

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:

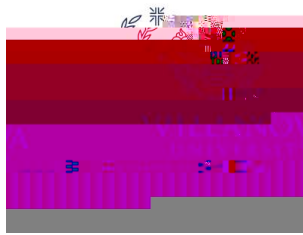
1. Abuse of any person, including but not limited to harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; and
2. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

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*
 2. Steps the applicant will take to nurture an inclusive **off-campus**-specific plan.



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:

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