**NSF Safe and Inclusive Working Environment**

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

**BROADER IMPACTS SUPPLEMENTARY DOCUMENT**

**PI TO COMPLETE**

**IMPORTANT:** As of January 2023, only NSF’s BIO and GEO proposals will be requiring the submission of a Safe and Inclusive Work Environments Plan that will be considered as part of the Broader Impacts criteria during the review process. The plan should not be submitted for any other NSF directorate unless specified in the FOA. The PI must have the plan on file and be ready to provide it to NU or NSF upon request.

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| Plan Date or Version *(enter date the plan was prepared or updated, or a version number).  Preparer name may also be entered.* |  |
| NSF Grant Number: |  |
| Principal Investigator Name  (plus Cell Phone and Email) |  |
| Off-Campus Location |  |
| 1. A brief description of the field setting and unique challenges for the team. |  |
| 1. The steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, including processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct, trainings, mentor/mentee mechanisms and field support that might include regular check-ins, and/or developmental events | Sample language: *I as the PI on this project, will ensure all team members complete the required RCR training, including the mentor/mentee training. Prior to the start of this project, all team members will be briefed on roles and responsibilities, frequency of check-ins, and code of conduct.* |
| 1. Communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway (e.g., there should not be a single person overseeing access to a single satellite phone) |  |
| 1. The organizational mechanisms that will be used for reporting, responding to, and resolving issues of harassment if they arise. | Sample language: *I as the PI on this project, will ensure that all team members have been made aware and have access to the Anonymous & Confidential Reporting Hotline, EthicsPoint. If a report is made, I as the PI will take all necessary actions to ensure the team member(s) feel safe and work to resolve any issues that have arisen.* |
| Other Comments or Information that participants may find useful. |  |