Plan**

**NSF Requirement for Off-campus and Off-site Research1**

***[Instructions:***

* ***Fill in tables and provide information for items in blue.***
* ***Do not change any black text, email addresses and links provided below. Items in black text are required by the university as part of a Safe and Inclusive Working Environment Plan.***
* ***When submitted as part of a proposal to NSF, the plan is limited to two pages, 1-inch margins. Leave the font set to Times 11, as it uses the least amount of space while avoiding line-space warnings when uploaded.***
* ***[Bracketed, blue text should be removed.]***

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| **Project PI:** | |
| **PI Phone Number:** | **PI Email:** |
| **Project Title:** | |
| **Brief description of field setting and unique challenges of the team:** | |
| **Estimated Departure Date:** | **Estimated Return Date:** |
| **Third Party Partners at Off-campus/Off-site Location2**: | |

**Nurturing an Inclusive Off-campus or Off-site Working Environment (Required)**

Processes in place for addressing abuse of any person or other conduct:

* USU requires all faculty, staff, and graduate students to complete required Title IX training: <https://www.usu.edu/equity/trainings/employee-prevention>
* Additional Relevant USU policies: Interim Policy 305: Discrimination based on Protected Classifications; Interim Policy 339: Title IX Sexual Misconduct in an Employment; Interim Policy 339A: Non-Title IX Sexual Misconduct; Interim Policy 340: Required Reporting of Sexual Misconduct

All Utah State University employees are required to report alleged sexual misconduct (including sexual harassment, sexual assault, dating/domestic violence, and stalking) to the Title IX Coordinator within 24 hours of receiving the disclosure.

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| **Project specific activities to nurture an inclusive off-campus or off-site working environment.** *[For this project an inclusive off-campus or off-site working environment may also be nurtured through the following activities: 1) Trainings; 2) Processes to establish shared team definitions of roles and responsibilities; and/or 3) Culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events. Detail here.]* |

**Communications (Required)**

* *Individuals participating in the off-campus or off-site research will have access to the following communications pathways and singular points of communication will be minimized as follows:*

*\_\_\_* Participants will have personal phones and/or computer and regular internet or cell service; AND/OR

\_\_\_ Other (provide detail including whether communication will only be periodically available):

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| *[Singular points of communication should be minimized. This plan should never have a single person overseeing access to a single satellite phone.]* |

**Abuse of Any Person and Other Conduct (Required)**

All participating individuals will be provided the following information:

* In the case of immediate safety concerns, local law enforcement will be notified promptly.

*Contact Information: USU Police at 435-797-1939 or 911 for emergencies.*

*[Add any other local relevant contact information here]*

* All USU employees and students can report via <https://www.usu.edu/equity/report>
* Concerns may be anonymously reported <https://www.usu.edu/equity/sexual-misconduct/choosing-to-report>
* 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 in the tables below. *Contact information: NSF Office of Equity and Civil Rights (OECR) at* [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov)

**The following behaviors will also be addressed as described below:**

1. **Harassment, Stalking, Sexual Misconduct, Violations of Discrimination Policy**

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| **Process or method for making incident reports** | **How reports are received** | **Resolution of reports** |
| Reports will be made to the PI, who makes reports to the USU Office of Equity (OE).  Should reports need to be made to someone other than the PI, individuals may [report](https://www.usu.edu/equity/report) directly to the USU OE. Incident reports can be made by any individual, regardless of affiliation to USU or the project. | Report to PI in person, phone call or email. All reports are sent to OE:  Online Reporting:  https://www.usu.edu/equity/report  Matt Pinner, JD  Executive Director and Interim Title IX Coordinator  435-797-1266  [matthew.pinner@usu.edu](mailto:matthew.pinner@usu.edu) | OE will reach out to each person re: their claim/complaint. OEO will make an assessment which may result in an investigation. OEO will assess risk and evaluate the urgency and need to remedy the situation. What remedy/response is needed will be case-by-case. |

1. **Bullying, Hazing and Other Unwelcome, Offensive, Indecent, Obscene, or Disorderly Conduct (not covered above)**

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| Reports will be made to the PI.  Should reports need to be made to someone other than the PI, individuals can report directly to USU or NSF (as outlined above) | Report to PI in person, phone call or email.  PI (or others) should report information as <https://www.usu.edu/inclusion/resources/reporting> | The responding office reviews complaints and makes an evaluation. Responses are determined on a case-by-case basis. |

**Special Considerations (Required if Third Party Partners Involved)** *[If not applicable, this section can be removed to help conform to the 2-page limit]*

*Third Party Partners:* If third party partners are present in the off-campus or off-site working environment, they:

* Will follow their entities related codes of conduct and reporting structures;
* May report incidences to the PI as listed above;
* May [report](https://www.usu.edu/equity/report) incidences when a USU partner, staff member, student employee, or faculty member is alleged to have engaged in behavior in violation of USU policies as cited herein and to NSF’s OECR at mail to: [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov)
* *Other:*

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| *[Detail Special circumstances that necessitate special plans (e.g., participants are at sea without ability to make contact with land; local transportation to a safe space is not available; variance in cultural norms might necessitate advance awareness training)]* |

**Plan Dissemination (Required)**

*The plan will be disseminated to individuals participating in the off-campus or off-site research prior to departure as follows.*

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| *[Detail who the plan will be disseminated to (include subrecipient or collaborative individuals participating in off-campus/off-site research), method and timeline for dissemination.* *The disseminated plan must include active links.]* |

**PI Certification (Required)**

*As PI of subject project, I understand that it is my responsibility to implement this plan and to uphold Utah State University’s* [reporting requirements](https://www.usu.edu/equity/report)*. Should reports need to be made to the NSF according to their* [*reporting requirements*](https://www.nsf.gov/od/oecr/harassment.jsp)*, this plan may be used as part of NSF’s investigation and decision to continue funding of this project.*

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| PI Name | |
| PI Signature | Date |

1For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

2Partners not affiliated with Utah State University as an employee or student who are present in the off-campus/off-site research working environment.