**Instructions**

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

New Mexico Tech (NMT) requires a plan for a safe and inclusive work environment be created—and distributed to each participant—in advance of departure for an NSF sponsored off-campus research activity. Off-campus or off-site research is defined as "data/information/samples being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircraft." The intent of this requirement is to provide guidance and protection for participants when they do not have ready access to the on-campus, in-person resources they normally do. All research participants need to know how to recognize and report inappropriate behavior and receive guidance in advance about how to feel safe and protected, even when they are away from campus. This plan must be submitted to NMT before your proposal is submitted to NSF. NMT will confirm we have this plan as part of the proposal submission processes.

This requirement applies only to research activities, not “other sponsored projects.” Participants include employees, students, volunteers, and others working under NMT’s direction (which includes sub-awardees and collaborating organizations).

* If participants are sufficiently distant from campus such that access to these resources is more limited than they would be if they were on campus, then a plan is needed.
* If your participants continue to have access to campus, no plan is needed.
* Work from home by an individual employee would not be considered “off-campus” or “off-site.”
* “Day trips” or excursions (e.g., to public places, schools, the state fair, a mall) where participants are returning without an overnight stay would not normally require a plan. But, a plan should be created if the nature of the off-campus research activity is likely to create a larger-than-normal opportunity for harassment to occur (e.g., studies looking at sexual activities, incarcerated individuals, prior knowledge of harassment in the same setting, etc.)
* Attendance or presentation of research results at a conference does not require a plan.
* If participants will also engage in the conduct of research activities while attending a conference, a plan is required.
* The lead institution creates the plan for the entire effort including collaborative proposals and proposals with sub-awards. If NMT is leading the effort, you may need to ask for training and contacts at the partner organizations so faculty and students can report incidents to their own organization. When leading these proposals, please share your plan with partner organizations and get agreement on a proposal-wide plan before submitting the proposal.
* You may contact Judy McShannon with questions

Judith.mcshannon@nmt.edu

575-835-6940

You may use or re-use the same plan throughout your grant if your off-site work is the same throughout the grant period. If the work varies (e.g., fieldwork in a remote location one year and research activities at another US institution at another time), you may need to update your plan to reflect the needs pertinent to each activity and re-distribute the updated plan. **The creation and distribution of the plan is the responsibility of the PI.**

**Once funded, you must give this plan to every participant before conducting the off-site research (regardless of when they join the team)**.

**Template**

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

This template has been designed to help you identify special circumstances of your research. You will need to complete the boxes on the template document for your specific grant. Text in red must be completed by the PI. Text in black is the NMT requirement.

|  |  |
| --- | --- |
| 1. Proposal title |  |
| 2. Plan date  |  |
| 3. Version | 1 |
| 4. NMT proposal routing number |  |
| 5. Award number | TBD |
| 6. PI Name, cell phone, email |  |
| 7. Location of off-campus research activity. |  |
| 8. Estimated departure and return dates. | If not known at the time of the proposal put TBD. You will need to update the document when you receive the award and have the trip planned. |
| 9. List of participants | List all faculty, staff and students, as well as sub-awardee and collaborating organizations participants. If you don’t know who will be participating (by name) at the time of the proposal you will update this form when you know names of all participants. You may be need to update more than once if you have multiple trips and participants vary by trip. |
| 10. Description of the field setting and unique challenges for the team (include if the work is fieldwork, or research on vessels or aircraft).  | Include any special circumstances that necessitate special plans. Are participants at sea or other remote locations without ability to make contact with university reporting offices? Is there only a single satellite phone available for the group? Are there physical or other barriers that may require special attention to ensure full participation? Is it likely there will be no transportation to a safe space available? Is there variance in cultural norms which might necessitate advance awareness training (such as if you are going to a country that is not friendly to LGBTQ). Are you in rural NM where there is no cell service and all participants came in a single car? What arrangements are in place to manage these circumstances? |
| 11. Steps to nurture an inclusive off-campus or off-site working environment.  | PI has confirmed participants have taken the “Sexual Misconduct and Title IX Awareness Training” with the NMT Title IX office. PI will have a team meeting before leaving, discuss what participants should do if something happens, and hand out this information. You must describe what Subawardee participants will do. |
| 12. Communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway.  | Will participant’s cell phones work? If not, are you taking a satellite phone? There should not be a single person overseeing access to a single satellite phone. There should be multiple persons off-site a participant can communicate with if they can’t reach NMT. |
| 13. Recommended contact for any reporting suspected misbehavior. | * Peter Phaiah, Title IX Coordinator - titleixcoordinator@nmt.edu - 575-835-5953
* Theresa Kappel, Director of Student Access Services - theresa.kappel@nmt.edu - 575-835-5899

You must describe what Subawardee participants will do. |
| 14. Mechanism that will be used for reporting issues of harassment if they arise.  | * Peter Phaiah, Title IX Coordinator - titleixcoordinator@nmt.edu - 575-835-5953
* Theresa Kappel, Director of Student Access Services - theresa.kappel@nmt.edu - 575-835-5899
* [NMT on-line reporting procedures](https://www.nmt.edu/titleix/Sexual%20Misconduct%20Reporting%20Options%20and%20Procedures.pdf)
* [NMT on-line reporting form](https://cm.maxient.com/reportingform.php?NewMexicoTech&layout_id=1)

You must describe what Subawardee participants will do. |
| 15. Mechanism that will be used for responding to, and resolving issues of harassment if they arise.  | What is the plan to remove the person from the situation? Can they just drive themselves home? Will someone go with them? |
| 16. Other Comments or Information that participants may find useful.  | You may want to include local police and medical services numbers. For international trips, it is wise to include embassy/consulate contact information if not already provided. |

Email completed form to Judith.mcshannon@nmt.edu before submitting your proposal to NSF.

**Do NOT submit your plan to NSF unless your RFP requires you do so.**

Give a copy of completed form to all participants before leaving campus.