NSF Safe and Inclusive Working Environment
PLAN FOR OFF-CAMPUS or OFF-SITE RESEARCH

Updated May 5

INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS (PIs)

NSF PIs are responsible for:

(1) Determining whether any "off-campus or off-site research" will occur on their NSF proposal submission (see definition below). Plans are only required for NSF proposals containing ***research that is conducted off-site or off-campus***. See the associated FAQs for more information.

(2) Completing the project specific information on the last page of this document and submitting the plan to ORSP ***prior to*** the submission of the proposal to NSF.

(3) Distributing all 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.

(4) 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 must be submitted to ORSP prior to the proposal submission to NSF. The plan itself should not be submitted to NSF unless requested. Plans may be re-used and re-distributed for multiple off-campus research activities but must be updated 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 North Carolina at Asheville (UNC Asheville) is committed to addressing harassment and fostering a safe and healthy work and learning environment. Policies and expectations in this regard 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 National Science Foundation ("NSF") policy to "foster safe and harassment-free environments wherever science is conducted." (NSF 2023 PAPPG Guide II-E.9]. Grant recipients, including the UNC Asheville, 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 Principal Investigator ("PI") in the project-specific information shown in this document. **PIs are responsible for distributing a copy of this plan to each participant involved in 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 UNC Asheville employees, including faculty, are required by University policy to complete the mandatory [Sexual Harassment Prevention Annual Training](#) course. In addition, UNC Asheville has a robust policy system designed to enforce the expectations for a safe and healthy work and learning environment. The following is a list of applicable University policies – the expectations of which apply to members of the University community regardless of their location, on or off campus. Note that the hyperlinks are publicly accessible and easy to view.

UNC Asheville Policies:
- [Conflict of Interest and Commitment](#)
- [Electronic Harassment, Threats, Stalking and Similar Activities Policy](#)
- [Equal Employment Opportunity and Affirmative Action Policy](#)
- Financial Conflict of Interest on Sponsored Programs [awaiting Chancellor approval]
- [Sexual Harassment Policy](#)
- [Unlawful Workplace Harassment Policy](#)
- [Workplace Violence Prevention and Response Policy](#)
- [Faculty Manual](#)
- [Student Conduct System Handbook – Student Code of Community Standards](#)
- [UNC Policy Manual and Code](#)

Individual areas, departments and programs may have additional policies, procedures, or standards in place to address faculty, staff or student conduct.

<u>Reporting a Concern:</u>
1. Contact your Supervisor
2. Contact the UNC Asheville [Title IX Officer](#) for concerns of sexual harassment.
3. Contact the UNC Asheville Chief Research Officer for concerns of misconduct.
4. Report your concern anonymously using UNC Asheville's "[Report a Concern](#)" web site.

NSF Safe and Inclusive Working Environment 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).*	
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. *Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided.*	