

## NSF Requirements for Safe and Inclusive Working Environments for Off-Campus or Off-Site Research\*

- It is National Science Foundation (NSF) and Georgia Tech policy to foster inclusive, safe and harassment free environments wherever science is conducted.
- Proposal & Award Policies & Procedures Guide (PAPPG) (NSF 23-1), [Part I Chapter II section E.9](#)
  - 1/30/2023 ...for each proposal that proposes to conduct research off-campus or off site\*, the AOR must complete a certification that the organization has a plan in place for that proposal that:
    - Describes 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.
    - Identifies steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment.
    - Includes the process for making incident reports and how any such reports will be resolved. Plans must also include procedures for communications within the team and to the organization that address limited communications pathways or other special circumstances that may complicate or impede reporting of suspected non-compliant behavior.
- Georgia Tech will comply with these requirements by:
  - Requiring Principal Investigators (PIs) proposing to NSF to affirm understanding and agreement to follow applicable Georgia Tech policies and procedures, including those listed in the attached Institute-Wide Plan. **The Institute-Wide Plan must be signed and uploaded to eRouting prior to proposal submission.**
  - Requiring PIs proposing to NSF to complete a Project-Specific Plan that supplements Georgia Tech's Institute-Wide Plan by addressing any circumstances unique to the project, including the involvement of multiple organizations, the presence of other third parties, and any communication limitations (e.g. no cell and/or no internet service). **The Project-Specific Plans must be completed, signed and uploaded to eRouting prior to proposal submission.**
  - Requiring PIs to agree not to begin off-campus or off-site research prior to distributing a Project-Specific Plan to all individuals participating in the conduct of the research, prior to departure.

\*For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

# Georgia Institute of Technology

## Institute-Wide Plan for Safe and Inclusive Working Environments for Off-Campus or Off-Site Research

All Georgia Institute of Technology (Georgia Tech) policies must be followed when conducting Georgia Tech activities, whether in the role of an employee, student, affiliate, or other, and wherever the activity takes place. Georgia Tech policies and procedures relevant to safe and inclusive working environments for off-campus or off-site research include:

- **Board of Regents Policies**
  - Non-Discrimination and Anti-Harassment (6.6)
    - <https://www.usg.edu/policymanual/section6/C2654>
  - Personnel Conduct and USG Ethics Policy (8.2.18)
    - [https://www.usg.edu/policymanual/section8/C224/#p8.2.18\\_personnel\\_conduct](https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct)
  - Tenure and Criteria for Tenure (8.3.7)
    - [https://www.usg.edu/policymanual/section8/C245/#p8.3.7\\_tenure\\_and\\_criteria\\_for\\_tenure](https://www.usg.edu/policymanual/section8/C245/#p8.3.7_tenure_and_criteria_for_tenure)
  - Discipline and Removal of Faculty Members (8.3.9)
    - [https://www.usg.edu/policymanual/section8/C245/#p8.3.9\\_discipline\\_and\\_removal\\_of\\_faculty\\_members](https://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members)
- **Institutional Administrative Policies**
  - Equal Opportunity, Nondiscrimination, and Anti-Harassment Policy
    - <https://policylibrary.gatech.edu/employment/equal-opportunity-nondiscrimination-and-anti-harassment-policy>
  - Non-Retaliation Policy
    - <https://policylibrary.gatech.edu/employment/non-retaliation-policy>
  - Employee Dispute Resolution
    - <https://policylibrary.gatech.edu/employment/employee-dispute-resolution>
  - Sexual Misconduct Policy
    - <https://policylibrary.gatech.edu/student-life/sexual-misconduct>
  - General Work Rules
    - <https://policylibrary.gatech.edu/employment/general-work-rules>
  - Student Academic Honor Code
    - <https://policylibrary.gatech.edu/student-life/academic-honor-code>
  - Missing Student Notification Policy
    - <https://policylibrary.gatech.edu/student-life/missing-student-notification-policy>
  - Student Code of Conduct
    - <https://policylibrary.gatech.edu/student-life/student-code-conduct>
- **Research Policies**
  - Research Integrity Assurance Policies
    - <https://policylibrary.gatech.edu/research/research-integrity-assurance-policies>
  - Responding to Allegations of Scientific or Other Scholarly Misconduct
    - <https://www.policylibrary.gatech.edu/faculty-handbook/5.7-policy-responding-allegations-scientific-or-other-scholarly-misconduct>
  - Environmental Health and Safety
    - <https://policylibrary.gatech.edu/research/environmental-health-and-safety>
  - Responsible Conduct of Research Compliance Policy

- <https://policylibrary.gatech.edu/research/responsible-conduct-research-compliance-policy>
- Combating Trafficking in Persons Policy
  - <https://policylibrary.gatech.edu/research/combating-trafficking-persons-policy>
- Insider Threat Program and Reporting Policy
  - <https://policylibrary.gatech.edu/research/insider-threat-program-and-reporting-policy>

Other parties not affiliated with Georgia Tech may be present at the off-site location and may not be subject to Georgia Tech policy or authority.

### Reporting Suspected Misbehavior

Options include:

- 1- Contact the project leader and/or your supervisor
- 2- Report to head of the office/unit responsible for the project or for your supervisor
- 3- Report to one of the central offices that address concerns of misconduct (see policies above) including
  - a. Title IX (<https://titleix.gatech.edu/submitting-complaintreport>)
  - b. EthicsPoint: <https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>

### Additional Resources

- Equity & Compliance Programs/Title IX (<https://titleix.gatech.edu/>)
- Wellness Empowerment Center, VOICE (<https://wellnesscenter.gatech.edu/voice>)
- Office of Student Integrity: <https://osi.gatech.edu/>
- Employee Relations: <https://careers.gatech.edu/employee-relations>
- Ombudsperson: <https://w1.ohr.gatech.edu/ombuds-support>
- Global Research and Internship Program, GRIP (<https://grip.oie.gatech.edu/home>)
- Global Human Resources (<https://careers.gatech.edu/global-human-resources>)

*As Lead PI for a Georgia Tech proposal that includes an off-campus or off-site research component and is being submitted directly to NSF or to another entity that is submitting a proposal to NSF, I agree that if circumstances change I will update the Project-Specific Plan, described above, and share the revised plan with OSP. I also agree, **prior to departure**, whether or not a Notice of Award has been received, to share with project participants this Institute-Wide Plan and the Project-Specific Plan described above.*

Name

Title

Date

**NSF Safe and Inclusive Working Environment  
Plan for Off-Campus or Off-Site Research  
PROJECT SPECIFIC INFORMATION AND PLAN (PSIP)**

Plan Date or Version <i>(enter date the plan was prepared or updated, or a version number). Preparer name may also be entered.</i>	
NSF Grant Number:	
Principal Investigator (PI) Name (plus Cell Phone and Email):	
Off-Campus Location(s):	
Date Range(s) of Off-Campus Activity:	
Will PI be physically present during the off-campus activity?	Yes                      No
Provide a brief description of the field setting and unique challenges for the team:	
Explain steps the team will take to nurture an inclusive off-campus or off-site working environment, including processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct, trainings, mentor/mentee mechanisms and field support that might include regular check-ins, and/or developmental events:	
Explain communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway (e.g., there should not be a single person overseeing access to a single satellite phone, etc.):	
Explain organizational mechanisms that will be used for reporting, responding to, and resolving issues of 1.) abuse and/or harassment of any kind if they arise; 2. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly:	
PSIPs must be disseminated to individuals participating in off-campus activities prior to departure. Explain how and when this PSIP will be disseminated to participants:	

Name

Title

Date