For each National Science Foundation (NSF) proposal that includes plans to conduct research off-campus or off-site, there must be a plan in place for **that proposal** that describes how certain behaviors (see below) will be addressed and plans for a safe and inclusive work environment.

To comply with this requirement, the proposal must address the following.

1. **Is there off-campus or off-site research involved in the proposed project?**

2. **If applicable, the PI must develop a plan, at the proposal stage, for each off-campus or off-site location.** The plan must be uploaded with their USCeRA proposal as a separate document. Plans may be reused and re-distributed for multiple off-campus research activities but must be updated if the circumstances change.

   o Some NSF solicitations require that proposers who include off-campus or off-site research as part of their project submit, as supplementary documentation, a Plan for Safe and Inclusive Working Environments. The approved plan will be uploaded into Research.gov.

   The plan should clearly address any unique challenges presented by the research location , and the organizational mechanisms used for reporting, responding to, and resolving issues of harassment.
   Plans uploaded into Research.gov are limited to 2 pages and must follow NSF's PAPPG 23-1 standard content instructions and the additional proposal preparation instructions in the opportunity/solicitation.

   o The plan should be submitted to NSF only when/if requested or required by NSF.

3. **For Subaward and Collaborative Proposal:**

   o If USC is a subaward recipient on an NSF funded project with off-campus/off-site research, USC will rely on the lead institution to provide and implement the plan.

   o For collaborative proposals, each institution is responsible for their own plan regarding any off-campus or off-site performance their organization is facilitating.

4. **Prior to an applicable NSF account being established, a copy of the final plan must be uploaded in USCeRA.**

5. **The PI disseminates the plan to each individual participating in the off-campus or off-site activities prior to departure or involvement in those activities.**

6. **The PI retains documentation of who received the plan** (email or sign-up sheet is sufficient).

PAPPG 23-1 II-E.9

Fill in top table and any items marked in blue, removing blue instructions that are in brackets. Supplementary Document is limited to 2 pages, Times New Roman 11 font and 1-inch margins.

Project PI:	
PI Phone Number:	**PI Email:**
Project Title:	
Brief description of field setting and unique challenges of the team:	
Estimated Departure Date:	**Estimated Return Date:**
Third Party Partners at Off-campus/Off-site Location: *[Third party partners are partners not affiliated with USC as an employee or student who is present in the off-campus/off-site research working environment.]*	

Nurturing an Inclusive Off-campus or Off-site Working Environment (Required)

As a baseline, USC requires all faculty, staff, and students to comply with university policy number CR 1.00.

[For this project an inclusive off-campus or off-site working environment may also be nurtured through the following activities: 1) Trainings; 2) Processes to establish shared team definitions of roles and responsibilities; and/or 3) Culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events. Detail here.]

Communications (Required)

*Individuals participating in the off-campus or off-site research will have access to the following communications pathways and singular points of communication will be minimized as follows (**select option(s)**)*

☐ Participants will have personal phones and/or computer <u>and</u> regular internet or cell service; AND/OR
☐ Other (provide detail):

[Singular points of communication should be minimized. This plan should not have a single person overseeing access to a single satellite phone.]

Abuse of Any Person and Other Conduct (Required)

All participating individuals will be provided the following information:

- In the case of immediate safety concerns, local law enforcement will be notified promptly.
  Contact Information: University of South Carolina's Office of Civil Rights & Title IX

  Phone: 803-777-3854 or Email: civilrights@mailbox.sc.edu

  *OR **911 for emergencies***

- Concerns may be anonymously reported to Toll Free: 844-890-0006 or Website: www.lighthouse-services.com/sc
- NSF's contact information, which is an option but not a requirement, for reporting "abuse of any person" that they are subjected to, have witnessed, or became aware of involving an NSF-funded program or activity, in addition to reporting as stated in the tables below. *Contact information: NSF Office of Equity and Civil Rights (OECR) at programcomplaints@nsf.gov.*

The following behaviors will also be addressed as described below:

1. Harassment, Stalking, Sexual Misconduct, Violations of Discrimination Policy

Process or method for making incident reports	How reports are received	Resolution of reports

| Reports will be made to the PI, who makes reports to the University of South Carolina's Office of Civil Rights & Title IX.

Should reports need to be made to someone other than the PI, individuals may report directly to USC OCR. Incident reports can be made by any individual, regardless of affiliation to USC or the project. | Report to PI in person, phone call or email. All reports are sent to OCR:

Phone: 803-777-3854
Email: civilrights@mailbox.sc.edu
In Person: 901 Sumter Street
James F Byrnes Building
Suite 401
Columbia, SC 29201 | Policy CR 1.00
USC Procedures

[Describe steps for resolution]

OCR will contact each person re: their claim/complaint. OCR will conduct an assessment which may result in an investigation. OCR will assess risk and evaluate the urgency and need to remedy the situation. The nature of the remedy/response will be case-by-case. |

2. **Bullying, Hazing and Other Unwelcome, Offensive, Indecent, Obscene, or Disorderly Conduct (not covered above)**

| Reports will be made to the PI.

Should reports need to be made to someone other than the PI, individuals can report directly to the USC or NSF (as outlined above) | Report to PI in person, phone call or email.

PI (or others) should report information to OCR. | *[Describe steps for resolution]*

The responding office reviews complaints and makes an evaluation. Responses are determined on a case-by-case basis. |

Special Considerations (Required if Third Party Partners Involved) *[If not applicable, this section can be removed to help conform to the 2 page limit]*

Third Party Partners: If third party partners are present in the off-campus or off-site working environment, they:

- Will follow their entities' related codes of conduct and reporting structures;
- May report incidences to the PI listed above;
- May report incidences when a USC partner, staff member, student employee, or faculty member is alleged to have engaged in behavior in violation of USC Policy and to NSF's OECR at programcomplaints@nsf.gov.

Other:

| *[Detail Special circumstances that necessitate special plans (e.g., participants are at sea without ability to make contact with land; local transportation to a safe space is not available; variance in cultural norms might necessitate advance awareness training)]* |

Plan Dissemination (Required)

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), method and timeline for dissemination. The disseminated plan must include active links.]* |

PI Certification (Required)

As PI of subject project, I understand that it is my responsibility to implement this plan and to uphold the University of South Carolina's related policies. Should reports need to be made to the NSF according to their reporting requirements, this plan may be used as part of NSF's investigation and decision to continue funding of this project.

PI Name	
PI Signature	Date