**Information Regarding NSF’s Safe and Inclusive Working Environments Plan**

**For Off-Campus or Off-Site Research**

Colorado School of Mines is committed to addressing harassment and fostering a safe and inclusive work environment. Policies and expectations for proper conduct apply to all faculty, staff, and students whether on-campus or working, doing research, or engaging in scholarly activities or study at an off-campus location.

Per the National Science Foundation’s (NSF) [23-1 PAPPG](https://beta.nsf.gov/policies/pappg/23-1), new or supplement proposals submitted January 30, 2023 or later require participant safeguards if the project includes off-campus research activities. NSF defines “off-campus or off-site research” as “data/information/samples being collected off-campus or off-site, such as fieldwork on research vessels and aircraft.” The plan must address:

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

Examples of off campus or off-site research activities -

* Research occurring outside of campus limits
* Field work
* Drone use – flying off campus
* Collecting data, samples, etc from off-campus
* Involvement of Consultants or Subrecipients
* Conference, workshops, team meetings, or seminars MAY constitute off-campus research if the individual(s) is conducting substantive research

Using the on campus overhead rate can still involve off-campus research activities; off-campus overhead rate automatically denotes use of the form.

Prior to proposal submission, this completed form must be sent to your Proposal Analyst for submission (if required) and/or to have on file.

Mines meets NSF requirements by using the policies and procedures outlined below. **PIs are required to distribute a copy of the signed plan (template below) to each participant prior to those individuals leaving campus to participate in the off-campus or off-site research activities.**

# KEY POLICIES AND PROCEDURES

Mines employees are mandatory reporters and have an obligation to report if they are aware of a violation of sexual harassment or violence.

All Mines staff and faculty are required by University policy to complete a harassment and discrimination trainingcourse upon hire. Additionally, all Mines students are required to complete harassment and misconduct training annually. Mines has policies, procedures, and resources to enforce the expectations for a safe and inclusive work environment, some of which include:

Policies:

* [Faculty Handbook](https://facultyhandbook.mines.edu/facultyhandbook/)
* Student Code of Conduct
* [Prohibiting Sexual Misconduct, Discrimination and Retaliation](https://www.mines.edu/policy-library/policy-prohibiting-sexual-misconduct-discrimination-and-retaliation/)
* [University Safety Policy](https://www.mines.edu/policy-library/university-safety-policy/)
* [Workplace Violence](https://www.mines.edu/policy-library/workplace-violence-policy/) Policy
* [Research Integrity and Procedures for Addressing Research Misconduct](https://catalog.mines.edu/facultyhandbook/10boardpoliciesprocedures/103-research-misconduct-policy-complaint-procedure/)
* [Statement of Equal Opportunity, Access and Nondiscrimination](https://www.mines.edu/equal-opportunity/)

Additional Mines Resources:

* [Mines Police Department / Campus Safety](https://www.mines.edu/campus-safety/)
* [Environmental Health and Safety](https://www.mines.edu/ehs/)
* [Office of Compliance and Policy](https://www.mines.edu/compliance/)
* [Office for Institutional Equity](https://www.mines.edu/institutional-equity-title-ix/)
* [Office of Research Administration](https://ora.mines.edu/)
* [Research Integrity](https://research.mines.edu/research-integrity/)
* [Office of Graduate Studies](https://www.mines.edu/graduate-studies/)
* [Human Resources](https://www.mines.edu/human-resources/)
* [DI&A](https://www.mines.edu/diversity/) - open to hosting pre-departure workshops for teams & developing narrative for this form

**sAFE AND iNCLUSIVE WORKING ENVIRONMENTs PLAN**

***[Instructions:***

* ***When submitted as part of a proposal to NSF, the plan is limited to two pages, Arial 10 point font, 1 inch margins.***
* ***Fill in table and provide information for items in blue.***
* ***Do not change any black text, email addresses and links provided below. Items in black text are required by Mines to meet NSF requirement for a Safe and Inclusive Working Environment Plan.***
* ***Text in blue and brackets may be over-written and removed.]***

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| **PI:** | **CRS Proposal Number:** |
| **PI Mobile Phone Number:** | **PI Email:** |
| **Proposal Title:** | |
| **Brief description of Off Campus location:**  *[Provide location (place, city, state) where you will be travelling and the work that will be conducted]* | |
| **Mines research team working off site:**  *[Identify team members, and if known names, from Mines that will be conducting research at the off campus location]* | |
| **Third Party Partners at Off Campus Location**:  *[Third party partners are partners not affiliated with Colorado School of Mines as an employee or student who is present in the off-campus research location; if Not Applicable enter None]* | |

**Alternative Contact** – In the event the PI may not be at the site and/or wishes to have more than a single point of contact for implementation of this plan. The Alternate is limited to co-PIs and Senior Personnel

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| --- | --- |
| **Alternate Name:** | **Alternate Role:** |
| **Alternate Mobile Phone Number:** | **Alternate Email:** |

**Resources for** **Reporting Abuse of Any Person and/or Misconduct related to this Funded Project** (harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; conduct that is unwelcome, offensive, indecent, obscene, or disorderly)

* In the case of immediate safety concerns, local law enforcement will be notified promptly.
  + Contact Information: Mines Police Department at 303-273-3333 or 911 (locally)
* All Mines employees and students may access these reporting avenues and support services:
  + Office of Equity and Title IX – <https://www.mines.edu/institutional-equity-title-ix/reporting/>
    - Discriminatory Harassment, Bias, and Retaliation Reporting Form
    - Sexual Misconduct Reporting Form
    - 24/7 Blue Bench Confidential Reporting: 303-322-7273 (English) / 303-329-0031 (Español)
    - 24/7 Victim Outreach Confidential Reporting: 303-202-2196; victims of crime or trauma
* Safe2Tell (<https://safe2tell.org/>) – anonymously report any concern or threat: 1-877-542-7233
* NSF’s contact information, optional but not a requirement, for reporting “abuse of any person” that they are subjected to, have witnessed or became aware of involving an NSF-funded program or activity. *Contact: NSF Office of Equity and Civil Rights at* [*programcomplaints@nsf.gov*](mailto:programcomplaints@nsf.gov)*.*

**Nurturing an Inclusive Off Campus Environment -** *As a baseline, Mines requires all faculty, staff and students to complete training on* harassment and discrimination/misconduct*. For this project an inclusive off campus working environment may also be nurtured through the following activities:*

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| *[Provide details. Examples: 1) Additional trainings (DI&A pre-departure workshop); 2) Clearly describing roles and responsibilities; and/or 3) Culture, e.g., codes of conduct; and off site support resources, such as expectations, developing a mentor/mentee partnership, regular check-ins, and/or developmental events.]* |

**Communications** - *Individuals participating in the off-campus research will have access to the following communication pathways and singular access to a means of communication will be minimized as follows:*

Participants will utilize personal phone(s) and have access to cell service;

Participants will have access to satellite phones if cellular network or internet is intermittent or unavailable;

Participants will have access to laptops and email; and/or

Other (provide detail):

**Plan Dissemination**

*The plan will be disseminated to individuals participating in the off-campus research prior to departure:*

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| *[Detail who the plan will be disseminated to (include all off-campus research team members including students, consultants, subrecipients, collaborative individuals), method and timeline for dissemination]* |

**Special Considerations [Required if Third Party Partners Involved or Other Special Circumstances]**

*Third Party Partners:* If present in the off-campus location, third party partners:

* Will follow their entities related codes of conduct and reporting structures;
* May report incidents to the PI as listed above;
* May report incidents when a Mines, staff member, student employee, or faculty member is alleged to have engaged in behavior in violation of Mines policy to Mines’ Office of Institutional Equity and Title IX (sexual misconduct, intimate partner violence, stalking, discrimination and harassment, or amorous relationship), [titleix@mines.edu](mailto:titleix@mines.edu) or 303-273-3260 and to NSF at [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov).

**Special Considerations and/or Other Special Circumstances:**

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| *[Provide details. 3rd Party will follow their entities code of conduct, reporting schedule, or follow Mines, etc.*  *Examples of Special Circumstances: Participants are at sea without ability to contact land; local transportation to a safe space is not available; variance in cultural norms or language barriers that might necessitate advance awareness or training; for international trips, include embassy/consulate contact information]* |

**Certifications**

*As PI of this research project, I will implement this plan as proposed. I understand it is my responsibility to implement this plan and to uphold Colorado School of Mines’ related code of conduct policies. Should reports need to be made to the NSF according to their* [*reporting requirements*](https://www.nsf.gov/od/oecr/harassment.jsp)*, this plan may be used as part of related investigations and decision to continue funding this project.*

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| PI Name and Signature: | Date: |
| AOR Name and Signature: | Date: |