**NSF Safe and Inclusive Working Environment**

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

**PI TO COMPLETE**

**IMPORTANT**: Currently only NSF’s BIO and GEO proposals will be requiring the submission of a SAI 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 NSF Funding Opportunity Announcement (FOA). The PI must have the plan on file and be ready to provide it to NU or NSF upon request.

|  |  |
| --- | --- |
| **General 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 Number: |  |
| Principal Investigator (PI) Contact Information | Name:  Cell Phone:  Email: |
| Project Title |  |
| Off-Site or Off-Campus Location |  |
| **Field setting** | |
| Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.) |  |
| A brief description of the field setting and unique challenges for the team. |  |
| **Third-party participants** | |
| 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?* |  |
| **Nurturing an inclusive off-site or off-campus working environment** | |
| 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.* |
| **Communications** | |
| 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) |  |
| Will participants have regular internet or cell service available? *(If no, what alternate arrangements are in place for participants to report suspected misconduct?)* |  |
| **Reporting mechanisms** | |
| 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.* |
| **SAI Plan dissemination** | |
| Prior to departing on the off-site or off-campus research, the PI should have a dissemination plan, including who will be receiving the plan, the method of dissemination (I.e., email, hard copies), and how this dissemination will be recorded (I.e., email records, signed list). | List of Individuals:  Method of dissemination:  Record retention: |
| **Additional information and/or special circumstances** | |
| Other Comments or Information that participants may find useful. |  |
| 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? |  |
| **Certification** | |
| As PI of the titled project, I will implement this plan as proposed. I understand that it is my responsibility to implement this plan and to uphold Northeastern University’s related code of conduct policies. Should reports need to be made to the NSF according to their reporting requirements, this plan may be used as part of NSF’s investigation and decision to continue funding of this project.    PI Signature:  PI Name:  Date: | |