

NSF Safe & Inclusive Working Environment Plan for Off-Campus Research

Please provide the following information in your plan:

Project title

Principal Investigator name

Date

1. Describe the off-campus research activity, including the location.
2. Identify steps you will take to nurture an inclusive off-campus working environment, such as trainings and processes to establish team definitions of roles, responsibilities and culture, such as codes of conduct:
3. Describe field support, such as mentor/mentee support mechanisms, regular check-ins, or developmental events:
4. Describe team communications, which should minimize single points of contact (such as one individual controlling access to a single satellite phone):
5. Describe any special circumstances involving multiple organizations or the presence of third parties in the working environment:
6. Describe the process for making incident reports, and how they will be received and resolved. Include a recommended contact for the reporting of any suspected misbehavior. Participants remain free to use this contact or any other contact they prefer. More than one contact may be listed.