

## NSF Safe and Inclusive Working Environment

# PLAN FOR OFF-CAMPUS or OFF-SITE RESEARCH

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.

It is NSF’s 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 submit a two pages plan when requested or to certify that the applicant has 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.

Harvard University’s mission and values align with NSF policy. The university is committed to addressing harassment and fostering a safe, inclusive, healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty, students, and visitors whether working on-campus or engaging in scholarly activities at an off-site location. Harvard university considers field research, field studies, and fieldwork an essential component of its scholarly activities, therefore, whether research and scholarship occur in the field or on campus, the University expects that all activities will be conducted in a manner aligned with community expectations and University policies.

### INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS

#### NSF PI’s must:

- (1) **Confirm whether any “off-campus or off-site research” will occur on their NSF-funded award.** Plans are only required for NSF-funded awards containing fieldwork or research that is conducted off-site or off-campus.
- (2) **Complete the project-specific plan** using the provided template [link](#) (also seen below).
- (3) **Distribute (“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) **Retain documentation of who received the plan** (email or signup sheet is sufficient), **save the plan itself** in their grant files or in the departmental grant file, **and send a copy to [research@fas.harvard.edu](mailto:research@fas.harvard.edu).**
- (5) **For current NSF awards that include off-site research**, complete this template and submit it to [research@fas.harvard.edu](mailto:research@fas.harvard.edu) for review by or before March 31, 2023.

#### The plan should not exceed two pages and must include:

- (1) A brief description of the field setting and unique challenges for the team.
- (2) Steps the applicant will take to nurture an inclusive **off-campus or off-site working environment**, including processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; trainings, mentor/mentee mechanisms, and field support that might include regular check-ins or developmental events.

- (3) Communication process and procedures within the off-site team and to the organization that minimizes singular points within the communication pathways. (ex. there should not be a single person overseeing a single satellite phone). Specify if participants will have regular internet or cellphone service available, if not, describe alternative arrangements that are in place for participants to report suspected misconduct.
- (4) The Organizational mechanisms that will be used for reporting, responding, and resolving issues of harassment should they occur.
- (5) The plan must be uploaded into GMAS as a part of the proposal. The plan will not be submitted to NSF unless it is requested.

Harvard University meets NSF requirements (as well as its own expectations) by using the policies and procedures outlined below and as further detailed by the PI in the project-specific plan.

## KEY POLICIES AND PROCEDURES

To promote a safe and inclusive culture, the University is taking the following steps: All staff, faculty, and student workers are required by University policy to complete campus-supported training addressing issues of sexual harassment and sexual violence - <https://provost.harvard.edu/sexual-harassment-prevention-online-training>. In addition, the university has a robust system including Non-Discrimination and Anti-Bullying policies and other resources designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable policies, resources, and trainings:

- **Policies**
  - Sexual and Gender-Based Harassment Policy - <https://www.hupd.harvard.edu/sexual-and-gender-based-harassment-policy>
  - Interim Title IX Sexual Harassment Policy - <https://oge.harvard.edu/files/oge/files/interim-title-ix-sexual-harassment-policy.pdf>
  - Interim Other Sexual Misconduct Policy - <https://oge.harvard.edu/files/oge/files/interim-other-sexual-misconduct-policy.pdf>
  - Non-discrimination and Anti-Bullying Policy - <https://communitymisconductpolicies.harvard.edu/>
- **Resources**
  - [Harvard University Options and Resources](#)
  - [Harvard University SHARE Counselors](#)
  - [Harvard University Health Services](#)
  - [Harvard University Counseling and Mental Health Services](#)
  - [Harvard University Office for Gender Equity](#)
  - [Report a Concern](#)
  - [Harvard University Police Department](#)
- **Training sessions on Sexual Harassment, Gender Equity, and Inclusion**
  - [Preventing and Responding to Sexual Harassment and Other Sexual Misconduct](#).
  - [Virtual Gender Equity and Inclusion Training \(Formerly known as Title IX Information Session\)](#)
  - [Prevention Education](#)
  - [Fieldwork Safety and Best Practices Workshop \(FAS\)](#)
- **Harvard Global Support Services (GSS) services including pre-departure support and international trip registration for SOS assistance**
  - <https://www.globalsupport.harvard.edu/travel/advice/sexual-assault-gender-violence-support>

## REPORTING SUSPECTED MISBEHAVIOR

- If you feel comfortable, contact your supervisor or your department's Director of Administration
- Report to one of the University SHARE Counselors (Confidential Hotline): (617) 495-9100, or through the website: <https://oge.harvard.edu/share>
- When an incident occurs abroad, we work with case managers at [International SOS](#), our 24/7 global emergency response program, to advise and connect you with appropriate resources. For immediate medical advice or attention, contact International SOS by phone at +1-617-998-0000 or through the Assistance App.

**NSF SAFE AND INCLUSIVE WORKING ENVIRONMENTS PLAN FOR OFF-CAMPUS OR OFF-SITE RESEARCH:**

**PROJECT SPECIFIC PLAN (*should not exceed two pages*).**

Project Title:

Principal Investigator (PI) Name:

Project Performance Period:

Off-Campus Location

*Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc), including any specific challenges in that location for personnel and challenges to team dynamics, and pre-fieldwork approaches to manage these challenges.*

*Steps to nurture an inclusive off-campus or off-site working environment, e.g., communication process and procedures, trainings, etc.*

*Processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct:*

*Field support, e.g., mentor/mentee support mechanisms, regular check-ins, or developmental events:*

*Any special circumstances, such as the involvement of multiple organizations or the presence of third parties in the working environment:*

*Describe the reporting mechanism, responding, and resolving issues of harassment should they occur. Include recommended contact for any suspected misbehavior (note: participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed)*

**Site mode of communication:**

- Site has regular internet or cellphone service available
- Site has and use satellite phones
- Other commercial options to make domestic and international calls

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

Signature:

Date: