

NSF Safe and Inclusive Work Environment

Plan for Off-Campus or Off-Site Research

California State University Fullerton (CSUF) is committed to addressing harassment and fostering a safe and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty and students whether working on-campus or off-campus, doing research, or engaging in scholarly activities or studying at an off-site location.

In addition, it is NSF policy to “foster safe and harassment-free environments whenever science is conducted.” (NSF 2023 PAPPG Guide II-E.9]. Grantees are required, effective with proposals submitted on 1/30/23 or later, to certify that we have a plan in place that addresses:

- (1) Abuse of any person, including but not limited to harassment, stalking, bullying or hazing or any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; and
- (2) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly

CSUF meets NSF requirements (as well as its own expectations) by using the policies and procedures outlined below, and as further amplified to cover special circumstances as dictated by the PI in the project-specific information shown in this document. **Principal Investigators are responsible for distributing a copy of this plan to each participant in an off-campus or off-site research activities prior to those individuals leaving campus to participate in research activities.**

KEY POLICIES AND PROCEDURES

All CSUF staff, faculty, student workers, and CSU Fullerton Auxiliary Services Corporation (ASC) employees are required, by CSUF and ASC policy to complete the CSU’s Discrimination, Harassment, Retaliation, and Title IX, CSU’s Discrimination Harassment Prevention Program and Gender Equity and Title IX courses. In addition, CSUF, as part of the California State University system, has a robust policy system designed to enforce the expectations for a safe and healthy work environment. The following is a list of applicable CSU and CSUF Institutional policies. Note that the hyperlinks are publicly accessible and easy to view.

CSU Policies:

- [CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation \(Nondiscrimination Policy\)](#)
- [Administration of Grants and Contracts in Support of Sponsored Programs](#)
- [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(the “Clery Act”\)](#)
- [Executive Order 1096 Procedure Timeline](#)
- [Conflict Resolution Services](#)
- [Student Conduct Procedures](#)

CSUF Policies

- [CSUF HRDI Discrimination, Harassment and Retaliation](#)
- [CSUF HRDI Equal Employment Laws and Regulations](#)

ASC Policies

- [ASC 2023 Affirmative Action Reaffirmation Letter](#)
- [ASC PI Handbook](#)

Reporting Suspected Misbehavior
<ol style="list-style-type: none">1) Contact your supervisor2) Report to one of the central offices that address concerns of misconduct.3) Report to dhr@fullerton.edu or submit an Online Reporting Form. Should you seek confidential reporting please contact Human Resources, Diversity, and Inclusion at (657) 278-4933.

INSTRUCTIONS FOR THE PRINCIPAL INVESTIGATOR TO COMPLETE THE PLAN

NSF PIs are responsible for:

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. See the associated [FAQs on Safe and Inclusive Work Environments Posted](#) for more information.

If **YES**, off-campus research is anticipated:

- Complete a plan (see following pages)
- Answer “yes” to question 9 on the Routing Form
- Send the plan to your assigned Grants and Contract Officer

If **NO**, off-campus research is not anticipated:

- Answer “no” to question 9 on the Routing Form (In this circumstance, no plan is needed)

Completing the project-specific information on the last page of this document; and

Distribute both pages (“The Plan”) to everyone who will participate in an off-campus or off-site research activity prior to these individuals leaving campus to engage in the off-site or off-campus research once your project is funded by NSF

Retaining documentation of who received the plan (email or sign-up sheet is sufficient) **and the plan itself** is in the ASC grant file and in the department grant file.

The plan should not be submitted to NSF or the SPA unless requested. Plans may be re-used and re-distributed for multiple off-campus research activities but must be updated prior to departure if the specific content needs to change.

NSF defines “off-campus or off-site research” is defined for the purposes of this requirement as “data/information/samples being collected off-campus or off-site, such as fieldwork on research vessels and aircraft.” The following are not considered off-campus or off-site research for purposes of this requirement: meetings and conferences that do not include data/information/samples being collected and data/information/samples collected by sub-recipients or collaborating organizations at their primary place of performance.

**NSF Safe and Inclusive Working Environment
Plan for Off-Campus or Off-Site Research (“The Plan”)**

PROJECT SPECIFIC INFORMATION

Plan Date or Version <i>(enter the date the plan was prepared or updated, or a version number). Preparer’s name may also be entered.</i>	
OGC #:	
Principal Investigator Name <i>(include Cell Phone and Email)</i>	

1. Off-Campus Location(s) and Estimated Departure and Return Dates (begin and end dates of off-campus research)

2. Description of off-campus research activity and unique challenges for the team
(Fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.)

3. Describe steps that will be taken to nurture an inclusive off-campus or off-site working environment.
(e.g., participants are at sea or other remote locations without the ability to contact CSUF 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)

4. Communication Process – Describe process(es) to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct, and how the plan will be disseminated to individuals participating in the off-campus or off-site research prior to departure.

5. 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?*

6. Describe the reporting mechanism, responding to and resolving issues of harassment should they arise. Include recommended contact for any suspected behavior. (Note: Participants may use this contact or any other contact they prefer to report misconduct; more than one contact may be listed).

7. Other comments or information that participants may find useful. *Include local police and medical services number; for international trips, it is wise to include embassy/consulate contact information if not already provided.*