Plan to Ensure a Safe and Inclusive Working Environment
for Off-Campus or Off-Site Research

*Section I: Includes a description of the Principal Investigator's responsibilities
and MSU's commitment, policies, and resources.*
Section II: After completion, it will be a customized project specific plan with PI's certification.

Section I: Michigan State University's commitment, policies, resources, and description of PI's responsibilities.

Michigan State University is committed to fostering a safe, secure, and supportive environment for all. The University strives to create and maintain a campus community that is free from sexual harassment and sexual violence. The University also works to provide an environment free of discrimination, harassment, and retaliation for all students and employees.

These values align with the [NSF policy](#) described in the NSF Proposal and Award Policies and Procedures Guide (NSF 23-1) to foster safe and harassment-free environments wherever science is conducted. The NSF policy requires that the University have a plan in place to address the following behaviors should they occur while off-campus or off-site research is being conducted:

- 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.

Each off-campus or off-site research project will meet this NSF requirement by following the MSU policies and procedures described below, as well as the project-specific portion of the plan set forth below.

NSF Principal Investigators are responsible for:

(1) **Determining whether any "off-campus or off-site research" will occur on their NSF-funded award** (see definition below). Plans are only required for NSF-funded awards containing research that is conducted off-site or off-campus. PIs are responsible for ensuring that the correct box is checked on the NSF cover sheet relating to off-campus or off-site research.

(2) **Completing the project specific information in this form**. This completed document will serve as the project's plan to ensure a safe and inclusive working environment for off-site research.

(3) **Including a note within the Proposal Development (PD) document when a project has an off-site component**. When the off-site box is checked on the cover page of an NSF application, a note must be added to the PD to let the Office of Sponsored Programs (OSP) know that the plan has been developed and is on file with the department/college. This will be required prior to OSP certification and submission.

(4) **Distributing this completed form ("the plan")** to everyone who will participate in an off-campus or off-site research activity **prior to those individuals leaving campus** to engage in the off-site or off-campus research.

(5) **Retaining documentation of who received the plan** (email or signed acknowledgement of receipt of plan is sufficient) **and the plan itself** in their grant files or in the departmental grant file.

The plan should not be submitted to NSF or to SPA/OSP/CGA unless requested. Plans may be re-used and re-distributed for multiple off-campus research activities within the specified project but must be updated for changes.

NSF defines "off-campus or off-site research" for the purposes of this requirement as "*data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft*."

MSU Policies and How to Report

Crime or Emergency:

- Emergencies: Call 911

- Non-emergencies, crimes, or suspicious activity: Call MSU Police and Public Safety at (517) 355-2221

- MSU Police and Public Safety anonymous texting: Text the word MSUPD along with a tip to CRIMES (274637)

- MSU Police and Public Safety toll-free tip line: Call 844-99-MSUPD (844-99-67873)

Relationship Violence, Stalking, and Sexual Assault:

Responsible Employees are required to promptly report relationship violence, stalking, and sexual assault that they observe or learn about and that involves a member of the University community (employee or student) or which occurred at a University-sponsored event or on University property. For more information, please visit the University Reporting Protocol.

To report relationship violence, stalking, and sexual assault, contact the Office of Institutional Equity (OIE):

- Report online at: Public Incident Reporting

- Call OIE at (517) 353-3922 or email oie@msu.edu

Harassment or Discrimination:

- Contact OIE

   o Report online at: Public Incident Reporting

   o Call OIE at (517) 353-3922 or email oie@msu.edu

Child Abuse (Including Child Sexual Abuse, Child Sexually Abusive Material, and Child Pornography):

- Emergencies: Call 911

- Mandated Reporters under Michigan Law: Employees or volunteers who are defined as mandated reporters and who suspect child abuse or neglect must report to the Michigan Department of Health & Human Services ("MDHHS"), Child Protective Services ("CPS") immediately by:

  - Calling 855-444-3911 with a verbal report and then filing a written report with MDHHS/CPS within 72 hours; or

  - Reporting online through the Michigan Online Reporting System.

  - Information about reporting abuse and neglect can be found under the Abuse & Neglect section of the MDHHS website.

  - After contacting CPS, notify MSU Police and Public Safety of the report.

- All other employees: Contact MSU Police and Public Safety immediately at (517) 355-2221

  - MSU Police and Public Safety will file a report with MDHHS/CPS.

- Allegations of sexual assault, including child sexual assault, related to a member of the university community (employees or student) must also be reported to OIE.

- For more information, or to determine if you are a mandated reporter under Michigan law, please review the policies and procedures.

Behavioral Threat:

To report students, employees, or other individuals on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the campus community:

- Emergencies: Call 911

- Non-emergencies: Submit a report to MSU's Behavioral Threat Assessment Team via an online referral form.

Ethical, Policy, Compliance Violations or Other Misconduct:

Including but not limited to athletics misconduct, conflicts of interest, discrimination and harassment, employment misconduct, fiscal misconduct, hazing, medical and HIPAA violations, privacy violations, research misconduct, retaliation, safety, or *other area of concern not specifically listed*.

- Submit an anonymous report online

- Call the anonymous (24/7) hotline: (800) 763-0764

- Report suspected misconduct by contacting a specific university office

  - A list of offices and contact information is available

- Visit the Misconduct Hotline website for more information.

Student Misconduct:

Any member of the MSU community (employees and students) may file a formal complaint concerning the conduct of students whose behavior reportedly violated University policy:

- Submit a report online to the Office of Student Support & Accountability (formerly the Dean of Students Office)

- For a time-sensitive consultation, contact the Office of Student Support & Accountability at (517) 884-0789

Section II: Project-specific portion of the plan to Ensure a Safe and Inclusive Working Environment for Off-Campus or Off-Site Research

1. Plan Date: _____
2. Proposal Development (PD) Number: _____
3. Principal Investigator Name: _____
4. Principal Investigator NetID: _____
5. Off-Campus Location: 250 characters maximum

6. Please identify steps you will take to nurture a safe and inclusive off-campus or off-site working environment (e.g., trainings, meetings and/or distribution of materials to establish shared team definitions of roles, responsibilities, culture, codes of conduct and/or expectations of professionalism and provide information on field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events (education and professional development).   1,500 characters maximum

7. Please describe how communications within the team and to MSU will be managed, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).   1,500 characters maximum

8. Will participants have regular internet or cell service available? If not, what alternate arrangements are in place for participants to report suspected misconduct?

1,500 characters maximum

9. Recommended contact(s) for any suspected misbehavior (include the contact's name(s), email address(es), and phone number(s). *Note: participants remain free to report misconduct to this contact or any other individual or office such as OIE or the MSU Misconduct Hotline.*

1,500 characters maximum

10. Please describe any special circumstances that require additional safety planning (e.g., lack of local transportation to a safe space; cultural norms that may require advance awareness training).

1,500 characters maximum

11. Provide other information for participants, including any location-specific information on reporting and resolving incidents (e.g., contact information for local police and medical services; other policies applicable to the location, including other university or organization policies if multiple organizations or third parties will be present in the work environment; embassy/consulate information for international locations).

<div align="right">1,500 characters maximum</div>

A copy of this plan must be disseminated to all individuals participating in the off-campus or off-site research prior to departure.

By signing below, I agree to abide by the safety plan as articulated above. I understand that it is my responsibility to disseminate the plan to all individuals participating in the off-campus or off-site research prior to departure. This includes individuals who may be added to the project at a later date. **Failure to share this plan with all individuals participating in the off-site/off-campus activity is grounds for disciplinary action.** Non-compliant investigators may be prohibited from serving as PI on NSF projects.

_____   _____

Signature of Principal Investigator   Date

_____   _____

Signature (if needed)   Date

Adapted from guidance developed by the University of Minnesota