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

It is NSF policy (see Chapter XI.A.1.g.) to foster safe and harassment-free environments wherever science is conducted. NSF’s policy 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. Accordingly, for each proposal that proposes to conduct research off-campus or off site, the Contract and Grant Officer in Sponsored Projects must complete a certification that UCI has a plan in place for that proposal that describes how the following types of behavior will be addressed:

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.

This plan should also identify steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events

Communications within team and to the organization should be considered in the plan, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

The plan must be disseminated to individuals participating in the off-campus or off-site research prior to departure.

For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft. (See Chapter II.D.1.d(viii) and II.E.9).

**UC Irvine Off-Campus and/or Off-Site Research Notice**

This research is supported all or in part by the NSF under Award No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is governed by the NSF Policy Chapter II.E.9 which became effective January 30, 2023.

**Include Project Specific Plan Here****.**

**Describe steps you will take to nurture an inclusive off-campus or off-site working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events. Sample language below:**

**[Insert PI’s name]** shares UC Irvine's commitment to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation, including all those participating in off-site research.

**[Insert PI’s name]** will distribute the University policy, including reporting options and resources to all project participants.

**Communications within team and to the organization should be considered in the plan, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account.**

**Possible tangible steps/examples include:**

**- written communication at beginning of project (such as sharing University policy, reporting options, and resources**

**- PI reviewing project vulnerabilities (extreme weather, overnight stays, close quarters, etc.)**

**- PI verbal communication at start of trip with behavior expectations and reaffirmation of commitment to safe and harassment free environment**

**- PI meetings and regular check ins during trip**

**- PI use of post project surveys or exit interviews**

**- Others**

**The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for. UCI’s Discrimination Prevention in Field Research website can be used as a reference when preparing this section of the plan:** <https://www.oeod.uci.edu/resources/field-research.php>

**Sample language below:**

The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation.

The University has policies, which prohibit discrimination, harassment, and sexual violence (including stalking) and address how to report such violations. These policies include the [University of California Policy on Discrimination, Harassment, and Affirmative Action in the Workplace](https://policy.ucop.edu/doc/4000376/DiscHarassAffirmAction), the [University of California Policy on Sexual Violence and Sexual Harassment](https://www.oeod.uci.edu/files/policies/2022_UC_SVSH_Policy_Effective_January_1_2022.pdf), the [UCI Guidelines on Discrimination and Harassment](http://www.policies.uci.edu/policies/procs/700-18.php). These policies cover admissions, employment, access, and treatment in University programs and activities, including research.

The full text of the Policy can be reviewed on the [UCI Office of Equal Opportunity and Diversity](https://www.oeod.uci.edu/index.php) website or the [UC Office of the President website](https://policy.ucop.edu/doc/4000385/SVSH). UCI will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, stop, and remedy conduct violates the Policy.

Confidential resources, including the UCI CARE Office, are available to those who have experienced sexual violence or sexual harassment. For non-urgent questions or appointments, call the CARE Office at 949-824-7273 or visit their office during business hours at the UCI Student Center in Suite G320. Additionally, community based Advocates can be reached 24 hours a day through the Waymakers hotline at 949-831-9110. A survivor can make use of confidential resources at any time, regardless of whether the event has been reported to the Title IX office or other authorities. The [UCI Ombuds Office](https://ombuds.uci.edu/) also serves as a confidential support resource. For more information about other support services at UC Irvine, see [Resources for Sexual Violence](https://www.oeod.uci.edu/sho/resources-sexual-violence.php).

Any person may report incidents of discrimination, harassment, or sexual violence to the campus Title IX office, which at UCI is named the [Office of Equal Opportunity and Diversity](http://www.oeod.uci.edu/) (OEOD). Contact OEOD by visiting [www.oeod.uci.edu](http://www.oeod.uci.edu/) or by calling 949-824-5594. University employees who are not designated confidential (CARE, Ombuds, licensed counselors) are Responsible Employees and required to report to UCI OEOD/Title IX when they learn of incidents of discrimination, harassment, and sexual violence. More information on Responsible Employee reporting is detailed in the above University policies.

All UCI employees and students receive mandatory online training on sexual harassment and sexual violence prevention. Departments can also request training from OEOD. OEOD in collaboration with partners in the School of Biological Sciences also offers specialized training on discrimination, harassment, and sexual violence prevention for those conducting remote field research. Please see: <https://www.oeod.uci.edu/resources/field-research.php>

Reports to law enforcement can be made to UC Irvine’s police department (UCIPD) for on-campus incidents or Reports can also be made to the local police department where the crime occurred. A confidential advocate from the UCI CARE Office or UCIPD staff can help determine which police department to contact. In an emergency, dial 911, or to reach the UCIPD’s 24-hour line, call 949-824-5223. Reports to UCIPD can be made in person at 410 Peltason Drive.

If you should have any questions regarding this requirement, please contact [your Contract and Grant Officer](https://services-web.research.uci.edu/sponsored-projects/about/staff-dept-assignment.html).