

## NSF Safe and Inclusive Working Environment

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

### INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS (PIs)

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 and;
3. **Distributing both pages (“the plan”)** to everyone who will participate in an off-campus or off-site research activity **prior to those individuals leaving campus** to engage in the off-site or off-campus research.
4. **Retaining documentation of who received the plan** (email or sign-up sheet is sufficient) **and the plan itself** in their grant files or in the departmental grant file.

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

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.*”

### BACKGROUND

MIT 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 NSF policy to “foster safe and harassment-free environments whenever science is conducted.” (NSF 2023 PAPPG Guide II-E.9). Grantees are required, effective with proposals submitted 1/30/23 or later, to certify that we have a plan in place that addresses:

1. Abuse of any person, including but not limited to harassment, stalking, bullying or hazing or 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

MIT meets NSF requirements (as well as its own expectations) by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in this document. **Principal Investigators are responsible for distributing a copy of this plan to each participant in an off-campus or off-site research prior to those individuals leaving campus to participate in the off-campus or off-site activities.**



## KEY POLICIES AND PROCEDURES

All MIT staff, faculty and students are required to complete training on the topic of preventing sexual harassment. In addition, MIT has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable MIT policies. Note that the hyperlinks are publicly accessible and easy to view.

[P&P 7.1 Nondiscrimination and Non-retaliation Policies; Equal Opportunity and Affirmative Action Policies](#)

[P&P 7.2 Employment of Members of the Same Family](#)

[P&P 7.3 Responsibilities of Supervisors](#)

[P&P 9.0 Relations and Responsibilities Within the MIT Community](#)

[P&P 9.1 Introduction to Relations and Responsibilities Within the MIT Community](#)

[P&P 9.2 Personal Conduct and Responsibilities Towards Students and Employees](#)

[P&P 9.3 Nondiscrimination](#)

[P&P 9.4 Racist Conduct](#)

[P&P 9.5 Harassment](#)

[P&P 9.6 Violence against Community members](#)

[P&P 9.7 Non-Retaliation](#)

[P&P 9.8 Complaint Resolution](#)

[P&P 9.9 Consensual Sexual or Romantic Relationships in the Workplace or Academic Environment](#)

[P&P 9.10 Academic Authority over Family Members](#)

[EPM 1.0 Employment Practices](#)

[EPM 1.1 Equal Employment Opportunity](#)

[EPM 1.2 Affirmative Action Policy for the Employment of Minorities and Women](#)

[EPM 1.3 Affirmative Action Policy for the Employment of Disabled Individuals](#)

[EPM 1.4 Affirmative Action Policy for the Employment of Disabled and Vietnam-Era Veterans](#)

[EPM 1.5 Employment of Members of the Same Family or Household](#)

[EPM 1.6 Employment of Minors](#)

## REPORTING SUSPECTED MISBEHAVIOR

- Contact your supervisor.
- Report to the [Institute Discrimination & Harassment Response Office](#)
- Report [online](#). Reporting may be done anonymously.



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### PROJECT SPECIFIC INFORMATION

\*Indicates required field

Plan Date or Version\* \_\_\_\_\_ NSF Grant Number\* \_\_\_\_\_  
*(Enter date the plan was prepared or updated, or a version number)*

Preparer Name\* \_\_\_\_\_

Principal Investigator Name\* \_\_\_\_\_

Email Address\* \_\_\_\_\_ Cell Phone Number\* \_\_\_\_\_

Off-Campus Location\* \_\_\_\_\_

Estimated Departure and Return Dates\* *(begin and end dates of off-campus research)*

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Description of off-campus research activity\*

*(Fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.)*

Will participants have regular internet or cell service available?\* Yes  No

If no, what alternate arrangements are in place for participants to report suspected misconduct?

Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved?\* Yes  No

If yes, are there any special arrangements needed to make sure any misconduct is reported involving these individuals?



**PROJECT SPECIFIC INFORMATION (Continued)**

Recommended contact for any suspected misbehavior

*(Note: participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed)*

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Any special circumstances that necessitate special plans? Yes  No

*(e.g., participants are at sea or other remote locations without ability to make contact with Institute 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?

Other Comments or Information that participants may find useful.