

Procedure to Comply with NSF Sexual Harassment Policy

- (1) The Office of Equity receives a report of an allegation of sexual harassment, other forms of harassment, or sexual assault, as defined in NSF requirements. The Office of Equity will search in Kuali to find out if the individual is a PI or CO-PI of a NSF-funded award or subaward.
- (2) An investigation of the allegation is conducted in accordance with applicable USU investigatory or disciplinary procedures.
- (3) Depending on the circumstances, prior to, during, or after an investigation, a finding/determination may result, an individual may be put on administrative leave, or an administrative action may be imposed.
- (4) If the individual in question is a PI or Co-PI on an NSF-funded award or subaward, the Office of Equity will notify the Vice President for Research (VPR) and submit information specified in NSF requirements to the Sponsored Programs Office (SPO) within three (3) business days of the implementation of the administrative leave/action or the finding/determination. SPO will verify if the individual has an active award.
- (5) SPO is responsible for submitting the notification to NSF, which is due within 10 business days of the date of the administrative leave/action or finding/determination.
- (6) In accordance with NSF requirements, notification to NSF under this procedure regarding both interim administrative actions and final determinations of responsibility will identify the individual, as required, but will not include personally identifiable information of others.
- (7) SPO will work with NSF and other appropriate offices as needed, with the primary goals of ensuring the safety and security of other award personnel and the continued progress of the funded project. Before any action is implemented, SPO, in consultation with the Vice President for Research (VPR), will consider options to ensure compliance to USU policies and NSF recommendations. Actions that may be necessary may include, but are not limited to:
 - a. Replacement of the PI or Co-PI
 - b. Review of expenditures on the award
 - c. When necessary, transfer of unallowable charges off the award.
- (8) This procedure may necessarily involve discussion with others at USU, including any potential substitute/replacement PI(s) or CO-PI(s) appropriate Department Chair(s), College Dean(s), and the VPR, but disclosures will be limited to the extent possible.