Lewis & Clark College
Sponsored Projects and Research Compliance (SPARC) Office
Safe and Inclusive (SAI) Working Environment Plan for
Off-Campus or Off-Site Research, NSF Funded Projects
August 2023

Overview
NSF's 2023 PAPPG (Proposal & Award Policies & Procedures Guide) includes a new requirement for proposers to certify that they have a specific plan in place for creating and maintaining Safe and Inclusive (SAI) Working Environments for any Off-Campus and Off-Site Research project. NSF will also require the submission of these project-specific plans at the time of application beginning later this year; SAI plans will be considered as part of the merit review process.

Lewis & Clark College is committed to fostering a safe, healthy, and inclusive work environment. Policies and expectations for proper conduct apply to all staff, faculty, and students whether on-campus or working, doing research, or engaging in scholarly activities or study at an off-site location. The National Science Foundation also recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. Lewis & Clark supports these goals, which is evidenced by current institutional policies including the Sexual Misconduct Policy and the Harassment and Hate- or Bias-Motivated Conduct Policy.

There are potential additional risks inherently associated with off-site research and fieldwork. As such, the Principal Investigator (PI) must develop, submit, and disseminate a project-specific SAI plan for any proposed off-campus or off-site* NSF-funded research. The SAI plan will outline potential risks specific to the project and the steps that will be taken to mitigate them. It will identify steps the PI/project team will take to nurture a safe and inclusive working environment, and also describe how certain types of behavior will be addressed, such as 1) 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 2) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

> *NSF defines off-campus or off-site research as data/information/samples being collected off-campus or off-site, such as fieldwork, or research activities on vessels and aircraft. Each organization must determine whether the proposed work is considered off-campus or off-site.

The SAI plan should identify steps that will be taken to nurture an inclusive working environment- e.g. trainings; defining team roles and responsibilities; codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events. The plan applies to all vendors, contractor staff, and participants that are engaged in off-campus or off-site research in the project as proposed. The SAI plan should also address: communications within the project team and to Lewis & Clark; any special circumstances; and the process for incident reporting, receipt, and resolution. The plan for the project, including the institutional and other resources listed on page 2 of this document, must be disseminated to and reviewed by research participants prior to departure.

Procedures:

1. At the time of or prior to proposal development, PI must advise SPARC if any "off-campus or off-site research" will occur on their NSF-funded award, as defined above. If so, the PI must prepare an SAI plan that includes the information outlined on the **Safe and Inclusive (SAI) Working**

Environment Plan for NSF funded Projects template (below) and submit it to SPARC at least three weeks prior to the proposal deadline. Although any plan ultimately submitted to NSF is limited to two-pages, no page limit applies for internal review.

2. SPARC will facilitate internal review of the SAI plan if it presents unusual or significant risks. SAI status will be noted on the Proposal Internal Approval Form (PIAF).
3. The PI is responsible for ensuring that everyone who will participate in the off-campus or off-site research activity receives and understands the SAI plan prior to those individuals leaving campus to engage in the off-site or off-campus research. Further, the PI is responsible for facilitating any pre-departure training. The PI must retain documentation of who received the plan and/or training and the SAI plan itself in their files.
4. If NSF requires submission of the project-specific SAI plan, the PI and SPARC will finalize and submit this in concert with the proposal submission requirements, including any page limitations.

References and Resources
LEWIS & CLARK POLICIES AND PROCEDURES
Institutional policies and procedures that are relevant to creating a Safe and Inclusive Working Environment are outlined below, in alphabetical order with hyperlinks:

- Code of Ethics Policy
- Discrimination, Harassment, and Hate- or Bias-Motivated Conduct Complaint Procedures
- Employee Conduct and Discipline Policy
- Equal Employment Opportunity Policy
- Harassment and Hate- or Bias-Motivated Conduct Policy
- Hazing Policy
- Nepotism Policy
- Required Notifications for NSF and NIH Grants: Sexual Harassment, Other Forms of Harassment, and Sexual Assault

- Research Integrity Policy
- Research Misconduct Policy
- Responsible Conduct of Research Policy
- Sexual Misconduct Policy
- Title IX Compliance and Reporting
- Violent, Abusive, or Threatening Conduct Policy
- Workplace Discrimination and Harassment Policy
- Workplace Violence and Abusive Behavior Policy

ADDITIONAL RESOURCES
- NSF SAI FAQS
- U.S. Department of State: Travel Advisories
- U.S. Department of Sate: Country Information
- Lewis & Clark Overseas and Off-Campus Programs Travel Resources & Pre-Departure Handbook
- Lewis & Clark Overseas and Off-Campus Programs Faculty Leader Handbook

REPORTING SUSPECTED MISBEHAVIOR
Campus Safety:
Officers on duty 24 hours, 365 days
Emergency: (503) 768-7777
Business phone: (503) 768-7855
Email: safety@lclark.edu

Title IX Issues:
Lori Makin-Byrd,
Interim Title IX Coordinator
lmakin-byrd@lclark.edu
Link to report a concerning situation

Lewis & Clark College
Safe and Inclusive (SAI) Working Environment Plan for NSF funded Projects

Project-Specific Information
1. Please complete the following table

Today's date	
PI Name	
PI Contact (Cell and email)	
Sponsor(s)	
Project Title	
Off-Campus/Off-Site Location	
Current Department of State Travel Advisories Level	
Departure and Return Dates	
Description of off-campus research activity	
Lodging/accommodations, including sleeping arrangements and shared facilities	
Access to emergency services, including distance to nearest hospital	
Variance in cultural norms and language that necessitate additional training	

2. Please provide a brief description of the field setting and unique challenges for the team.

3. Please discuss any other special circumstances not addressed above, which may include (but are not limited to): being located in a remote location(s) without ability to contact LC; cellular service and/or satellite phone access; physical or other barriers that may require attention for full participation; limitations or difficulties with local transportation to safe space; etc.

4. Please identify the steps you will take to nurture an inclusive working environment. This might include trainings; pre-departure orientation activities; defining roles, responsibilities, and culture; codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.

5. Please describe how you will ensure all participants have access to this plan and all referenced and relevant resources prior to departure.

6. Please describe how communications within the project team and to L&C will be handled. Please address internet and cell service availability. If not available, what are other methods for individuals to make reports?

7. Please address any special circumstances (e.g. the involvement of multiple organizations or the presence of third parties in the working environment) and how you will handle them. How will these expectations be communicated to these participants? If so, anything to be aware of if reporting harassment?

8. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of this project: a) 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 b) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

9. Please address the process and mechanisms for making incident reports, how they will be received, and how any reports involving harassment will be resolved. Note: Lewis & Clark reporting options are available if LC constituents are involved.

10. Lewis & Clark's reporting resources are listed above. In addition, please provide a) *local* emergency contact information (police, medical, fire), b) contact information to report misconduct (two onsite, one offsite), and c) other information and resources for participants. In addition, if traveling internationally please provide embassy/consulate contact information.

Names, titles of L&C participants	
Names, titles of non-L&C participants	

PI Certification/Signature

I agree to disseminate this plan to individuals participating in the off-campus or off-site research project prior to departure and commencement of their off-site work.