**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:*

Communications within the team and to the organization:

*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 0ccur. 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 uses satellite phones

[ ] Other commercial options for making 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: