

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

CSU Monterey Bay is committed to maintaining an inclusive and equitable community that values diversity and fosters mutual respect. We are 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.

NSF has now codified that same commitment through its new policy to “foster safe and harassment free environments whenever science is conducted.” (NSF 2023 [PAPPG Guide II-Eg](#)).

CSUMB meets NSF requirements through the policies and procedures outlined below. In addition, the PI has detailed the project-specific plan related to the special circumstances of their 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.**

KEY POLICIES AND PROCEDURES

All CSUMB staff, faculty and student workers are required by University policy to complete the Title IX and Harassment Discrimination Prevention training. In addition, California State University has very clear [policy](#) that guides our actions. This applies to University Corporation at Monterey Bay as well.

Effective 1/30/23, NSF specifically requires proposals to certify that the PI and campus have a plan in place that addresses the following situations in off-campus settings:

- (1) Discrimination and/or Harassment based on Protected Class status, whether the behavior is carried out verbally, physically, electronically, or in written form; and/or
- 2) Any type of Sexual Misconduct, which includes but is not limited to: Sexual Harassment, Stalking, Dating Violence, etc., and/or creates a hostile environment and quid pro quo ("this for that").
- 3) Retaliation for exercising rights under this Nondiscrimination Policy, opposing conduct that a person believes in good faith is Discrimination or Harassment because of a Protected Status, or for participating, in any manner, in any related investigation or proceeding.

Additionally, in compliance with NSF guidance:

PRE-AWARD

- 1) All project participants will have completed Title IX and Harassment Discrimination Prevention training.
- 2) PI will submit a detailed plan, based upon the template below. This will be an attachment to the standard grant routing form (aka blue sheet).
- 3) The plan will be reviewed by CSUMB Sponsored Programs Authorized Organizational Representative and the Dean of Graduate Studies & Research.

POST-AWARD

- 4) The PI will disseminate the approved plan to the project participants before work begins (cc research_dean@csumb.edu).
- 5) The plan should include and ability to communicate in real-time if issues arise during the project.
- 6) CSUMB Title IX office will process [complaints](#).

**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 (<i>As applicable: address, geographical name, region, lat & lon, kmz</i>)</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>). If yes, what arrangements are in place to manage these special circumstances?</p>	

<p>Other Comments or Information that participants may find useful.</p> <p><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>	
<p>Describe other information that will empower participants to be confident in the field (<i>e.g., bathroom situation, what to pack and what to wear for comfort, typical risks that might be encountered, have participants been properly trained for the expected duties?</i>).</p>	