



NSF SAFE AND INCLUSIVE WORKING ENVIRONMENT PLAN FOR OFF-CAMPUS OR OFF-SITE RESEARCH

Effective for National Science Foundation (NSF) proposals submitted on or after 1/30/2023, a plan for a safe and inclusive working environment is required if the proposed project includes off-campus or off-site research.

INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS

NSF PIs are responsible for:

- (1) **Determining whether any “off-campus or off-site research”* will occur on their NSF-funded project.** Plans are only required for NSF proposals and awards containing research that is conducted off-site or off-campus.
- (2) **Completing the project specific information** on the last page of this document and;
- (3) **Distributing both pages of the plan** to all individuals participating in an off-campus or off-site research activity **prior to departure.**
- (4) **Retaining documentation of who received the plan** (email or signature sheet is sufficient) **and the plan itself** in their grant file or in the departmental grant file.

Plans must be submitted to the Research Office prior to proposal submission in Research.gov and uploaded to the PeopleSoft proposal. The plan should not be submitted to NSF unless requested. If requested by NSF to submit a plan, please contact your Contract & Grant Analyst prior to submitting the plan to NSF. Plans may be re-used and re-distributed for multiple off-campus research activities but must be updated if the specific content needs to change.

* For the purposes of this requirement, NSF defines “off-campus or off-site research” as *“data/information/ samples being collected off-campus or off-site, such as fieldwork on research vessels and aircraft.”*

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The University of Delaware is 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.

In addition, it is NSF policy to “foster safe and harassment-free environments whenever science is conducted.” (NSF 2023 PAPPG Guide II-E.9). UD is required, effective for proposals submitted 1/30/23 or later, to certify that a plan is 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.

The University meets NSF requirements (as well as its own expectations) through the policies and procedures outlined below, and as established in the project-specific plan information set forth on the next page. **Principal Investigators are responsible for distributing a copy of this plan to each individual prior to their departure to participate in the off-campus or off-site research.**

KEY POLICIES AND PROCEDURES

All UD employees are required to take kNOw MORE online training for Faculty & Staff within 30 days of being hired and should be done at the same time as on-boarding. Additionally, refresher training shall be completed the Fall of every odd year (2023, 2025, etc.) This policy keeps the University in line with [State of Delaware Code Title 14-Chapter 90A. Sexual Assault Policy for Institutions of Higher Education](#). In addition, the University of Delaware has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable University of Delaware policies:

- [Code of Conduct](#)
- [The Collaborative Problem-Solving Process](#)
- [Employment of Immediate Family Members](#)
- [Non-Discrimination, Sexual Misconduct, and Title IX Policy](#)
- [Affirmative Action/Equal Opportunity Hiring and Recruitment](#)
- [Compensation Guidelines](#)
- [Faculty Promotion and Tenure System](#)
- [Student Guide to University Policies](#)
- [Conflict Resolution Program](#)
- [Consensual Relationship Policy](#)
- [Conflict of Interest in Research Policy](#)
- [Research Misconduct](#)
- [Equity & Inclusion Resources](#)

Reporting Misconduct:

Human Resources

hrhelp@udel.edu; 302-831-2792

Employee and Labor Relations

employee-relations@udel.edu; 302-831-2171

Reporting Non-Discrimination, Sexual Misconduct, & Title IX Policy Violations:

titleixcoordinator@udel.edu or via the Title IX [Reporting Form](#), (302) 831-8063

PROJECT SPECIFIC INFORMATION

A. Plan Date (enter date the plan was prepared or updated). A version number and preparer name may be included.	
B. Proposal Number	
C. Principal Investigator Name	
D. Off-Campus / Off-Site Location(s)	
E. Description of off-campus research activity(ies) (i.e, fieldwork, research activities on vessels or aircraft, research in an off-campus location)	
F. Will participants have regular internet or cell service available? (If no, what alternate arrangements are in place for participants to report suspected misconduct?)	
G. Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? If yes, are there any special arrangements needed to make sure any misconduct is reported involving these individuals?	
H. Contact for any suspected misbehavior if different from "Reporting Misconduct" information on prior page(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. Explain any special circumstances that necessitate special plans (e.g., participants are at sea or other remote locations without ability to make contact with UD 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 may necessitate advance awareness training), and describe the arrangements in place to manage these special circumstances.	
J. Other comments or information that participants may find useful.	