

Guideline 35

2/13/2023

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

In response to [NSF PAPPG Chapter II.E.9](#) effective January 30, 2023

INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS

Prior to the submission of an NSF proposal, WSU lead PIs are responsible for:

- (1) **Determining whether any “off-campus or off-site research” will occur on their NSF-funded award** (see definition below*). Plans are only required for NSF-funded awards containing research that is conducted off-site or off-campus (personal service agreements, non-funded collaborators, and subawards).
- (2) Developing a **Plan for a Safe and Inclusive Work Environment for Off-Campus or Off-Site Research**. An optional template can be found at the end of this document.
- (3) Ensuring the plan is on file with the department/college at the time of proposal submission. The plan should not be submitted to NSF or to ORSO unless requested.

After an NSF award or flow-through NSF funding is received by WSU, WSU lead PIs are responsible for:

- (4) **Distributing 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.
- (5) **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 and/or college grant file.

Plans must be revised for each new project proposed to NSF and updated as needed throughout the award period.

*NSF defines “off-campus or off-site research” is defined 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 Plan for a Safe and Inclusive Work Environment for Off-Campus or Off-Site Research

RELEVANT UNIVERSITY POLICIES & PROCEDURES

The Washington State University (WSU) 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.

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 nurtures an inclusive off-campus and off-site environment through the robust system of policies and procedures designed to enforce the expectations for a safe and healthy workplace. All WSU research staff, faculty and student workers are required by university policy to complete the Required Discrimination and Harassment Training in the Percipio online training system. WSU staff, faculty, and students are also subject to applicable WSU policies as appropriate, including the following:

[Executive Policy Manual](#)

[Business Policies and Procedures Manual](#)

[Graduate School Policies & Procedures Manual](#)

[The Compliance and Civil Rights office](#) (CCR) is WSU’s central intake and referral office for discrimination and harassment-based violence complaints from students, staff, and faculty. CCR collaborates with other University offices that receive and address complaints and problems in educational environments and workplaces throughout the University, including off-site and off-campus environments. Any students, staff, or faculty that experience abuse or unwelcome conduct can submit a report to CCR. This report will be subject to WSU’s [Executive Policy 15 Prohibiting Discrimination and Harassment](#) and will be resolved according to [CCR’s Procedural Guidelines](#) for investigating complaints.

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

PLAN TEMPLATE

Project Details

Plan Date <i>(enter date the plan was prepared or updated)</i>	
Plan Version Number <i>(if updating a previous version of the plan)</i>	
ORSO Number <i>(from MyResearch)</i>	
NSF Proposal/Grant Number <i>(from Research.gov, BAAM, Fastlane, etc.)</i>	
Principal Investigator Name	
Principal Investigator Phone	
Principal Investigator Email	
Project Title	

Off-campus Research Activity Description

In the table below, briefly describe where the off-campus research will take place.

Estimated Departure	Estimated Return	Location description
XX/XX/20XX	XX/XX/20XX	<i>Provide a brief description of where the off-campus research will take place. For example, state the location of fieldwork sites, identify the vessel or aircraft where research will take place, or describe other off-campus location where research will occur (e.g., a local business or government laboratory).</i>
		<i>Add rows as needed</i>

Third Party Participants

Identify any other entities (e.g., government, industry, subawardees, other universities, etc.) whose participants may be involved in the off-campus research activities.

If multiple entities are involved, state if any special arrangements will be made to ensure a safe & inclusive environment for all participants (e.g., common guidance or training provided to all participants; badges or clothing with logos/branding provided to all participants for identification; keys/cards provided to participants to control access to off-campus facilities, etc.)

Communication Plans

a) Communication within research team

Describe how the research team will communicate with each other when conducting research off-campus (e.g., cell phone, satellite phone, two-way radio, etc.). If internet and/or cell service will not be regularly available, what alternate arrangements are in place to ensure safety & communication among participants?

State how the project will minimize singular points within communications pathways (e.g., a single person overseeing access to a single satellite phone).

b) Communication of incident reports to WSU

State how the research team could communicate with officials from WSU's [Compliance and Civil Rights](#) office to submit a report of suspected abuse or misconduct when conducting research off-campus (e.g., email, cell phone, satellite phone, etc.) If internet and/or cell service will not be regularly available, what alternate arrangements are in place for participants to report suspected misconduct?

Other Considerations

Describe any other considerations that necessitate special plans when conducting research off-campus (e.g., participants are at sea or other remote locations without ability to make contact with University reporting offices; 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?

Dissemination Plans

Describe how this plan will be disseminated to the research participants, including timelines (e.g., X weeks/months before departure) and the method of dissemination (e.g., email, paper copies, etc.). Note that the plan must be disseminated prior to departure for off-campus research.

Signature & Date

Principal Investigator

Date