

## Plan for Safe and Inclusive Working Environment (Safety Plan) for Off-Campus or Off-Site Research Under NSF Proposal RAPSS FP \_\_\_\_\_

Pursuant to [NSF PAPPG, II.E.9](#), described in the National Science Foundation (NSF) Proposal and Award Policies and Procedures Guide ([PAPPG NSF 23-1](#)), **effective January 30, 2023**, it is NSF's policy to foster safe and harassment-free environments wherever science is conducted. 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 learn to grow and thrive. Therefore, **for each NSF proposal that proposes to conduct research off-campus or off-site**, the Authorized Official Representative (AOR) must complete a certification that the organization has a plan in place **for that particular proposal**, which 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.

*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..."*

Rutgers' mission and values align with the [NSF PAPPG, II.E.9](#), described in the NSF Proposal and Award Policies and Procedures Guide (NSF 23-1). To promote the institutional mission, Rutgers is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. Rutgers also works to provide an environment free of discrimination, harassment, and retaliation for all students and employees.

Applicable Rutgers policies include, but are not limited to:

- [60-1-33](#) – Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking, and Related Misconduct by Employees and Title IX Policy and Grievance Procedures
- [Key Definitions](#) found in Policy 60-1-33
- [60-1-32](#) – Policy on Consensual Relationships in Academic Settings
- [60-1-12](#) – Policy Prohibiting Discrimination and Harassment
- [60-1-16](#) – Policy on Conscientious Employee Protection Policy
- [100-2-10](#) – Policy on Reporting Compliance and Ethics Concerns
- [Equal Employment Opportunity and Affirmative Action Compliance](#)

### Please note that:

- ✓ this Safety Plan, developed by the PI, is required **ONLY if off-site / off-campus work is to be performed as part of this NSF particular project** and it must be uploaded in the respective RAPSS FP record prior to the proposal due date.
- ✓ There will be instances where the NSF announcement will require that the Safety Plan be uploaded as part of Supplemental Documents. *Please ensure that you read the respective NSF proposal announcement carefully.*
- ✓ If an off-site / off-campus component is later added to the project, a Safety Plan will need to be prepared by the PI and disseminated to the personnel that will be off-campus / off-site and uploaded in the respective RAPSS AWD record.

For RAPSS FP \_\_\_\_\_ under the guidance of \_\_\_\_\_ (*PI Name*), in addition to the steps listed above, this plan will involve the following, as described below:

1. Please identify the individuals who will participate in the off-site / off-campus activity for **this particular NSF project**. If some of the individuals have not been identified yet, please describe them (e.g., “one or more graduate students to be named at a later date”):
  
2. Please identify (a) steps you will take **on this particular NSF project** to nurture an inclusive off-campus or off-site working environment (e.g., training); (b) processes to establish shared team definition of roles, responsibilities and cultures (e.g., codes of conduct); and (c) field support (e.g., mentor/mentee support mechanisms, regular check-ins, or developmental events):
  
3. Please articulate how communications within the team and to the organization will be managed **on this particular NSF project** (NSF is especially concerned about minimizing singular points within the communications pathway, such as a single person overseeing access to a single satellite phone):
  
4. Please describe any special circumstances **on this particular NSF project**, such as involvement of multiple organizations or the presence of third parties in the working environment (the process of method for making incident reports, as well as how any reports received will be resolved, should also be accounted for):

I, \_\_\_\_\_ (*PI name*) agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to the commencement of the work. This includes individuals who may be added to the project at a later date.

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PI Name and Signature

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Date