Safe and Inclusive Working Environment Plan

Principal Investigator Name(s):

NSF Proposal Number:

Date:

NSF's PAPPG (Proposal & Award Policies & Procedures Guide) requires proposers to certify that they have a plan in place for creating and maintaining a Safe and Inclusive Working Environment for Off-Campus and Off-Site Research.

NSF recognizes that a community effort is essential to eliminating sexual violence, sexual harassment, retaliation, and other prohibited behavior in science to build inclusive scientific climates where people can learn, grow, and thrive. MT Tech's Discrimination, Harassment, and Retaliation Policy supports these goals.

Guidelines for Addressing Unacceptable Behavior/ Conduct

For any off-campus/off-site or field work on a proposed NSF project, the PI must establish a plan for that proposal and will respond to abuse of any person involved in this off-campus/off-site study, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, where the behavior is carried out verbally, physically, electronically, or in written form; or conduct that is unwelcome, offensive, indecent, obscene, or disorderly in accordance with the University's general policy's including:

> Discrimination, Harassment, and Retaliation Policy

Any PI applying for a grant where NSF is the Direct or Prime sponsor and off-site work is anticipated must complete the questionnaire below which will constitute documentation of the required plan for a Safe and Inclusive Work Environment. This plan should **not** be submitted to NSF for review with the proposal, but it must be documented with the Office of Sponsored Programs prior to submission. If changes are made to the plan, an updated version must be sent to the Pre-Award Grant Manager and Human Resources.

The PI is responsible for ensuring that any individual working on this project in an off-site or off-campus location receives a copy of this plan prior to commencement of their work at an off-site or off-campus location. NSF has defined off-campus or off-site research as data/information, samples being collected off-campus or off-site, such as field work and research activities on vessels and aircraft.

Off-site Project Members

Please provide the names and titles of the individuals who will be working off-site in performance of this project. (Note: If you have unnamed individuals, please list title and/or role with a TBD, e.g., Graduate Research Assistant – TBD. Once the position is filled this plan will need to be updated) Attach additional pages as needed.

Name:
Title/Role:

Name:
Title/Role:

Name:
Title/Role:

Name:
Title/Role:

Name:
Title/Role:

Name:
Title/Role:

Name:
Title/Role:

Plan

1. Provide a brief description of the field setting and unique challenges for the team, including how the PI will establish an inclusive working environment. This may include training, processes to establish shared team definitions of roles, responsibilities, and culture, code of conduct, field support, regular check-ins and development events.

2. Describe how the following behaviors will be addressed for personnel working off-site for any portion of performance, of **this project**: Abuse of any person, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form. This may include conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

3. How will the PI promote communication between and among on-campus and off-site personnel as well as other organizations/ third parties in the work environment. Describe how the PI will avoid a single person serving as a gate-keeper in these communications, and the process or method that will be used to make and respond to incident reports.

PI Certification

By submitting this plan to the Sponsored Programs Office, the PI of this proposed project agrees that, should this proposal be funded, the PI will follow the University policies, processes, and project safety procedures described in the above plan. The plan will be disseminated to the individual participating in the off-site research prior to departure. The PI will notify all project participants and describe any changes that are made to the plan during the course of the project, and send a copy of the revised plan to the Pre-Award Grant Manager and Human Resources. The PI understands that the plan must be provided to NSF upon request.

PI Name (Typed)	PI Signature	Date

PI Name (Typed)	PI Signature	Date

HR Certification
Human Resources has reviewed the above Safe and Inclusive Working Environment Plan and agrees to the plan as presented.

Name (Typed)	Signature	Date