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

PROJECT SPECIFIC INFORMATION

Plan Date or Version *(enter date the plan was prepared or updated, or a version number).*	
Novelution Proposal Number	
NSF Grant Number	
Principal Investigator Name (Cell Phone and Email)	
Off-Campus or Off-Site Location	
Description of off-campus/off-site research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus/off-site location, etc)	
Estimated Departure and Return Dates *(begin and end dates of off-campus/off-site research)*	
Will participants have regular internet or cell service available? *(If no, what alternate arrangements are in place for participants to report suspected misconduct?)*	
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?*	
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)*	
Any special circumstances that necessitate special plans (*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*). If yes, what arrangements are in place to manage these special circumstances?	
Other Comments or Information that participants may find useful.	

How will the following types of behavior 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.

In promoting an inclusive off-campus/off site working environment, please describe how the PI/s will nurture an inclusive working environment for this specific project in the proposed off-campus/off-site settings. This may include trainings; processes to establish shared team Plan for a Safe and Inclusive Working Environment for NSF Off-Campus/Off-Site Research (project specific) definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.

Please describe how the PI/s will promote communication between and among on-campus and off-campus/off-site personnel as well as other organizations/third parties in the work environment. Describe how PIs will minimize/avoid a singular contact in these communications, and the process or method that will be used to make and respond to incident reports.

PI Attestation: By submitting and approving this plan you are confirming to the best of your knowledge that all information is true and accurate and that you and your team are cognizant of FAU policies and procedures. The PI/s of this proposed project agree that, should this proposal be funded, the PI/s will follow the University policies and procedures project safety procedures described in this Plan and the Plan will be disseminated to individuals participating in the off-campus/off-site research prior to departure.

The PI/s will notify all project participants of any changes that are made to the Plan during the course of the project, and a copy of the revised Plan will be provided to OSP for review and inclusion in the Novelution file.

PI Signature: _____

PI Name: _____

Date: _____