

University of Missouri
NSF Safe and Inclusive Working Environment
PLAN FOR OFF-CAMPUS or OFF-SITE RESEARCH

INSTRUCTIONS FOR PRINCIPAL INVESTIGATORS:

NSF 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.
- (2) **Completing the project specific information** on the last page of this document and;
- (3) **Distributing both pages (“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.
- (4) **Retaining documentation of who received the plan** (email or signup sheet) **and the plan itself** in their grant files or in the departmental grant file.

The plan should not be submitted to NSF or to SPA unless requested or required per the solicitation at proposal time by the NSF Directorate.

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.”*

Updated 1/26/2023

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

The University of Missouri 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.

In addition, 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 meets NSF requirements (as well as its own expectations) by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in the attached document. **Principal Investigators are responsible for distributing a copy of this plan to each participant in an off-campus or off-site research prior to those individuals leaving campus to participate in the off-campus or off-site activities and retention of documentation of such distribution.**

KEY POLICIES AND PROCEDURES

All staff, faculty and student workers are required annually per University policy to complete the [Equity in the Workplace: Eliminating Discrimination and Harassment](#) course. In addition, the University of Missouri has a robust system of policy designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable Institutional policies, and reporting information.

<https://www.umsystem.edu/ums/dei/titleix>
<https://www.umsystem.edu/ums/ecas/code>
https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct
https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200
https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330

REPORTING SUSPECTED MISBEHAVIOR

- (1) **Contact** your supervisor.
- (2) **Online:** Report using our [online incident report form](#). The information will be sent directly to us.
- (3) **Email:** Send an email to equity@missouri.edu describing the incident, including the date and the names of people involved.
- (4) **Phone:** Call [573-882-3880](tel:573-882-3880) to provide basic information. We will return your call.

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PROJECT SPECIFIC INFORMATION

Plan Date or Version <i>(enter date the plan was prepared or updated, or a version number). Preparer name may also be entered.</i>	
NSF Grant Number:	
Principal Investigator Name (include Cell Phone and Email)	
Off-Campus Location	
Description of off-campus research activity <i>(fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc)</i>	
Estimated Departure and Return Dates <i>(begin and end dates of off-campus research).</i>	
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>	
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>	
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>	
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> If yes, what arrangements are in place to manage these special circumstances?	
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>	