
NSF Safe and Inclusive Work Environment Plan for Off-Campus or Off-Site Research

First Name: _____ Last Name: _____

Department/Unit _____ College/Unit: _____

NSF Proposal Number _____

Governors State University (the University) 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 on-campus or working, doing research, or engaging in scholarly activities or studies at off-site locations.

In support of the University policies for proper conduct and to meet National Science Foundation (NSF) requirements 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 1/30/23 or later, to certify that they 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.

The University meets NSF requirements by using the policies and procedures outlined below.

Guidance for Addressing Unacceptable Behavior/Conduct

Principal Investigators (PIs) will respond to abuse of any person involved in an off-campus/off-site study, 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 conduct that is unwelcome, offensive, indecent, obscene, or disorderly in accordance with the University’s general policies, including:

ANTI-DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

The University is committed to maintaining a community in which students and employees can learn and work together in an atmosphere free from all forms of unlawful discrimination and harassment on the basis of an individual’s actual or perceived membership in one or more protected classes under state and federal law and/or retaliation. This Policy prohibits all forms of unlawful discrimination and harassment against students,

employees, and applicants for admission or employment based on their actual or perceived membership in any one or more of the following protected classes: Age, Ancestry, Arrest Record Status, Citizenship Status, Color, Disability (Physical or Mental), General Identity or Expression, Marital or Civil Union Status, Military or Veteran Status, National Origin, Order of Protection Status, Pregnancy, Race, Religion, Sex, Sexual Orientation, Unfavorable Discharge from Military Service.

[GSU Anti-Discrimination, Harassment and Retaliation Policy](#)

CIVILITY POLICY

The University's faculty, staff, and students, as members of the university community, can expect to be treated with respect and consideration and are expected to treat others in a similar manner. All members of the community must treat other members with civility and respect. Demeaning, intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the university community are unacceptable and violate the University's standard for civility and respect.

[GSU Civility Policy](#)

TITLE IX AND ANTI-SEX DISCRIMINATION, HARASSMENT, AND RETALIATION POLICY

This Policy prohibits all forms of discrimination against students and employees based on their actual or perceived sex, gender, gender identity, gender expression, and/or sexual orientation, including all Prohibited Conduct defined as the follows: No person shall, on the basis of sex, gender, gender identity, gender expression, and/or sexual orientation, be excluded from participation in, be denied of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, employment program or activity operated by the University, or in recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure, compensation, or in any other terms, conditions, or privileges of employment and education. Other types of discrimination that are prohibited include, but are not limited to: sexual harassment, sexual assault, sexual violence, sexual battery, domestic violence, dating violence, stalking, aiding, and facilitating any violation of this Policy.

[GSU Title IX and Anti-Sex Discrimination, Harassment, and Retaliation Policy](#)

STUDENT CONDUCT POLICY

The Student Code of Conduct establishes expectations for student conduct and prohibits behavior that adversely affects the university community. The Student Code of Conduct outlines the student conduct system for nonacademic misconduct, including actions that may be taken to educate students about behavioral expectations and to protect community standards of behavior.

[GSU Student Policy](#)

Project Specific Plan for Promoting an Inclusive Off-Campus/Off-Site Working Environment

(Insert description of how the PI/s will ensure an inclusive working environment for this specific NSF project in the proposed off-campus/off-site setting/s. This may include trainings; processes to establish shared team definitions of roles, responsibilities, and culture, for example codes of conduct and field support, mentorship, regular check-ins, and/or developmental events.)

Project Specific Communications

(Insert description of how the PI/s will promote communication between and among on-campus and off-campus/off-site personnel as well as other organizations/third parties in the work environment. Describe how PIs will avoid a single person serving as a gatekeeper in these communications, and the process or method that will be used to make and respond to incident reports.)

PI Certification

By submitting this Plan to the Office of Sponsored Programs and Research (OSPR), the PI/s of this proposed project agree that, should this proposal be funded, the **PI/s will follow the University policies and procedures described in the above Plan, and distribute a copy of this Plan to each participant in the off-campus/off-site research prior to those individuals leaving the campus to participate in the off-campus/off-site activities.** The PI/s will also notify all project participants and describe any changes that are made to the Plan during the project and provide a copy of the revised plan to OSPR for review and inclusion in the PI/s' award record. The PI/s understand that the Plan must be provided to NSF upon request.

Signature: _____ Date of Signature: _____