

Safe and Inclusive Work Environments Plan

Overview

The College of Wooster is committed to maintaining a fair, respectful, and inclusive environment in which all members of its community feel safe and can participate fully and grow. This commitment applies during college-sponsored activities, including off-campus/off-site research and educational experiences. Such experiences may include, but are not limited to, course-based travel, internships, conferences, fieldwork, and other off-campus or off-site research.

This policy conforms to the National Science Foundation (NSF) policy to “foster safe and harassment-free environments whenever science is conducted” [PAPPG Guide 11-E.9]. Grantees are required to certify that a plan is in place at the time of initial proposal submission. It is expected that:

- ❖ Faculty and staff leading or participating in off-campus or off-site experiences minimize risks and promote a supportive environment where diverse skills, experiences, and perspectives are honored.
- ❖ Group leaders are intentional about ways to nurture an informed and inclusive learning environment.
- ❖ All participants abide by The College of Wooster’s policies, including but not limited to the [Anti-Sexual Harassment, Discrimination, & Sexual Misconduct Policy](#), the [Non-Discrimination Policy](#), the [Faculty Handbook](#), [Staff Handbook](#), and/or the [Scot’s Key](#).
- ❖ All participants abide by the laws, rules, and policies of the off-campus venues and respect any guidelines created by trip leaders.

Participants who are reported for allegedly engaging in prohibited behavior may be asked to leave the trip. In certain circumstances, The College of Wooster has the right to implement an emergency removal, and these individuals will be subject to disciplinary action pending investigation, consistent with the procedures outlined in the relevant College of Wooster handbook.

Reporting

While reporting is encouraged, it is the participant’s decision whether to report an incident, and reporting can happen at any time. Participants can find resources, contact information, and online report forms on the College’s [Get Help](#) page. You can also contact the Vice President for Human Resources (330-263-2016), the Vice President for Student Affairs and Dean of Students (330-263-2181), and the Dean for Faculty Development (330-263-2576) for further assistance.

**All College of Wooster faculty and staff who are not confidential resources are required to report allegations of sexual misconduct to our Title IX Coordinator/Director of Sexual Violence Prevention (330-263-2350).*

Information about available options and processes following a report to the College can be found in the [Faculty Handbook](#), [Staff Handbook](#), and the [Scot's Key](#).

Instructions for NSF Principal Investigators

At the Proposal Stage

1. Determine whether any “off-campus or off-site research” will occur on their NSF-funded award. This includes any collaborators or subrecipients on their proposal. NSF defines “off-campus or off-site research” 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”. Plans are only required for NSF-funded awards containing research that fits the above criteria.
2. Complete the project-specific information on the last page of this document prior to proposal submission and maintain a copy in the grant file. As part of collaborative projects only, the lead institution shall check the box on the Cover Page that off-campus/off-site research is involved in the project and will be responsible for submitting the plan as part of their proposal submission. The expectation is that the organizations in the collaboration will work together in preparing a singular plan for the entire project.

At the Award Stage

1. Review the submitted plan and make any needed updates.
2. Distribute the plan to all College of Wooster personnel and students who will participate in the activity.
3. Obtain and retain documentation of who received the plan. This can be shown as an email distribution list or sign-up sheet. This documentation should be maintained along with the plan in the grant file.

The plan should not be submitted to NSF unless required. Plans may be re-used and re-distributed for multiple off-campus research activities but must be updated if the content changes. The Sponsored Research Office maintains plans submitted, so sample plans are available for review.

Note: Portions of this policy were adapted from language from Macalester College, Cornell University, and Colorado State University that was publicly shared with higher education members of the CLASP Listserv.