

NSF (National Science Foundation) Safe and Inclusive Working Environment Plan

Instructions

NSF's [new PAPPG](#) (Proposal & Award Policies & Procedures Guide), effective for proposals with off-campus or off-site work due on or after January 30, 2023, requires proposers to certify that they have a plan in place for creating and maintaining a [Safe and Inclusive Working Environments for Off-Campus and Off-Site Research](#) for the proposed project.

For purposes of this requirement, NSF has defined off-campus or off-site research as data/information/samples being collected off-campus, such as fieldwork and research activities on vessels and aircraft. At UNM (University of New Mexico) this is defined as ANY fieldwork and research activities NOT conducted on a UNM campus. *Note: This definition does NOT apply to the UNM definition of off-campus for the purposes of an off-campus F&A (Facilities & Administrative) rate determination. More on that [here](#).*

NSF recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. UNM's Administrative Policies and Trainings support these goals.

For any off-campus or field work on a proposed NSF project, the Principal Investigator (PI)/Project team must establish a plan for that project that:

1. Describes how the following types of behavior will be addressed:
 - a. 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; or
 - b. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly; and
2. Identifies steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment.

Any PI applying for a grant where NSF is the Direct or Prime sponsor and off-site work is anticipated must complete the questionnaire below which will constitute UNM's compliance documentation of the required plan for a Safe and Inclusive Work environment. **This plan should be included in your Streamlyne proposal record. It will not be submitted to NSF; it will be kept on file as UNM compliance documentation on this NSF requirement.** If changes are made to this plan, an updated version must be submitted to OSP (Office of Sponsored Projects) for them to upload it to the appropriate record in Streamlyne.¹

¹For BIO/GEO programs participating in the pilot, you do not need to complete the template/plan, but you do need to submit a 2-page supplement explaining your plan, and that 2-page supplement will be reviewed with your application. Contact the [FRDO](#) with questions about the 2-page supplement.

The PI is responsible for ensuring that any individuals working on this project in an off-campus location receive a copy of this plan prior to commencement of their work at any off-site or off-campus location. It is strongly recommended that the PI discuss the plan with all team members and document this in some manner (e.g., have team members sign an affirmation they reviewed this document).

Project Information

Proposal Title: _____

Streamlyne Proposal PD or IP Record No. _____

Off-Campus Project Members

Please provide the names and titles of the individuals who will be working off-campus in the performance of this project (Note: if you have unnamed individuals, please list title and/or role with a TBD, e.g. Graduate Research Assistant - TBD).

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Plan

NOTE: All personnel must abide by the policies and procedures set forth in [UAP \(University Administrative Policies\) 2720 Prohibited Discrimination and Equal Opportunity](#), [UAP 2240: Respectful Campus](#) and [UAP 2720: Sexual Harassment Including Sexual Assault](#) regarding discrimination and harassment. For more information, please see the [UNM Office of Compliance, Ethics, and Equal Opportunity](#) website. You may also find a list of other relevant policies and guidance in the References & Resources section of this document.

1. If any unwelcome, offensive, indecent, obscene, disorderly or abusive behaviors occur during any portion of performance of this project, such behaviors will be addressed in accordance with The University of New Mexico's policies and procedures as set forth in [UAP 2720 Prohibited Discrimination and Equal Opportunity](#), [UAP 2240: Respectful Campus](#) and [UAP 2720: Sexual Harassment Including Sexual Assault](#) regarding discrimination and harassment.

I agree/acknowledge

2. If there are incidents to be reported, team members should begin by reporting the incident to their supervisor or the PI. The University of New Mexico also provides a centralized mechanism for reporting of harassment through the [CEEO \(Compliance, Ethics & Equal Opportunity\)](#). Anonymous reporting can also be made through the University Compliance Hotline (<http://compliance.unm.edu/compliance-hotline/>) at 1- 888-899-6092.

I agree/acknowledge

3. **Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment for this project. (check all that apply)**

- The PI will arrange/plan/implement training to nurture an inclusive off campus working environment.
- The PI will work with the project team to collaboratively establish and communicate shared definitions of roles and responsibilities, culture, and/or codes of conduct.
- The PI will employ additional field support during off-campus portions of this project.
- The PI will establish mentor/mentee support mechanisms.
- The PI will hold regular check-ins with team members and provide opportunities for team members to check-in with each other.
- The PI/project team will participate in developmental events, such as those provided by UNM's office of Employee and Organizational Development (EOD).
- Other (explain):

4. **Please identify how you will ensure all affected employees have access to this plan and any related resources named herein prior to commencement of off-campus work (check all that apply)**

- The plan will be communicated during the team onboarding process.
- The PI will talk with employees/ team members about the plan regularly.
- Every team member will sign documentation that they have read and understand the plan
- Other (explain):

5. **Please provide a brief description of the field setting and any unique team challenges. This is project-specific, written by the PI. (Ensure the description of the field setting and unique team challenges are thoughtful and match the proposal narrative.)**

6. **How will communications within the team be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone)?**

7. **If applicable: How will special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment be considered in supporting a safe and inclusive work environment off-campus for this project?**

Certification

I, _____ (PI Name), affirm that I have reviewed UNM’s policies and procedures set forth in [UAP \(University Administrative Policies\) 2720 Prohibited Discrimination and Equal Opportunity](#), [UAP 2240: Respectful Campus](#) and [UAP 2720: Sexual Harassment Including Sexual Assault](#) regarding discrimination and harassment, and I agree to disseminate this plan to individuals participating in off-campus or off-site research prior to commencement of their off-site work.

Signature: _____ Date: _____

References & Resources:

NSF

- [NSF - Proposal & Award Policies & Procedures Guide \(PAPPG\)](#) (NSF Website)
- [NSF - PAPPG, Chapter II.E.9 - Safe and Inclusive Working Environments for Off-Campus and Off-Site Research](#) (NSF Website)
- [Fall 2022 NSF Grants Conference - Revisions to the Proposal and Award Policies and Procedures Guide \(PAPPG\) \(NSF 23-1\)](#) (NSF Video on YouTube)
- NSF's OECR (Office of Equity and Civil Rights) at programcomplaints@nsf.gov

University of New Mexico Administrative Policies (UAP)

- [University Policy 2720: Prohibited Discrimination and Equal Opportunity \(Interim\)](#)
- [University Policy 2240: Respectful Campus](#)
- [Regents' Policy 2.3: Equal Opportunity, Affirmative Action, Anti-Harassment, and Anti-Retaliation Policy](#)
- [University Policy 2740: Sexual Harassment Including Sexual Assault](#)

Trainings/Resources

- [Field Research Safety Plan](#)
- [Environmental Health & Safety Field Research, Field Station, Field Course Code of Conduct](#)
- [Employee Code of Conduct](#)
- [Student Code of Conduct](#)
- [Faculty Handbook C09: Respectful Campus \(unm.edu\)](#)
- [UNM Compliance Hotline Poster](#)
- [UNM Wayfinder to find services and reporting options available to UNM employees](#)
- [UNM Office of Equal Opportunity](#)
- [Reporting Sexual Misconduct](#)
- [University-Wide Mandatory Training for Employees](#) (Required for all UNM Employees)
- [Mandatory Sexual Misconduct Training](#) (Required for Students)
- [UNM Mentoring Institute](#) can assist with developing strong mentoring relationships