

## Template Email for Distribution of NSF Plan for Safe and Inclusive Research Environments

### Instructions:

NSF requires that the Plan for Safe and Inclusive Research Environment must be distributed to participants in the field or off-site research activity before departure. Principal investigators and/or their administrators **must** keep a copy of the email that disseminates the Plan to document compliance with this requirement.

The template email below should be used to disseminate the plan.

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Subject: NSF Plan for Safe and Inclusive Research Environments (NSF Grant No. \_\_\_\_\_)

Dear all,

I am excited for our upcoming field research trip to \_\_\_\_\_. By this email, I am sharing with you the Plan for Safe and Inclusive Research Environments required by NSF for our trip. You'll see that the plan includes four sections: Section 1, background on NSF's expectations; section 2, specific information about our trip; section 3, Brandeis' Policy Against Discrimination, Harassment, & Sexual Violence; section 4, Additional Policies, Resources, and Training to Promote Safe and Inclusive Work Environments.

If you have any questions about this plan, please feel free to contact me. Looking forward to our trip and thank you.

\_\_\_\_\_

PI Name