**PLAN FOR SAFE AND INCLUSIVE RESEARCH ENVIRONMENTS FOR**
<u>**OFF-CAMPUS OR OFF-SITE RESEARCH ACTIVITY**</u>

1. <u>**Introduction**</u>

It is NSF policy to "foster safe and harassment-free environments wherever science is conducted." (NSF 2023 PAPPG II-E.9) NSF's policy recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive.  Accordingly, for each proposal that proposes to conduct research off-campus or off site,[1] NSF requires there to be a plan in place *for that proposal* that describes 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.

The plan should include:

- A brief description of the field setting and he unique challenges for the team;

- The steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, e.g., 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;

- Communications processes within the off-site team and to the organization, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account.

- The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

NSF requires this plan to be disseminated to individuals participating in the off-campus or off-site research prior to departure.

This Plan has three additional sections.  **Section 2** of this document outlines the plan specific to the off-campus research planned for the project described therein.  **Section 3** outlines the University's Policy Against Discrimination, Harassment, and Sexual Violence.  **Section 4** outlines additional Policies, Training, and Resources to Promote Safe and Inclusive Work Environments**.**  Brandeis University meets NSF requirements (as well as its own expectations) through this Plan.

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

## 2. Project-Specific Plan

Principal investigators must complete Part 2 below for the specific project and then distribute the entire Plan -- Parts 1, 2, 3, and 4 -- to all participants in the field or off-site activity prior to departure.

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|---|---|
| NSF Grant Number: | |
| Principal Investigator Name and Contact Info (include cell and/or email) | |
| Off-Campus Location | |
| Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.) | |
| Estimated Departure Date | |
| Estimated Return Date | |
| 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 needed to make sure any misconduct involving these individuals is reported?* | |
| Recommended contact for any suspected misbehavior *(note: participants remain free to use this contact or any other contact they prefer to report misconduct including contacts on the following pages)* | |
| Are there any special circumstances that necessitate special plans? *(e.g., participants are at sea without ability to make contact with land, only a single satellite phone is available for the group, no local transportation to a safe space is likely to be available, variance in cultural norms might necessitate advance awareness training).* If yes, describe those circumstances and the arrangements in place to assure misconduct can be reported or safe alternatives made available. | |
| Other comments or information that participants may find useful. | |

3. **Brandeis' Policy Against Discrimination, Harassment, & Sexual Violence**

Brandeis University is committed to and strives to create an educational and work environment free of Discrimination, Harassment, and Sexual Violence. Participants in Brandeis programs and activities (including this off-site research) must comply with the University's [Policy Against Discrimination, Harassment, & Sexual Violence](#).

All employees of Brandeis - including faculty and staff - who learn of possible incidents of discrimination, harassment, or sexual violence have a duty to report those incidents to the University's [Office of Equal Opportunity](#) (OEO) – with the exception of employees who are part of on-campus confidential resources. Anyone else who experiences or otherwise learns of conduct that may constitute discrimination, harassment, or sexual violence is encouraged to report the conduct to the OEO. You may contact the office directly at 781-736-4806 or oeo@brandeis.edu. You may also report an incident using [EthicsPoint,](#) our secure online reporting portal, which allows for anonymous submissions.

More information about OEO's policies and procedures, including supportive measures, confidential resources, and information about the complaint process, is available via the following links:

- [Policy Against Discrimination, Harassment, & Sexual Violence](#)
- [Formal Complaint Process](#)
- [Title IX Grievance Process](#)

4. **Additional Policies, Resources, and Training to Promote Safe and Inclusive Work Environments**

Additionally, the University has a number of other policies, trainings and resources for all members of the University community to promote safe and inclusive work environments. Some of these are highlighted below. In addition, individual schools and units may have their own, additional resources.

Policies

- [Consensual Romantic or Sexual Relationships Between Faculty, Staff and Students](#)
- [Business Conduct Policy](#)
- [University Policies and Procedures](#)
  - ➢ [Reporting to Human Resources](#)
- [Research Misconduct Policy](#)
  - ➢ [Reporting research misconduct](#)
- [Rights and Responsibilities](#)
  - ➢ [Reporting violations of Rights and Responsibilities](#)

Resources

- [Discrimination, Harassment, and Sexual Violence Resources](#)
- The [Office of Diversity, Equity & Inclusion](#) offers resources regarding inclusion and belonging, including, for example:
  - ○ [Brandeis' Commitment to Antiracism](#)
  - ○ [Resources for Promoting Social Justice and Combating Bias](#)

Training

- All Brandeis employees must complete Anti-Harassment Training upon hire