**Instructions**

**NSF Safe and Inclusive Working Environment**

**PLAN FOR OFF-CAMPUS or OFF-SITE RESEARCH**

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

(1) Determining whether any “off-campus or off-site research” will occur on their NSF-funded proposal (see definition above). Plans are only required for NSF-funded proposals containing research that is conducted off-site or off-campus.

(2) Complete the project specific information on the last page of this document and;

(3) OSP will verify that the proposal has indicated “off-campus or off-site research”, collect the plan, certify compliance in submitting the proposal. Note some NSF directorates may require submission of the plan with the proposal as noted in their guidelines or the funding announcement.

**At the time of award:**

(4) Distribute both pages (“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) and the plan itself in their grant files or in the departmental grant file. The plan should not be submitted to NSF or to OSP unless requested. 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.

References:

NSF Proposal & Award Policies and Procedures Guide ([PAPPG](https://beta.nsf.gov/policies/pappg))

NSF Instructions [Safe and Inclusive Working Environments for Off-Campus or Off-Site Research](https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E9)

**NSF Safe and Inclusive Work Environment**

**Plan for Off-Campus or Off-Site Research**

Dartmouth College 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]. Grantees are required, effective with proposals submitted 1/30/23 or later, to certify that we have 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

Dartmouth meets NSF requirements (as well as its own expectations) by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in this document. 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**

Dartmouth follows policies and procedures to ensure that there is continued and appropriate oversight to prevent discriminatory harassment and other discriminatory practices. This commitment is specifically reflected in our policies and standards. Dartmouth has a Title IX Office that provides support to all members of the Dartmouth community.

The following is a list of applicable Dartmouth (Institutional) policies. Note that the hyperlinks are publicly accessible and easy to view.

|  |  |
| --- | --- |
| Code of Ethical Business Conduct | <https://policies.dartmouth.edu/policy/code-ethical-business-conduct> |
| Dartmouth College Policy on Sexual and Gender-Based Misconduct | <https://policies.dartmouth.edu/policy/dartmouth-college-policy-sexual-and-gender-based-misconduct> |
| [Sexual Respect and Title IX](https://ide.dartmouth.edu/compliance-policies/sexual-respect-and-title-ix) | <https://ide.dartmouth.edu/compliance-policies/sexual-respect-and-title-ix> |
| Equal Opportunity and Affirmative Action | <https://ide.dartmouth.edu/compliance-policies/equal-opportunity-and-affirmative-action> |
| Dartmouth College Process for Resolving Reports Against Faculty | <https://policies.dartmouth.edu/policy/dartmouth-college-process-resolving-reports-against-faculty> |
| Dartmouth College Process for Resolving Reports against Staff | <https://policies.dartmouth.edu/policy/dartmouth-college-process-resolving-reports-against-staff> |
| Employment of Relatives | <https://policies.dartmouth.edu/policy/employment-relatives> |
| Nondiscrimination and Anti-Harassment Policy and Resolution Procedures | <https://policies.dartmouth.edu/policy/nondiscrimination-and-anti-harassment-policy-and-resolution-procedures> |
| Principles of Community | <https://policies.dartmouth.edu/policy/principles-community> |
| Research Misconduct Policy and Procedures | <https://policies.dartmouth.edu/policy/research-misconduct-policy-and-procedures> |

**REPORTING SUSPECTED MISBEHAVIOR**

(1) Contact your supervisor

(2) Report to one of the central offices that address concerns of misconduct

(3) Dartmouth College is committed to an environment where all Dartmouth community members are encouraged to report any suspected violations of law or Dartmouth policy without fear of retaliation. The Compliance and Ethics Hotline, managed by the Office of Risk and Internal Controls, is a place where individuals may report concerns anonymously. Campus Compliance Resources can be found at this url <https://ide.dartmouth.edu/compliance-policies/campus-compliance-resources>

**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). Preparer name may also be entered. |  |
| NSF Grant Title (number if known) |  |
| Principal Investigator Name  (plus Cell Phone and Email) |  |
| Off-Campus Location |  |
| Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc) |  |
| Estimated Departure and Return Dates (begin and end dates of off-campus 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 or guidance participants need to make sure they know  they should also report misconduct 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. Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided. |  |