



HARVARD UNIVERSITY
Office of the Vice Provost for Research

John H. Shaw, Vice Provost for Research
Professor of Structural and Economic Geology
and of Environmental Science and Engineering
john_h_shaw@harvard.edu

Richard A. and Susan F. Smith Campus Center
1350 Massachusetts Avenue, Suite 836
Cambridge, MA 02138
t.: 617-496-9566 f.: 617-495-8051

January 27, 2023

Message to the Faculty

RE: NSF Policy on Safe and Inclusive Working Environments for Off-Campus or Off-Site Research

Dear colleagues,

You are receiving this message because you currently are listed as a PI, or a Co-PI on a National Science Foundation (NSF) award or a pending proposal. This message is intended to make you aware of the new [NSF Policy](#) to foster safe and harassment-free environments wherever research is conducted.

The NSF Policy requires that for all proposals *submitted or due on or after January 30, 2023*, the institution provide certification that the organization has a plan in place to address certain behaviors should they occur while off-campus or where off-site research is conducted. 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.”.

The plan must describe 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.

The Office of the Vice Provost for Research (OVPR), working with the School representatives has developed a summary of the University Policies and requirements and a project-specific plan template for NSF-funded PIs conducting off-campus or off-site . This information, and any School specific resources are posted on the [OVPR Website](#). Please visit this link to review all the details related to the new requirement.

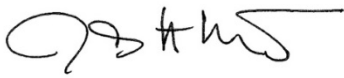
PIs Responsibilities:

1. For any new application that proposes to conduct Off-Site Research, PIs must include a project-specific plan (using the provided template) to back up the university certification before the application is submitted unless the **program instructions or guidelines require that a copy be submitted to the directorate**.
2. For existing and pending awards that include Off-Site Research planned on or after January 30, 2023, PIs must prepare a project-specific plan using the provided template and submit it to their school-designated contact for review **by March 31, 2023**.

3. PIs are responsible for distributing (“the plan”) to everyone who will participate in an off-campus or off-site research activity prior to those individuals leaving campus to engage in the off-site or off-campus research. PIs are also responsible for keeping documentation of who received the plan (email or signup sheet), and the plan itself in the grant files.
4. PIs are responsible for the overall safety of the team and should assess risks of all types from the start to the end of the trip, including traveling to the site. Consider what Personal Protective Equipment, training, insurance, research tools, contingency plans, etc. are needed to minimize risks”.

Please reach out to your school’s administrator if you need help or have questions.

Best regards,



John

Professor John H. Shaw

Vice Provost for Research

Harvard University

Harry C. Dudley Professor of Structural & Economic Geology

Earth & Planetary Sciences

Professor of Environmental Science and Engineering

School of Engineering & Applied Sciences

Harvard University