



## Safe and Inclusive Working Environment Plan

### Instructions

NSF's [new PAPPG](#) (Proposal & Award Policies & Procedures Guide), effective for proposals with off-campus or off-site work due on or after January 30, 2023, requires proposers to certify that they have a plan in place for creating and maintaining a [Safe and Inclusive Working Environments for Off-Campus and Off-Site Research](#) for that project.

NSF recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. The following Skidmore College policies and their [associated procedures support these goals](#):

1. [Sexual and Gender-Based Misconduct \(SGBM\) Student Policies and Procedures](#) (which includes [Title IX Policy for Students](#) and [Enough is Enough Policy](#));
2. [SGBM Faculty Policy and Procedures](#) (which includes [Title IX Policy for Faculty](#) and [Anti-Harassment Policy for Faculty](#)); and
3. [SGBM Staff Policy and Procedures](#) (which includes [Title IX Policy for Staff](#) and [Anti-Harassment Policy for Staff](#)).

For any offsite or field work on a proposed NSF project, the Principal Investigator (PI)/Project team must establish a plan for that proposal that describes how the following types of behavior will be addressed:

- a. 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
- b. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly; AND
- c. Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment.

As such, any PI applying for a grant where NSF is the Direct or Prime sponsor and off-site work is anticipated must complete the questionnaire below which will constitute documentation of the required plan for a Safe and Inclusive Work environment. This plan should **not** be submitted to NSF for review with the proposal, but it must be documented prior to submission. If changes are made to this plan, an updated version must be provided to the Office of Sponsored Research.

The PI is responsible for ensuring that any individuals working on this project in an off-site or off-campus location receive a copy of this plan prior to commencement of their work at any off site or off-campus location.

For purposes of this requirement, NSF has defined 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.

## Offsite Project Members

Please provide the names and titles of the individuals who will be working offsite in performance of this project (Note: if you have unnamed individuals, please list title and/or role with a TBD, e.g., Undergraduate Research Assistant - TBD)

## Plan

1. Please provide a brief description of the field setting and unique challenges for the team.

2. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of **this project**: 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.

3. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of **this project**: Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

4. Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment **for this project**. (NSF examples include: trainings, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, regular check-ins, developmental events.)

5. Please describe how you will ensure all affected employees have access to this plan and any related resources named herein prior to commencement of off-campus work.

6. How will communications within the team and to the school/college(s) or the institution(s) be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).

7. How will any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment be taken into account in supporting a safe and inclusive work environment off campus **for this project**?

8. Please describe the process or method for making incident reports as well as how any reports received will be resolved.

9. Certification

I, \_\_\_\_\_ (*PI Name*), agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to commencement of their off-site work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date