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.)
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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.
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________________________________________________________________________

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

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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?

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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.

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