

Safe and Inclusive Working Environments Plan

Instructions

NSF's [new PAPPG](#) (Proposal & Award Policies & Procedures Guide), effective for proposals with off-campus or off-site research due on or after January 30, 2023, requires the institutional Authorized Organization Representative (AOR) to certify that the organization has a plan in place for creating and maintaining a safe and inclusive (SAI) working environments for off-campus and off-site research **for that project**.

NSF recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. USD's policy [2.2.2 Prohibiting Discrimination and Harassment](#) and [Title IX Policy](#) support these goals.

For any off-campus or off-site research on a proposed NSF project, the Principal Investigator (PI)/project team must establish a SAI plan for that proposal that describes how the following types of behavior will be addressed:

- a. 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
- b. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly; AND
- c. Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment.

As such, any PI applying for a grant where NSF is the Direct or Prime sponsor and off-campus or off-site research is anticipated must complete [this questionnaire](#) which will constitute documentation of the required plan for a Safe and Inclusive Work Environments. This questionnaire should **not** be submitted to NSF for review with the proposal, but it must be documented prior to submission to allow the institutional AOR to certify the proposal submission to NSF. If changes are made to this plan, an updated version must be attached to the applicable grant record.

The PI is responsible for ensuring that any individuals working on this project at an off-site or off-campus location receive a copy of the project's SAI plan prior to commencement of their work at any off-site or off-campus location. The SAI plan applies to ALL participants engaged in off-campus or off-site research in the project as proposed, including any vendor or contractor staff.

For purposes of this requirement, NSF has defined 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.

References & Resources:

NSF

- [FAQs Regarding Preparation and Submission of Plans for SAI Working Environments](#) (NSF website)
- [NSF - Proposal & Award Policies & Procedures Guide \(PAPPG\)](#) (NSF website)
- [NSF - PAPPG, Chapter II.E.9 - Safe and Inclusive Working Environments for Off-Campus and Off-Site Research](#) (NSF website)
- [Fall 2022 NSF Grants Conference - Revisions to the Proposal and Award Policies and Procedures Guide \(PAPPG\) \(NSF 23-1\)](#) (NSF video on YouTube)

USD Policies

- [Discrimination and Harassment](#)
- [Safety, Health, and Environmental Policy](#)
- [Supervisor Employee Relationships](#)
- [Policy on Sexual and Gender-Based Misconduct](#)
- [Protection from Retaliation](#)
- [Professional Standards for Faculty](#)
- [Electronic Access to Potentially Offensive Materials](#)
- [Employee-Student Relationships](#)
- [Corrective Action](#)
- [Workplace Violence](#)
- [Policies Governing Research](#)

Other USD Resources

<https://www.sandiego.edu/titleix/>

<https://www.sandiego.edu/safety/>

<https://www.sandiego.edu/hr/employee/employee-relations/work-life-resources.php>