

## Plan for a Safe and Inclusive Working Environment for Off-Campus Research (project specific)

The National Science Foundation (NSF) has implemented a policy (see Chapter XI.A.1.g. of PAPPG 23-1) to foster safe and harassment-free environments wherever science is conducted. Accordingly, for each NSF proposal that proposes to conduct research off-campus or off site, defined by the NSF as projects where "data / information / samples being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircraft" the University must certify there is a proposal-specific plan in place that describes how the following behaviors 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.

Florida International University (FIU) is dedicated to providing all members of our community with fair and equitable treatment in an atmosphere that is free of discrimination, harassment, exploitation or intimidation. FIU is committed to encouraging and sustaining an environment that is free from harassment, violence, and prohibited discrimination based on sex, gender, gender expression, gender identity, sexual orientation, sexual misconduct, domestic and dating partner violence and/or stalking. These behaviors will not be tolerated at the University and any individual who engages in such conduct will be subject to disciplinary action.

FIU meets NSF requirements by using the regulations and resources outlined below, and as further detailed by the PI in this project-specific plan. **Principal Investigators are responsible for distributing a copy of this plan to each participant in an off-campus or off-site research project prior to those individuals leaving campus to participate in the off-campus or off-site activities.**

FIU regulations and resources:

FIU-105: Sexual Harassment (Title IX) & Sexual Misconduct  
(<https://regulations.fiu.edu/regulation=FIU-105>)

FIU-106: Nondiscrimination, Harassment, and Retaliation (Title VII)  
(<https://regulations.fiu.edu/regulation=FIU-106>)

Employee Concerns - <https://hr.fiu.edu/employees-affiliates/employee-concerns/#sexual-harassment>

Office of Civil Rights Compliance and Accessibility (CRCA) - <https://dei.fiu.edu/civil-rights-and-accessibility/index.html>

FIU ORED Discrimination, Harassment and Sexual Misconduct Guidance - <https://research.fiu.edu/discrimination-harassment-and-sexual-misconduct/>

For any NSF proposal for which any research is conducted off-campus or off-site, the PI should complete the following form. The form should be labeled “Safe and Inclusive Plan” and saved in the ePRAF attachment section. Should the project be funded, the PI should distribute the completed plan to each person involved in the project.

Plan Date or Version (enter date the plan was prepared or updated, or a version number). Preparer name may also be entered.	
NSF Grant Number or AWD Number	
Name of Principal Investigator	
PI Cell Phone and Email	
Off-Campus Location for research	
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? (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? If yes, are there any special arrangements or guidance for participants to ensure how to report misconduct involving these individuals?	
Any special circumstances that necessitate special plans (e.g., participants are at sea or other remote locations without ability to make contact with University’s reporting offices) how will these special circumstances will be managed/mediated?	
Recommended contact for any suspected misbehavior (note: participants will remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed).	

In promoting an inclusive off-campus/off site working environment, please describe how the PI/s will nurture an inclusive working environment for this specific project in the proposed off-campus/off-site setting/s. This may include trainings; processes to establish shared team

definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.)

**Communication:** Please describe how the PI/s will promote communication between and among on- campus and off-campus/off-site personnel as well as other organizations/third parties in the work environment. Describe how PIs will avoid a single person serving as a gate-keeper in these communications, and the process or method that will be used to make and respond to incident reports.)

**PI Attestation:** By submitting and approving this plan you are confirming to the best of your knowledge that all information is true and accurate and that you and your team are cognizant of FIU Policies and procedures. The PI/s of this proposed project agree that, should this proposal be funded, the PI/s will follow the University policies and procedures project safety procedures described in this Plan and the Plan will be disseminated to individuals participating in the off-campus/off-site research prior to departure.

The PI/s also will notify all project participants of any changes that are made to the Plan during the course of the project, and a copy of the revised Plan also will be provided to ORED for review and inclusion in the ePRAF award record. The PI/s understand that the Plan must be provided to NSF upon request.

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PI Signature

Date