NSF Safe and Inclusive Working Environment
Plan for Off-Campus or Off-site Research

NSF defines "off-campus or off-site research as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft".

It is NSF's 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 January 30, 2023, or later, when the project plan includes off-campus or off-site research, to have in place (and submit when requested) a plan that addresses:

1. 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; and
2. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

Villanova University's mission and values align with NSF policy. The University is committed to addressing harassment and fostering a safe, inclusive, and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty, students, and visitors whether working on-campus or engaging in scholarly activities at an off-site location. Villanova University considers field research, field studies, and fieldwork an essential component of its scholarly activities, therefore, whether research and scholarship occur in the field or on campus, activities shall be conducted in a manner aligned with community expectations and University policies.

INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS
NSF PI's must:

1. **Confirm whether any "off-campus or off-site research" will occur on their NSF-funded award**. Plans are only required for NSF proposals that include off-campus or off-site research, which is defined by NSF as "data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft".
2. **Complete the project-specific plan** using the provided template **(below)** and resources provided. *If your NSF project includes a collaborating institution (subaward or institution on a collaborative submission), your plan must be completed together inclusive of all requested NSF required information.*
3. **Distribute ("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. **Retain documentation of who will receive the plan (create an email or signup sheet).** PI/Co-PI should save the plan itself, send a copy to your department chair and college research dean, and a copy will be saved in the proposal Cayuse record.

The plan should not exceed two pages and must include:

1. A brief description of the field setting and unique challenges for the team.
2. Steps the applicant will take to nurture an inclusive **off-campus or off-site working environment**, including processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; trainings, mentor/mentee mechanisms, and field support that might include regular check-ins or developmental events.
3. Communication process and procedures within the off-site team and to the organization that minimizes singular points within the communication pathways. (e.g., there should not be a single person overseeing a single satellite phone). Specify if participants will have regular internet or cellphone service available, if not, describe alternative arrangements that are in place for participants to report suspected misconduct.
4. The Organizational mechanisms that will be used for reporting, responding, and resolving issues of harassment should they occur.
5. The plan must be part of the proposal and when required to be submitted to NSF and will be evaluated by reviewers during the overall broader impacts review.

Villanova University meets NSF requirements (as well as its own expectations) through implementation of the policies and procedures outlined below and as further detailed by the PI in the project-specific plan.

KEY POLICIES, RESOURCES AND TRAININGS:
To promote a safe and inclusive culture, all staff, faculty, and student workers are required by University policy to complete campus-supported training addressing issues of sexual harassment and sexual violence. Off-campus researchers are also required to take the online training course: "Safe Research Environments". In addition, the University has comprehensive resources designed to enforce the expectations for a safe and healthy work environment:

Policies:
- Non-discrimination, Non-Harassment Policy
- Policy on Illegal, Dishonest or Fraudulent Conduct
- Workplace Violence Policy
- Anti-hazing Policy
- Background Screening Policy
- Complaint Procedure
- Personal Relationships Policy
- Sexual Misconduct Policy
- Minors in Villanova University Programs
- Child abuse reporting policy
- Corrective Action Policy
- Field safety guidelines

Resources:
- Villanova University Sexual Misconduct Prevention and Response
- Villanova University EthicsPoint Hotline
- Villanova University Health Services
- Villanova University Counseling Center
- Villanova University Office for Diversity, Equity and Inclusion
- Villanova University Public Safety
- Villanova Faculty Handbook
- Villanova Field Research Safety Guidelines
- Villanova University Human Resources
- Villanova University Health Advocate

Training programs available to the research community:

	Faculty	Research Staff	Postdoctoral fellows	Grad Students	Undergraduate Students
Preventing and Responding to Sexual Harassment and Other Sexual Misconduct	x	x	x		
Sexual Assault Prevention for Undergraduates (SAPU)				+	x
Preventing Harassment Fundamentals	x	x	x		
Community is a Verb	x	x	x		
Moments that Matter	+	+	+		+
Diversity, Inclusion & Belonging for Students					x
Office of Diversity Equity and Inclusion - Education and Training Programming*	+	+	+	+	+
Working with Minors Youth Protection Training (as applicable per UCO)	x	x	x	x	x
Fieldwork Safety and Best Practices*	+	+	+	+	+
Responsible Conduct of Research*	x	x	x	x	x
Safe Research Environments	^	^	^	^	^

x = Mandatory
^ = Mandatory for off campus research team members
+ = available and highly suggested
* = available to non-VU research team members (collaborators, visiting scientists).

NSF SAFE AND INCLUSIVE WORKING ENVIRONMENTS PLAN OFF-CAMPUS OR OFF-SITE RESEARCH:
PROJECT SPECIFIC PLAN (*not to exceed two pages*)

Project Title:
Principal Investigator (PI) Name:
Project Performance Period:
Off-Campus Location:

Off-campus research activity: Describe the physical and social environment of fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc., including any specific challenges in that location for personnel and challenges to team dynamics, and pre-fieldwork approaches to manage these challenges:

Organizational commitment: Villanova University's mission and values align with NSF policy. The University is committed to preventing and addressing harassment and fostering a safe, inclusive, and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty, students, and visitors whether working on-campus or engaging in scholarly activities at an off-site location. The University expects that all activities will be conducted in a manner aligned with community expectations and University policies. The University has comprehensive resources designed to enforce the expectations for a safe and healthy work environment.   In addition to "Safe Research environment" training through CITI, team members will take the following trainings (see VU resources and available training in the instructions):

Description of processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and plans for field support, e.g., mentor/mentee support mechanisms, regular check-ins, or developmental events:

Communications with the team and to the organization:

Individuals participating in the off-campus or off-site research will have access to the following communications pathways as follows:

☐ Participants will have personal phones and/or computer and regular internet or cell service; AND/OR

☐ Other (*provide detail*): _____

On-Site (*where work is being done*) mode of communication:

☐ Site has regular internet or cellphone service available.

☐ Site has and use satellite phones.

☐ Other commercial options to make domestic and international calls; AND/OR

☐ Other (*provide detail*):_____

Organizational mechanisms that will be used for reporting, responding, and resolving issues of harassment should they occur: Villanova University has established organizational reporting mechanisms should any team member working on the research project need to raise concerns about potential misconduct including harassment:

- Sexual Misconduct Reporting to the Title IX Office: Form for VU Staff, Faculty and Students or call (610) 519-8805
- Climate Concern Incident Reporting Form for VU Staff, Faculty & Students or visitors
- Report to one of the University EthicsPoint (Confidential Hotline): 855-236-1443, or through the website.
- International SOS (215) 942-8478: Membership #1BYSG000006 (international SOS scholastic alarm center)
- Other available resources (provide detail):

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Special circumstances: Describe any special attributes of this project such as the involvement of multiple organizations or the presence of third parties (participants, vendors, contractors, etc.) in the working environment:

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Plan Dissemination: The plan will be disseminated to individuals participating in the off-campus or off-site research prior to departure as follows: Detail who the plan will be disseminated to (include subrecipient or collaborative individuals participating in off-campus/off-site research, if applicable), method and timeline for dissemination:

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PI Certification: *I, _____, agree to disseminate this plan to individuals participating in the off-site / off-campus research prior to the commencement of the research project. This includes individuals who may be added to the project - at a later date.* I also agree to ensure that team members undergo the training as outlined above.