NSF Safe and Inclusive Work Environment
Plan for Off-Campus or Off-Site Research

The University of Minnesota is committed to addressing harassment and fostering a safe and healthy work environment. Policies and expectations for proper conduct 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 NSF policy to "foster safe and harassment-free environments whenever science is conducted." (NSF 2023 PAPPG Guide II-E.9]. Grantees 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 PI in the project-specific information shown in this document. **Principal Investigators are responsible for distributing a copy of this plan to each participant in an off-campus or off-site research prior to those individuals leaving campus to participate in the off-campus or off-site activities.**

KEY POLICIES AND PROCEDURES

All UMN staff, faculty and student workers are required by University policy to complete the Preventing Sexual Misconduct, Discrimination, and Retaliation course. In addition, the University of Minnesota has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable Board of Regents and Administrative (Institutional) policies. Note that the hyperlinks are publicly accessible and easy to view.

Board of Regents Policies:

- Code of Conduct
- Conflict Resolution Process for Employees
- Nepotism and Personal Relationships
- Sexual Harassment, Sexual Assault, Stalking and Relationship Violence
- Equity, Diversity, Equal Opportunity, and Affirmative Action
- Employee Group Definitions
- Faculty Tenure
- Student Conduct Code

Administrative Policies

- Retaliation
- Discrimination
- Conflict Resolution for Faculty, P&A, Civil Service, and Student Employees
- Managing Nepotism and Personal Relationships
- Reporting Suspected Misconduct
- Sexual Harassment, Sexual Assault, Stalking and Relationship Violence
- For Cause Investigations Related to Research Compliance Concerns
- Research Misconduct
- Gender Identity, Gender Expression, Names and Pronouns Administrative Policy

REPORTING SUSPECTED MISBEHAVIOR

- Contact your supervisor
- Report to one of the central offices that address concerns of misconduct
- Report to U Report either via phone (1-866-294-8680) or online. Reporting may be done anonymously

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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). It is permissible to leave this blank if dates are not yet available.*	
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. *If known, include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided. May leave blank if information is not available.*	