



National Science Foundation (NSF) Plan for Safe and Inclusive Working Environment (Safety Plan) for Off-Campus or Off-Site Research Guide

IMPORTANT

- The Safety Plan, prepared by the Principal Investigator, is required only when off-campus or off-site work is included in the NSF project and must be uploaded to the corresponding RAPSS FP record before the proposal due date.
- Some NSF program announcements require the Safety Plan to be uploaded in the Supplemental Documents section. Please review the specific NSF announcement carefully to ensure all submission requirements are met.
- If an off-campus or off-site component is added later in the project, the Principal Investigator must prepare a Safety Plan, share it with all personnel who will work off-campus or off-site, and upload it to the corresponding RAPSS award record.
- Please use the NSF Safety Plan Template form for the creation of this document (download required for signature).

Guidance

Pursuant to [NSF PAPPG II.E.9 \(NSF 24-1\)](#), NSF’s policy is to foster safe, respectful, and harassment-free environments wherever science is conducted. The policy recognizes that preventing sexual and other forms of harassment requires a community effort and that inclusive research environments help individuals learn, grow, and thrive. Accordingly, for each NSF proposal that includes off-campus or off-site research, the Authorized Organizational Representative (AOR) must certify that the organization has a Safety Plan for that specific proposal describing 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 NSF requirements, and the University is committed to fostering a community free from sexual harassment and sexual violence. Rutgers also strives to maintain an environment free of discrimination, harassment, and retaliation for all students and employees.

Applicable Rutgers policies include, but are not limited to:

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| <ul style="list-style-type: none">• 60-1-33 – Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking, and Related Misconduct by Employees and Title IX Policy and Grievance Procedures• 60-1-32 – Policy on Consensual Relationships in Academic Settings• 60-1-12 – Policy Prohibiting Discrimination and Harassment | <ul style="list-style-type: none">• 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 |
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