

**National Science Foundation (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. Plans are required for NSF-funded awards containing research that is conducted off-site or off-campus.

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.”

Any projects using the off-campus indirect cost rate are automatically subject to this policy.

Data/information/samples being collected off-campus or off-site for more than three consecutive days and/or research activities that include an overnight stay require a plan.

“Day trips” or excursions (e.g., to public places, schools, museums, a mall) where participants are returning without an overnight stay would not normally require a plan, but a plan should be created if the nature of the off-campus research activity is likely to create a larger-than-normal opportunity for harassment to occur (e.g., studies looking at sexual activities, incarcerated individuals, prior knowledge of harassment in the same setting, etc.).

- (2) Completing the project specific information on the last page of this document
- (3) Distributing all 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 signup sheet is sufficient) and a copy of the plan itself.
- (5) If traveling internationally, completing the Office of International Education’s **Faculty and Staff Travel Registration**.

The plan should not be submitted to NSF unless requested. Please upload a copy of the plan in Quali at the time of application. 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.

Marquette University
NSF Safe and Inclusive Work Environment
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COMMITMENT. Marquette University (MU) is committed to creating and maintaining a safe, equitable, and inclusive working and learning environment – which aligns with NSF policy to “foster safe and harassment-free environments whenever science is conducted.” (NSF 2023 PAPPG Guide II-E.9]. The University meets NSF requirements, effective with proposals submitted 1/30/23 or later, to certify that they 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

TRAINING, POLICIES AND PROCESSES. The following policies and processes support Marquette University in developing and maintaining a safe and healthy work environment. These apply whether on MU property, at university associated events, online, or off-site when related to or impacting a university program or activity.

- [Non-discrimination Policy // Marquette Tools // Marquette University](#)
- [UPP 1-18: Policy on Marquette University Sponsored International Travel // University Policies and Procedures // Marquette University](#)
- [UPP 1-05: Acceptable Use of Electronic Resources // University Policies and Procedures // Marquette University](#)
- [Student Conduct Code // Office of Student Development // Marquette University](#)
- [Sexual Harassment and Sex Discrimination Policy // Title IX Office // Marquette University](#)
- [Consensual Relationships Policy // Title IX Office // Marquette University](#)

REPORTING. Marquette University employees who have not been deemed confidential are required to report sexual harassment and sex discrimination. See [Faculty and Staff Information // Sexual Misconduct // Marquette University](#) Any report of sexual harassment or discrimination should be made directly to the [Title IX coordinator or any Title IX deputy coordinator](#).

RESOURCES. [Advocacy Services](#) is available to support employees and students who experience sexual harassment or discrimination. The [Employee Assistance Program \(EAP\)](#) offers assistance with counseling, work-life issues, and resource identification.

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PROJECT SPECIFIC INFORMATION Principal Investigators (PIs) are responsible for completing the following project-specific information and distributing it, along with the above resources, to each participant in an off-campus or off-site research activity prior to departure.

Plan Date:		Off-Campus Location:	
Plan Prepared by:		PI Name:	
PI Cell:		PI Email:	
Field Work Start Date:		Field Work End Date:	
Brief description of off-campus research activity (fieldwork, vessels, etc.)			
Will participants have regular communication within the team and to campus (e.g., Internet, cell service)? <i>If not, include alternate arrangements for participants to report suspected misconduct.</i>			
Will participants from other entities (e.g., government, company, sponsor, educational institution, subrecipient, etc.) be present in the working environment? <i>If yes, are there any special arrangements to make sure they know they should also report misconduct involving these individuals?</i>	Any report of sexual misconduct or discrimination, including those by non-MU personnel, should be made directly to the Title IX coordinator or any Title IX deputy coordinator.		
Recommended contact for any suspected misbehavior <i>(note: participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed).</i>			
Any special circumstances that necessitate special plans (e.g., participants are at sea or other remote locations without ability to make contact with University reporting offices; only a single satellite phone is			

<p><i>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?</i></p>	
<p>Other Comments or Information that participants may find useful. <i>If known, include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided. May leave blank if information is not available.</i></p>	

*Reminder – if you are traveling internationally, please complete the Office of International Education’s [Faculty and Staff Travel Registration](#).