

**NSF Safe and Inclusive Working Environment
Plan for Off-Campus or Off-Site Research**

PROJECT SPECIFIC INFORMATION

1. Plan date or Version (*enter date the plan was prepared or updated, or a version number*).
Preparer name may also be entered. _____
2. NSF Grant Number: _____
3. Principal Investigator Name _____
4. Principal Investigator Cell Phone _____
5. Principal Investigator Email _____
6. Off-Campus Location _____
7. Description of off-campus research activity (*fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.*)

8. Estimated Departure and Return Dates (*begin and end dates of off-campus research*). *It is permissible to leave this blank if dates are not yet available.*

9. Will participants have regular internet or cell service available? (*If no, what alternate arrangements are in place for participants to report suspected misconduct?*)

10. Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? (*If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?*)

11. Recommended point(s) of 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.*)

12. Any special circumstances that necessitate special plans (*e.g. participants are at sea or other remote locations without ability to make contact with University reporting offices; only a single satellite phone is available for the group; there are physical or other barriers that may require special attention to ensure full participation; no local transportation to a safe space is likely to be available; variance in cultural norms might necessitate advance awareness training*). If yes, what arrangements are in place to manage these special circumstances?

13. Other Comments or Information that participants may find useful. *If known, include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided. May leave blank if information is not available.*
