

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

The University of Illinois at Urbana-Champaign (UIUC) is committed to ensuring that its learning and working environments are free from all forms of discrimination and harassment. This expectation extends past the boundaries of the physical Urbana-Champaign campus to all off-campus or off-site research conducted by UIUC faculty, students, and staff.

In addition, it is NSF policy to “foster safe and harassment-free environments whenever science is conducted.” (NSF PAPPG 23-1, Chapter II-E.9). When off-campus or off-site research is conducted, 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.

**Note:** For the purposes of this requirement, off-campus or off-site research is defined by NSF as data/information/samples being collected off-campus or off-site, including fieldwork and research activities on vessels and aircraft, and observatories and other facilities.

UIUC creates safe environments by using and adhering to the policies and procedures outlined below. However, to ensure compliance with the new NSF policy, Principal Investigators must create a project specific plan that aligns with university expectations.

## **Policy**

[Sexual Misconduct Policy \(Procedures\)](#)

[Nondiscrimination Policy \(Procedures\)](#)

[Code of Conduct](#)

[Policy on Workplace-Related Intimate Personal Relationships](#)

## **How to report**

[We Care website](#)

[OAE’s website](#)

[Email Ethics and Compliance Office](#)

[Relationship Reporting Form](#)

Principal Investigators are responsible for:

- completing the project specific information on the following page;
- distributing a copy of the plan to all individuals participating in off-campus or off-site research prior to departure; and
- retaining a copy of the plan along with documentation of who received the plan. The plan does not need to be submitted to NSF or SPA unless requested.

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## Project Specific Information

Principal Investigator:

Project Title:

NSF Grant Number:

Off-Campus/Off-Site Location:

Describe the steps you will take to nurture an inclusive off-campus or off-site working environment (e.g., trainings):

Describe the process you will use to establish shared team definitions of roles, responsibilities and culture (e.g., codes of conduct):

Describe the process for field support, such as mentor/mentee support mechanisms, regular check-ins and/or development events:

Describe communications within team and to the organization. Minimize singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone):

Describe any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment:

To report suspected misbehavior, refer to the “How to Report” section on the first page.

I, \_\_\_\_\_ (PI Name) agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to commencement of the work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For questions related to completing the plan, consult with the following office(s) as appropriate:

Title IX Office: [titleixcoordinator@illinois.edu](mailto:titleixcoordinator@illinois.edu)  
*Policies related to Sexual Misconduct*

Office for Access & Equity: [accessandequity@illinois.edu](mailto:accessandequity@illinois.edu)  
*Policies related to Nondiscrimination and Sexual Misconduct*

Illinois Human Resources: [ihr-ler@mx.uillinois.edu](mailto:ihr-ler@mx.uillinois.edu)  
*Policies related to Code of Conduct and Workplace Related Intimate Personal Relationships*

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