

Template

Plan for Safe and Inclusive Working Environment (Safety Plan) for Off-Campus or Off-Site Research (National Science Foundation Requirement)

The National Science Foundation has policies in place to foster safe and harassment-free environments wherever science is conducted. Effective January 30, 2023, the NSF extends this [policy](#) to cover research conducted off-campus or off-site.

Definition of Off-Campus or Off-Site Research

For purposes of this requirement, off-campus or off-site research is [defined](#) as data, information, and/or samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft. Smith College further defines this to extend to any project team member, including subrecipients and other collaborators, when they are performing research outside of property owned by the institution(s). Attendance at off-campus meetings and conferences do not qualify unless the collection of data, information, and/or samples occurs for research purposes.

For collaborative, multi-institutional proposals, it is expected that a joint plan be written and shared with all involved institutions. If research will take place at a non-U.S. institution, a plan will be required if the non-U.S. entity does not have established policies and procedures for reporting discrimination and harassment.

Plan Requirements

All plans must address how the following types of behavior will be addressed:

- 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
- Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

Relevant Smith College Policies & Resources

All Smith College students, staff, and faculty are subject to the following policies and procedures:

[Code of Conduct](#)

[Notice of Nondiscrimination](#)

[Sexual Misconduct Policy](#)

[Discriminatory Harassment](#)

[Campus Safety](#)

[Ethics Point](#) (confidential reporting of violations of policies or standards)

Please Complete All Sections

Project PI(s):

Project Title:

Project Period:

Identify and describe the off-site location for this project, noting any particular location challenges.

Please describe the steps that the PI and other project leaders will take to support an inclusive off-campus or off-site working environment for this project. This may include trainings, processes to establish shared definitions of roles and responsibilities and codes of conduct, field support for mentees, and regular check-ins.

Describe the involvement of multiple organizations or the presence of third parties in the working environment, if applicable.

How will communications within the team be carried out to minimize a singular point within the communications pathway (e.g., a single person overseeing access to a satellite phone)? Will a third party or other organization outside of Smith College be involved in communications? If so, please address.

Identify one or more recommended contacts for any suspected misconduct or misbehavior. Include the following information below for Smith College:

Discrimination, Harassment, and Sexual Misconduct may be reported using the Conduct and Ethics Reporting tool, Ethics Point (<https://secure.ethicspoint.com/domain/media/en/gui/46275/index.html>), by contacting Martha Alexander (malexander@smith.edu), Director of Non-Discrimination Initiatives and Title IX Coordinator, or by calling the Office for Equity and Inclusion at 413-585-2141. Ethics Point is not a 911 or emergency service. If there is a risk to health or safety, please dial 911, Smith College campus safety (413-585-2490), or local authorities.