

Procedure to Comply with NIH 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 NIH requirements. The Office of Equity will search in Kuali to find out if the individual is a PI, Co-PI, or Key Personnel on a NIH-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, Co-PI, or Key Personnel on a NIH-funded award or subaward AND is no longer able to fulfill his/her obligations to conduct research because he/she has been removed from the workplace because of sexual harassment concerns, the Office of Equity will notify the Vice President for Research (VPR) and 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 NIH as soon as reasonably possible, but no more than 10 business days from the date of the administrative leave/action or finding/determination which removed the PI, Co-PI, or Key Personnel from the workplace.
- (6) SPO will work with NIH 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 NIH 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.
- (7) 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.