

NSF Safe and Inclusive Work Environments Plan: A UNM Guide to the NSF 2-Page Supplement

Document Summary: Several solicitations from BIO and GEO will soon require 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. This document provides the expected structure for the plan and useful UNM resources to support plan development.

2-PAGE SUPPLEMENT OUTLINE

This 2-page supplementary document must include the following four sections (headings for each section are recommended):

1. A brief **description of the field setting** and **unique challenges** for the team; This is project-specific, written by the PI.
 - **Tip:** Ensure the description of the field setting and unique team challenges are thoughtful and match the proposal narrative.
2. The **steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment:** include processes to establish shared definitions of roles, responsibilities, and culture (codes of conduct, trainings, mentor/mentee mechanisms and field support that might include regular check-ins, and/or developmental events).
 - **Tip:** Be sure the plan is compelling and addresses your team's unique challenges.
3. **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).
 - **Tip:** See resources below to support communication planning
4. The **organizational mechanisms** that will be used for reporting, responding to, and resolving issues of harassment if they arise.
 - **Tip:** Discrimination and sexual misconduct can be reported to UNM's Office of Equal Opportunity using [this form](#).

USEFUL RESOURCES FOR PLANNING

UNM has resources to support nurturing inclusive working environments, and inform your plan, e.g.:

5. Employee and Organizational Development ([EOD](#)) helps teams reframe their roles, responsibilities, structure, communication styles, etc. EOD offers [training](#) and [consultation](#) services for UNM teams, among other things. (eod@unm.edu)
6. UNM's Office of Compliance, Ethics, and Equal Opportunity ([CEEO](#)) ensures compliance with all University policies that apply to civil rights including investigations of civil rights violations and they support fair, equitable, and safe work environments (ceeo@unm.edu)
7. DEI's [Wayfinder](#) helps university employees learn about the supportive services and reporting options available to them at UNM. (diverse@unm.edu)
8. The [UNM Mentoring Institute](#) can assist with developing strong mentoring relationships. Their website includes [mentoring resources](#), and they host an annual [mentoring conference](#) which is useful for both mentors and mentees (mentor@unm.edu)
9. The [Office of Career Services](#) can help with training students on professional codes of conduct developing accurate expectations of the workplace. (career4u@unm.edu)
10. Among other things, [Advance at UNM](#) ADVANCE offers confidential meetings with faculty and academic leaders, to support faculty retention and advancement, particularly women STEM candidates. (Advance@unm.edu)