NSF Safe and Inclusive Working Environment
PLAN FOR 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 award (see definition below). Plans are only required for NSF-funded awards containing research that is conducted off-site or off-campus.

(2) Completing the project specific information on the last page of this document.

(3) Distributing both pages ("the plan") to everyone who will participate in an off-campus or off-site research activity. Distribution must occur prior to those individuals leaving campus to engage in the off-site or off-campus research.

(4) Maintaining and retaining a copy of the plan, as well as documentation of who received the plan

The plan should not be submitted to NSF unless requested. Plans may be re-used and re-distributed for multiple off-campus research activities but must be updated if the specific content varies between the activities.

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."

UCSC NSF Safe and Inclusive Work Environments Plan for Off-campus or Off-site Research

UC Santa Cruz 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 National Science Foundation (NSF) policy to "foster safe and harassment-free environments wherever science is conducted." Per NSF 2023 PAPPG Guide II-E.9, for proposals that conduct research off-campus or off site submitted on or after 1/30/23, UC Santa Cruz is required to certify that we have a plan in place for each proposal that addresses:

> (1) 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; and

> (2) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly

UC Santa Cruz meets NSF requirements via the policies and procedures outlined below and is supplemented by the project specific information provided on the following page by the Principal Investigator, thus constituting the Plan.

Researchers are also required to develop a field safety plan prior to beginning field research activities. EH&S provides a template (UCSC Field Safety Tool) to assist with document creation. Contact fieldsafety@ucsc.edu for guidance.

Principal Investigators are responsible for distributing a copy of this Plan to each participant in off-campus or off-site research prior to those individuals leaving campus.

Key Policies and Procedures
Links below are publicly accessible and easy to view.

UC Policies:	UCSC Policies and Resources
● Conflict of Interest ● Sexual Violence and Sexual Harassment ● Discrimination, Harassment, and Affirmative Action in the Workplace ● Academic Appointees ● Complaint Resolution ● Gender Recognition and Lived Name	● Procedures for Handling Allegations of Discrimination, Harassment, or Retaliation ● Title IX: Sexual Harassment, Sexual Violence and Gender Discrimination ● Center for Advocacy, Resources and Empowerment (CARE) ● Conflict Resolution ● Research Misconduct ● Faculty Code of Conduct ● Student Conduct ○ Student Handbook

Note about Training: UCSC staff, faculty and student workers are required to complete the Preventing Harassment & Discrimination course (Non-supervisors course, supervisors and faculty course).

Principal Investigator Contact Information	Name:
	Email:
	Phone:
Date of Plan Creation:	
NSF Grant Number:	

NSF Safe and Inclusive Work Environments Plan for Off-campus or Off-site Research

Field Site Description	**Field Setting-***Briefly describe the field setting in terms of geographic location, infrastructure available, etc.*
	Unique Challenges- *Briefly describe the unique challenges for your field team at the site, such as are any of the group's individuals at high risk for harassment or violence at the field site based on their identities? Is there any instability at the destination? Note intended mitigation measures.*
Steps to Nurture Inclusive Working Environment	*Describe the plan to create shared expectations of behavior for your group, e.g. Community Agreement, Codes of Conduct. Does a Code of Conduct already exist at the field site/station/reserve? How will breaches of codes and agreements be handled?*
Communications Plan	*Detail your plan for minimizing single point communications, e.g. there should not be a single person overseeing access to a single satellite device. Will each participant be able to access their cell phones and/or the internet on a regular basis?*
Incident Reporting, Response, and Resolution	*Describe how reports of harassment will be taken at the field site. Identify specific contacts at UCSC who will receive incident reports from the field site. Identify any mandated reporters/responsible employees in the group who are required to report to UCSC.*