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**National Science Foundation Safe & Inclusive Working Environment Plan for Off-Campus/Off-Site Research**

[**Instructions:** Do not change any black text, this information is required by the university as part of a Safe & Inclusive Working Environment Plan. For NSF, this is a **Supplemental Document** limited to two pages using 10-point Arial or 11-point Times New Roman font and 1-inch margins. All text in blue and within brackets should be replaced or deleted.]

**Project PI:**

**PI Phone Number and Email:**

**Project title:**

**Off-campus location(s):**

**Dates or frequency of travel:**

This document constitutes a plan for nurturing a safe and inclusive off-campus or off-site research environment and for how abuse by 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 non-inclusive conduct (including biased, unwelcome, offensive, indecent, obscene or disorderly) will be addressed.

1. **Description of field setting and challenges for ensuring safe and inclusive working conditions.** [Describe challenges unique to the team, location and/or nature of the work, including third-party partners at the off-campus/off-site location.]
2. **Steps to nurture an inclusive off-campus or off-site working environment.** The University of Kansas is committed to creating and maintaining a safe and inclusive environment, including in off-campus settings. This commitment extends to programs and activities on all campuses, field sites and anywhere KU research and education are conducted. KU requires all [students](https://policy.ku.edu/student-affairs/mandatory-sexual-harassment-training-students) and [employees](https://provost.ku.edu/memos/20230215) to complete annual campus-supported training addressing issues of sexual harassment and sexual violence, including reporting mechanisms and mandatory reporting roles. The university maintains a comprehensive [Safe & Inclusive Fieldwork website](https://research.ku.edu/safe-inclusive-fieldwork) that contains policies, contact information, reporting mechanisms, help and support resources, trainings and more for: general incidents, Civil Rights & Title IX violations, and other misconduct; criminal activity; injury, sickness and death; vehicle accidents; and mental health crises.  
     
   For this project, the following considerations, activities and trainings will be used to further promote an inclusive off-campus or off-site working environment:
3. [Shared team definition of roles, responsibilities and cultures (e.g., codes of conduct, trainings, mentor/mentee mechanisms)]
4. [Field support (e.g., regular check-ins and/or developmental events)]
5. [Identity-based considerations]
6. **Communication processes within the off-site team and to the organization(s).** Individuals participating in the off-campus or off-site research will have access to the following communication pathways, and singular points of communication will be minimized as follows:
7. [Participants will have personal phones and/or computer, regular internet or cell service; and/or (edit and/or add detail, if applicable).]
8. [Other (provide detail)]
9. [Describe plan to minimize singular points within the communication pathway, such as a single person overseeing access to a single satellite phone.]
10. **Organizational mechanisms that will be used for reporting, responding to, and resolving issues of abuse or other misconduct.** All participating individuals will be provided the following information:
11. **Local law enforcement contact:** [add detail]
12. **Reporting sexual misconduct, harassment, discrimination or retaliation:** KU Office of Civil Rights & Title IX, 785-864-6414, [civilrights@ku.edu](mailto:civilrights@ku.edu), [civilrights.ku.edu](https://civilrights.ku.edu). Reports can be made in person, by phone or email, or via online complaint form by any individual, regardless of their affiliation with KU or the project. This reporting avenue and support services are highlighted on KU’s Safe & Inclusive Working Environments webpage and included in a more detailed, hard-copy field safety plan provided to all team members. The Office of Civil Rights & Title IX will resolve complaints through a five-step process that includes: 1) reporting, 2) support services and measures, 3) formal investigation, 4) summary of investigation results and 5) resolution. [Simultaneous to working with the Office of Civil Rights & Title IX, participants in this project may also consult with SPECIFIC NAME, ROLE and/or RELATIONSHIP to manage immediate situations that require de-escalation or other problem-solving measures.]
13. In addition to KU reporting mechanisms, individuals have the option to report “abuse of any person” that they are subjected to, have witnessed, or became aware of involving an NSF-funded program or activity to the NSF Office of Equity & Civil Rights at [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov).
14. [Delete this section if not applicable]. **Special considerations if third-party partners involved.** Reports of abuse and/or non-inclusive behavior by third parties in the working environment will be reported to KU’s Office of Civil Rights & Title IX, 785-864-6414, [civilrights@ku.edu](mailto:civilrights@ku.edu), [civilrights.ku.edu](https://civilrights.ku.edu), which will assess the situation, provide support, and report cases to third-party entities when appropriate. Third parties who wish to report prohibited conduct by KU faculty, staff or students may (a) follow their entities’ codes of conduct and reporting structures and/or (b) report incidents to KU’s Office of Civil Rights & Title IX.
15. [Delete this section if not applicable]. **Other circumstances that necessitate special plans:** [Detail arrangements that are in place to manage any special circumstances (e.g., participants in remote locations without ability to contact university reporting offices; physical or other barriers that may require special attention to ensure full participation; local transportation to a safe space is not likely to be available; variance in cultural norms might necessitate advance awareness training, etc.)]
16. **Plan Dissemination (required)**. This plan will be disseminated to all individuals participating in the off-campus or off-site research prior to departure as follows: [Provide details about who will receive the plan (including subrecipients and collaborators participating in off-campus/off-site research), dissemination methods and timeline, potential pre-departure meetings/orientations, collection of input/feedback about the plan from members of the field team, etc.]

**PI Certification**

I, [enter PI name], agree to disseminate this plan to all individuals participating in the off-campus or off-site research prior to the commencement of the work, including individuals who may be added to the project at a later date. I understand that it is my responsibility to implement this plan and to uphold the University of Kansas’ [related policies](https://research.ku.edu/safe-inclusive-fieldwork#section8090). Should reports need to be made to the NSF according to their [reporting requirements](https://www.nsf.gov/od/oecr/harassment.jsp), this plan may be used as part of related investigations and decision to continue funding of this project.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_