

NSF Safe and Inclusive Working Environments Plan for Off-Campus or Off-Site Research

Project Specific Information

Plan Date or Version <i>Enter date the plan was prepared, updated, or a version number. Enter the preparers name(s) if different from the Principal Investigator(s).</i>	
NSF Grant Solicitation Number	
NSF Proposal Title	
Principal Investigator(s) Name	
Principal Investigator(s) Contact Phone	
Principal Investigator(s) Email	
List of participants or group who will be taking part in the off-campus/off-site research	
Off-Campus/Off-Site Location(s)	
Description of research activity	
Estimated Departure and Return Dates <i>If multiple locations/trips, list date ranges for each location/trip</i>	

Description of steps taken to ensure a safe & inclusive working environment.

Trainings, definitions of roles, mentor/mentee support mechanisms, regular check-ins, etc.

Will participants have regular internet or cell service available?

If no, what alternative 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 arrangement 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 they prefer to report misconduct; more than one contact may be listed.

Any special circumstances that necessitate special plans (e.g., participants are in remote locations without the ability to contact reporting offices; only a single satellite phone is available for the group; physical or other barriers that may require special attention to ensure full participation; no local transportation to 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.

Note: for international trips, please include embassy/consulate contact information.