

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

PROJECT SPECIFIC INFORMATION

<p>Plan Date or Version (<i>enter date the plan was prepared or updated, or a version number</i>). Preparer name may also be entered.</p>	
<p>NSF Grant Number:</p>	
<p>Principal Investigator Name (plus Cell Phone and Email)</p>	
<p>Off-Campus Location</p>	
<p>Description of off-campus research activity (<i>fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc</i>)</p>	
<p>Estimated Departure and Return Dates (<i>begin and end dates of off-campus research</i>).</p>	
<p>Will participants have regular internet or cell service available? (<i>If no, what alternate arrangements are in place for participants to report suspected misconduct?</i>)</p>	
<p>Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? <i>If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?</i></p>	
<p>Recommended contact for any suspected misbehavior (<i>note: participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed</i>).</p>	
<p>Any special circumstances that necessitate special plans (<i>e.g., participants are at sea or other remote locations without ability to make contact with University reporting offices; only a single satellite phone is available for the group; there are physical or other barriers that may require special attention to ensure full participation; no local transportation to a safe space is likely to be available; variance in cultural norms might necessitate advance awareness training;</i>). <i>If yes, what arrangements are in place to manage these special circumstances?</i></p>	
<p>Other Comments or Information that participants may find useful. <i>Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided.</i></p>	