

NSF Safe and Inclusive Working Environments Plan for Off-Campus or Off-Site Research*

It is NSF policy to “foster safe and harassment-free environments whenever science is conducted.” ([NSF PAPPG, NSF 23-1, Chapter II-E.9](#)). Grantees are required, effective with proposals submitted 1/30/2023 or later, to certify that there is a plan in place for each project that includes off-campus or off-site research* that addresses:

- 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
- Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

Cornell meets NSF requirements (as well as its own expectations) by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in this document. The Authorized Organizational Representative (AOR) must complete a certification that this plan is in place at the time of proposal submission. **Plans should not be included in the proposal unless explicitly required as a supplemental document as part of the funding opportunity announcement.** Plans are not required to be submitted to the Office of Sponsored Programs, the CALS Office of Sponsored Research, or the VET College Research Office except upon request.

Principal Investigators are responsible for authoring and retaining a file of this plan prior to proposal submission and distributing a copy of this plan to each participant in the off-campus or off-site research prior to those individuals leaving campus to participate in the off-campus or off-site activities.

Guidance and required elements for the plan are included below.

KEY POLICIES AND PROCEDURES

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations.

Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty, and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.

All Cornell faculty, staff and student employees are required by University policy to complete [Employee Responsibility – Sexual and Related Misconduct](#) through CULearn. PIs should confirm with their [HR representative](#) that faculty, staff, and student employees participating in their research have completed this training requirement. In addition, Cornell has a robust policy system designed to enforce the expectations for safe and inclusive working environments. The following is a list of applicable Cornell policies. Note that the hyperlinks are publicly accessible and easy to view.

Cornell Policies

- [Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct](#)
- [Standards of Ethical Conduct](#)
- [Student Code of Conduct](#)
- [Risk Management for International Travel](#)
- [Consensual Relationships](#)
- [Whistleblower Protection](#)
- [Disability Accommodation Process for Faculty and Staff](#)
- [Religious Accommodation](#)
- [Establishment of College-level Academic Employee Grievance Procedures](#)
- [Research Integrity](#)

Resources

- [OIETIX Resources](#)
- [Cornell Victim Advocacy Program](#)
- [SHARE: Sexual Harassment and Assault –Response and Education](#)

**Off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.*

REPORTING

All individuals have the right to make a report to the University and to be protected from retaliation for reporting an incident. Cornell has multiple avenues for reporting concerns:

- The [online incident reporting system](#) can be used to report various concerns, including bias, discrimination, harassment, and/or sexual and related misconduct.
- The [Cornell Ethics and Compliance Hotline](#) is the primary mechanism to confidentially or anonymously report ethics, integrity, or compliance concerns to the university.
- For emergencies, including safety concerns, call CU Police [\(607\) 255-1111](#) or dial [911](#). For health concerns, call Cornell Health 24/7 at [\(607\) 255-5155](#).
- More information about reporting concerns at Cornell is available on the University [Compliance Office reporting page](#).

REPORTING SEXUAL AND RELATED MISCONDUCT

Cornell strongly encourages individuals who have experienced, have knowledge of, or have witnessed gender-based harassment, sexual harassment, sexual assault, sexual exploitation or other forms of sexual and related misconduct to report the incident immediately to the University. Reports can be made by:

- Contacting the University's Title IX Coordinator by telephone, email, mail, or in-person during regular office hours:
 - Email: titleix@cornell.edu
 - Telephone: [607-255-2242](tel:607-255-2242)
 - Mail or in-person: Office of Institutional Equity and Title IX, 500 Day Hall, Ithaca, NY 14853
- [Submitting an incident report online](#).
- Contacting the Cornell University Police Department (CUPD) at [607-255-1111](tel:607-255-1111) or [911](tel:911) for **emergency assistance**.

Employees who are [Policy 6.4 Designated Reporters](#), managers, and/or supervisors must report certain information to the Title IX Coordinator. These reporting requirements are covered in Policy 6.4 and the Employee Responsibility – Sexual and Related Misconduct training.

More information on NSF's Safe and Inclusive Working Environments Requirements can be found here: <https://beta.nsf.gov/events/safe-inclusive-working-environments-requirements>. FAQs on NSF's requirement for Safe and Inclusive Working Environments are included in NSF's PAPPG FAQs: https://www.nsf.gov/bfa/dias/policy/papp/pappg23_1/faqs23_1.pdf

NSF Safe and Inclusive Working Environments Plan for Off-Campus or Off-Site Research

PROJECT SPECIFIC INFORMATION

Plan Date or Version <i>Enter date the plan was prepared or updated, or a version number. Preparer name may also be entered.</i>
NSF Grant Number
Principal Investigator Name, Cell Phone, and Email
List of participants to whom the plan will be distributed
Off-Campus Location
Description of off-campus research activity <i>Fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.</i>
Description of steps taken to nurture a safe & inclusive working environments <i>Trainings, processes to establish shared team definitions of roles, responsibilities, and culture (eg. codes of conduct, and field support such as mentor/mentee support mechanisms, regular check-ins and/or developmental events)</i>
Estimated Departure and Return Dates <i>Begin and end dates of off-campus research.</i>
Will participants have regular internet or cell service available? <i>If no, what alternate arrangements are in place for participants to report suspected misconduct? The plan should minimize singular points within the communications pathway (e.g. a single person overseeing access to a single satellite phone).</i>
Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? <i>If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?</i>
Recommended contact for any suspected misbehavior <i>Note: Participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed.</i>

Emergency Response Plan

Including contact info for local emergency medical personnel

Special circumstances that necessitate special plans.

e.g., participants are at sea or other remote locations without ability to make contact with University reporting offices; only a single satellite phone is available for the group; there are physical or other barriers that may require special attention to ensure full participation; no local transportation to a safe space is likely to be available; variance in cultural norms might necessitate advance awareness training.

Has the PI confirmed with their [HR representative](#) that faculty, staff, and student employees participating in their research have completed [Employee Responsibility – Sexual and Related Misconduct?](#)

Other Comments or Information that participants may find useful.

Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided.

Date plan on file with unit