

Memorandum

To: University Research Community

From: Roberto M. Gutierrez, Associate Vice President for Research

Re: National Science Foundation (NSF) Requirements for Safe and Inclusive Working Environments for off-campus or off-site research

Date: January 27, 2023

Effective January 30, 2023, the National Science Foundation (NSF) will require institutions to certify at the time of proposal submission that a project-specific plan is in place for each NSF project to address safe and inclusive working environments when engaging in any off-campus or off-site research activities.

The requirement (available at <https://beta.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E9>) indicates that the plan must be distributed to each participant—in advance of departure for an off-campus research activity. Off-campus or off-site research is defined by the NSF for the purposes of compliance with this requirement as "data/information/samples being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircraft." The creation and distribution of the plan will be the responsibility of the NSF funded PI.

To facilitate the process, the Office of Research and Economic Development (ORED) has created a template plan that can be used by PIs. The template ORED has adopted is in line with plan templates adopted by other NSF-funded institutions.

The template plan is available for download on the ORED forms page at <https://research.fiu.edu/forms/> under the **Proposal Preparation Forms** section. The plan is composed of background information, institutional resources and questions required to be answered for each project. The plan should be uploaded into the attachments section of the ePRAF of PI's proposal submissions but not submitted to the NSF unless specifically requested to do so by the NSF. If the project is awarded, the plan should be provided to all personnel on the NSF-funded project prior to departing for off-campus or off-site research activities.

A new question will be added on January 30, 2023 into the ePRAF to alert proposers of this new requirement and the need to adhere to said regulations.

Details about the FIU research community's shared responsibility to ensure that all activities are carried out in an atmosphere that is free of discrimination, harassment, exploitation or intimidation are available at <https://research.fiu.edu/discrimination-harassment-and-sexual-misconduct/>.

If you have any questions about this new requirement from the NSF, please reach out to me at gutierr@fiu.edu.