

**NSF SAFE AND INCLUSIVE WORKING ENVIRONMENTS PLAN FOR OFF-CAMPUS OR
OFF-SITE RESEARCH:**

PROJECT SPECIFIC PLAN (*should not exceed two pages*).

Project Title:

Principal Investigator (PI) Name:

Project Performance Period:

Off-Campus Location

Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc), including any specific challenges in that location for personnel and challenges to team dynamics, and pre-fieldwork approaches to manage these challenges.

Steps to nurture an inclusive off-campus or off-site working environment, e.g., communication process and procedures, trainings, etc.

Processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct:

Field support, e.g., mentor/mentee support mechanisms, regular check-ins, or developmental events:

Any special circumstances, such as the involvement of multiple organizations or the presence of third parties in the working environment:

Describe the reporting mechanism, responding, and resolving issues of harassment should they occur. Include recommended contact for any suspected misbehavior (note: participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed)

Site mode of communication:

- ☐ Site has regular internet or cellphone service available
- ☐ Site has and use satellite phones
- ☐ Other commercial options to make domestic and international calls

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.

Signature:

Date: