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

Before submitting sponsored research proposals to the National Science Foundation (NSF) that involve off-campus, off-site, or "field" research, Florida State University requires that the PI complete and keep on file a Safe and Inclusive Field / Off-campus Research Plan for that project using this template: [NSF Safe and Inclusive Work Environment Plan for Off-Campus or Off-Site Research](https://research.magnet.fsu.edu/media/8742/fsu-siwe-plan-template_1272023.docx). This plan must address potential risks associated with physical hazards likely to be encountered in the field as well as any potential risks for personal harm resulting from assault, harassment, or discrimination.

It is FSU policy that we all comply with civil rights statutes that prohibit various forms of discrimination in employment and in educational programs and activities on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status, disability, or veteran status.

In developing their off-campus research plan, researchers must identify and evaluate the potential hazards/risks associated with work in their off-campus research site(s) and describe how they will mitigate or eliminate those hazards and risks. As a resource in developing their plan, we strongly encourage researchers to draw on the strategies described in [Safe Fieldwork Strategies for At-risk Individuals, their Supervisors and Institutions](https://doi.org/10.1038/s41559-020-01328-5). This article provides examples of risks research team members have faced during off-campus research and describes effective strategies to mitigate these risks.

As you develop your off-campus research plan, please ensure that your plan is grounded in:

* Fostering an inclusive, collaborative, and supportive research team by treating everyone with respect and promoting physical and mental health and safety,
* Valuing team members' similarities and differences,
* Adhering to all University policies and procedures, federal, state, and local laws, including permitting regulations.

Your plan, including training required of team members, must be designed to ensure that it is clearly understood by all team members that the following behaviors will not be tolerated:

* Physical or verbal abuse and assault,
* Sexual misconduct,
* Discrimination, harassment, or bullying on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, marital status, disability, or veteran status,
* Intimidation, threats, retaliation, and coercion,
* Behavior that endangers the health and safety of oneself or others,
* Illegal activity, including possession or use of federally illegal substances.

Your plan must describe how the following types of behavior by team members during project work will be addressed:

* Abuse of any person, 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.

**Key University Policies**

Creating safe and inclusive working environments for off-campus or off-site research is consistent with the fundamental principles and practices of existing policies and codes of conduct established by the University to prevent discrimination and harassment in the workplace.

* [Student Conduct Code](https://sccs.fsu.edu/conduct-codes/student-conduct-codes)
* [Anti-Sexual Misconduct](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf)
* [Equal Opportunity, Non-Discrimination & Non-Retaliation](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#I3)
* [Americans with Disabilities Act](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/equal-opportunity-and-compliance-eoc#I1)
* [Nepotism Policy](https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Forms/employment/NepotismPolicy.pdf)
* [Research Misconduct](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/research/FSU%20Policy%207A-2.pdf)
* [Employee & Labor Relations](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employee-and-labor-relations)
* [Standards for Employee Ethics](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/employee-and-labor-relations#G7)
* [Affirmative Action](https://hr.fsu.edu/sections/equity-diversity-inclusion/affirmative-action)
* [Diversity & Inclusion](https://diversity.fsu.edu/)
* [Protection of Vulnerable Persons Act](https://hr.fsu.edu/sections/equity-diversity-inclusion/protection-vulnerable-persons-act)
* [Student Conflict Resolution](https://conflictresolution.fsu.edu/)
* [Workplace Violence Guidance](https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/workplace-violence-guidelines)

**Reporting Suspected Misbehavior**

* Contact your supervisor
* Report via <https://report.fsu.edu/>
* Report via FSU’s [Ethics & Compliance Hotline](https://secure.ethicspoint.com/domain/media/en/gui/32441/index.html)

**Diversity and Inclusion Resources**

* [Florida State University's Office of Equity, Diversity, and Inclusion (EDI)](https://hr.fsu.edu/sections/equity-diversity-inclusion/protection-vulnerable-persons-act)