

NSF Safe and Inclusive Work Environments

Policies

<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/equal_employment_educational_opportunity/ch600

https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330

Forms

Safe and Inclusive Work Environment Template ([Word](#)) ([.pdf](#))

Overview

For all new or renewal NSF proposals incorporating off campus or off-site work submitted on January 30, 2023 or later, NSF's new PAPPG requires the university to certify that the project being proposed has a plan on file for creating and maintaining safe and inclusive working environments for off-campus and off-site research.

The University of Missouri recognizes and supports these collaborative efforts to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates conducive to research, teaching, learning and professional growth. The University of Missouri's Collected Rules and Regulations, including Standards of Faculty Conduct, are expected to be adhered to in accordance with the University's mission. These expectations apply to University of Missouri faculty, staff and students and any that might be encountered while conducting off-site research.

Specific to this NSF requirement, for any offsite or field work on a proposed NSF project, the application includes the attestation of the university that a plan is in place for that proposal. The plan must describe how the following types of behavior will be addressed:

- Abuse of any person, including, but not limited to, harassment, stalking, bullying or hazing of any kind, whether the behavior is carried out verbally, physically, electronically or in written form; or
- Conduct that is unwelcome, offensive, indecent, obscene or disorderly;
- Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment;
- Consider how communications within the team and to the organization will be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone);

- Address how any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account;
- Account for the process or method for making incident reports as well as how any reports received will be resolved.
- As of mid-2023, for all directorates aside from BIO and GEO, the PI and project team do not submit the plan to NSF for review in the proposal, but they must retain and have it in place **prior to submission**.

This plan should also identify steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.

Communications within team and to the organization should be considered in the plan, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

DEFINITION OF OFF-CAMPUS OR OFF-SITE RESEARCH

For the purposes of this NSF requirement, NSF defines off-campus or off-site research as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft (PAPPG, Chapter 2: D. 2. a. Proposal Contents). MU further clarifies off-campus or off-site research for this requirement with the following:

Data/information/samples being collected off-campus or off-site, including at MU-owned locations away from Grounds, for more than three consecutive days and/or research activities that include an overnight stay.

Data/information/samples being collected off-campus or off-site by any project team member, including team members from subrecipient or collaborating organizations performing research outside their primary place of performance.

Meetings and conferences that do not include data/information/samples being collected are not considered off-campus or off-site research.

Data/information/samples collected by subrecipients or collaborating organizations at their primary place of performance is not considered off-campus or off-site research and does not need to be included in this project plan.

Risk

Quick Links

Sections

- I. [At Proposal](#)

II. [At Award](#)

III. [During the Project](#)

SECTION I. AT PROPOSAL

Procedure

Principal Investigator (PI) – At proposal, the PI will:

- (1) Determine whether any “off-campus or off-site research” will occur on their NSF-funded award. Plans are only required for NSF-funded awards containing research that is conducted off-site or off-campus.
- (2) Complete the project specific information on the last page of this document and;
- (3) Check the box indicating on the NSF cover sheet that indicates off-campus or off-site research is being proposed.

NSF BIO AND GEO DIRECTORATES PILOT

Several solicitations from BIO and GEO will soon require the submission of a project-specific Safe and Inclusive Work Environments Plan (SAI Plan) as part of the proposal. The plan will be a 2-page supplementary document and will be considered as part of the Broader Impacts criteria during the review process. See NSF's website for additional information:

- [General Information](#)
- [List of Impacted Solicitations](#) (as of 3/24/2023)
- [Frequently Asked Questions](#)

Note: This requirement is separate from the broader NSF requirement that the AOR certify that there is a written project-specific SEI plan (discussed above) for off-campus or off-site research activities

- If MU is a subaward recipient on an NSF-funded project with off-campus/off-site research, MU's PI does not need to complete a plan. MU relies on the lead institution to provide and implement the plan.
- For Collaborative Proposals, each institution is responsible for their own plan about any off-campus or off-site performances their organization is facilitating.

Departmental Research Administrator (DRA) – At proposal, the DRA will:

- (1) Confirm if there is off-campus or off-site research being conducted. If so, they should confirm the PI has drafted a plan in accordance with the guidelines for that FOA.
- (2) If the plan needs to be included in the proposal submission to NSF, the DRA will ensure it is uploaded to the correct location in research.gov.

- (3) Confirm the box indicating on the NSF cover sheet that indicates off-campus or off-site research is being proposed has been checked.
- (4) Communicate to the SPA SGCA that off-campus research is being conducted and confirm that the plan has been either included in the proposal per the FOA guidelines or has been created by the PI if the inclusion in the proposal is not necessary.

SPA – At proposal, the SGCA will:

- (1) Confirm if there is off-campus or off-site research being conducted. If so, they should confirm the PI has drafted a plan in accordance with the guidelines for that FOA.
- (2) If the plan needs to be included in the proposal submission to NSF, the SGCA will confirm it is uploaded to the correct location in research.gov.
- (3) Confirm the box indicating on the NSF cover sheet that indicates off-campus or off-site research is being proposed has been checked.

SECTION II. AT AWARD

No additional steps are needed to process the award for this certification.

SECTION III. DURING THE PROJECT

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.

Principal Investigators are also responsible for 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.

Need Help?

If you have questions or comments related to this procedure, send an email to grantsdc@missouri.edu or call the SPA Administrative Team (573-882-7560).

Creation Date	Latest Revision Date
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8/3/2023

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>	