#### **NSF Safe and Inclusive Work Environment Plan for Off-Campus or Off-Site Research[[1]](#footnote-1)**

The Research Foundation (RF) is committed to promoting a work environment that supports diversity, inclusion, and respect for individual differences, and promotes and maintains a work environment free of Discrimination, Harassment, or Retaliation. In addition, Stony Brook University (SBU) is committed to creating an inclusive environment free of discrimination and sexual harassment. Within the SBU commitment, we have developed preventative services, investigative services, and resources for victims of sexual violence.[[2]](#footnote-2)

Further, it is NSF 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 on or after 1/30/23, to certify that we have a plan in place that addresses:

(1) Abuse of any person, including but not limited to harassment, stalking, bullying or hazing or 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.

The RF, SUNY and SBU mission, values, policies and procedures meet the NSF requirement for a Safe and Inclusive Work Environment. Each plan will use the policies and procedures outlined below, and each plan will be further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in this document. Principal Investigators are responsible for distributing a copy of this plan to each participant in off-campus or off-site research **a minimum of 7 days prior** to those individuals leaving campus to participate in the off-campus or off-site activities.

**KEY POLICIES, PROCEDURES AND MANDATORY TRAINING**

RF, SUNY and SBU have a robust policy system designed to enforce the expectations for a safe and healthy work environment.

|  |  |
| --- | --- |
| ***Research Foundation for the State University of New York (RF)[[3]](#footnote-3)***  [Sexual Harassment Prevention Policy](https://www.rfsuny.org/media/rfsuny/policies/sexual-harassment-prevention_pol.htm)  [Code of Conduct](https://www.rfsuny.org/media/rfsuny/policies/code_of_conduct.pdf)[[4]](#footnote-4)  [Preventing Discrimination, Harassment and Retaliation for Managers Online Course](https://rfsuny.bizlibrary.com/) (login required)  [Resolving Discrimination, Harassment, and Retaliation Complaints](https://www.rfsuny.org/media/rfsuny/procedures/per_resolving-allegations-workplace-discrimination_pro.htm)  [RF’s Ethics Hotline](https://sunyrf.ospreycompliancesuite.com/incidentmanager/IncidentReport)  REQUIRED for Supervisors:   * *Review and certify the* [*RF Code of Conduct*](https://www.rfsuny.org/media/rfsuny/policies/code_of_conduct.pdf)*;* * *Review and certify adherence to the* [*RF Employee handbook*](https://www.rfsuny.org/media/rfsuny/documents/hr/Employee-Handbook.pdf) * *Pass the training on Sexual Harassment Prevention Policy; and review the* [*RF Travel Handbook.*](https://www.rfsuny.org/media/RFSUNY/Policies/travel_handbook.pdf) | ***Stony Brook University (SBU) & State University of New York (SUNY)***  [Sexual Misconduct & Reporting Policy](https://www.stonybrook.edu/policy/_pdf/sexual_misconduct_and_reporting_policy.pdf)  [Sexual Assault & Violence Response (SAVR) Resources](https://www.suny.edu/violence-response/)  [Reporting Sexual Misconduct](https://www.stonybrook.edu/commcms/oea-sexual-misconduct/resources/titleix_initial_report.php)  [SUNY Sexual Harassment Response and Prevention Policy Statement](https://www.suny.edu/sunypp/documents.cfm?doc_id=878)  [Student Code of Responsibility](https://www.stonybrook.edu/policy/_pdf/sexual_misconduct_and_reporting_policy.pdf)  [Discrimination and Sexual Harassment Complaint Procedure](https://www.suny.edu/sunypp/documents.cfm?doc_id=451)  [Sexual Misconduct Resources](https://www.stonybrook.edu/commcms/oea-sexual-misconduct/resources/)  [Disruptive Behavior Policy](https://www.stonybrook.edu/policy/_pdf/disruptive_behavior_policy.pdf)  [ReportIt: Ending Sexual Misconduct](https://www.stonybrook.edu/human-resources/new/compliance.php) (REQUIRED compliance training for all employees)  [Workplace Violence Training, Policy, Procedures](https://www.stonybrook.edu/human-resources/policies/workplace-violence.php) (REQUIRED compliance training for all employees) |

**PROJECT SPECIFIC INFORMATION**

In addition to the policies, procedures and training listed above, this plan will involve the following, as described below.

|  |  |
| --- | --- |
| Plan Date or Version (enter date the plan was prepared or updated):[[5]](#footnote-5) |  |
| Principal Investigator: |  |
| NSF Proposal/Award ID# (you may also include myR FP or RF#) |  |
| Description of Off-Campus/Off-Site Location(s) & Activities: |  |
| Estimated Departure and Return Dates (begin and end dates of off-campus research):[[6]](#footnote-6) |  |
| Will participants have regular internet or cell service available? (If no, what alternate arrangements are in place for participants to report suspected misconduct?) |  |
| Please identify a recommended contact for any suspected misbehavior (note: participants remain free to use this contact or any other contact they prefer to report misconduct) |  |
| Will participants from other entities (ie Subrecipient, contractor, collaborator) be involved? If yes, are there any special arrangements needed to make sure any misconduct is reported involving these individuals? |  |
| \*Recommended that participants be provided with local police, medical services and if  international trips, recommended to include embassy/consulate contact information. (note: participants remain free to use this contact or any other contact they prefer to report misconduct) |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the Principal Investigator, agree to disseminate this plan to all individuals participating in the off- campus or off-site research a minimum of 7 days prior to the commencement of the work, and certify that:

* All participants have completed applicable RF, Stony Brook University, and/or SUNY required trainings, including ReportIt: Ending Sexual Misconduct and Workplace Violence Training, Policy, Procedures; and
* All participants have reviewed and certified the RF Code of Conduct; and have reviewed all relevant policies & procedures listed above.

Please note that at the time of award notification and/or prior to departure for the off-site/off-campus research activity, the RFSUNY reserves the right to ask for documentation (i.e. participant signature sheet) that the plan was disseminated to all participants.

1. For purposes of this requirement, 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. [↑](#footnote-ref-1)
2. https://www.stonybrook.edu/commcms/oea/\_old-titleix-pages/index.php [↑](#footnote-ref-2)
3. RF Policies apply to all employees, applicants for employment, paid or unpaid interns, contractors, students, those with RF responsibilities, those who carry out business in the name of the RF, and third-parties conducting business with the RF. The policies and procedures are intended to be portable- e.g. the protections and tools are available to faculty, staff and students wherever they are undertaking RF administered work. [↑](#footnote-ref-3)
4. The RF Code of Conduct and Employee Handbook will continue to govern the professional conduct of Research Foundation employees and representatives while traveling on RF related business. [↑](#footnote-ref-4)
5. Plans are subject to institutional review and approval at time of award. Plan may require revision pending changes to the scope of work and/or conditions at the off-site location.. [↑](#footnote-ref-5)
6. Update information upon award and/or as travel plans are finalized. [↑](#footnote-ref-6)