***[Instructions:***

* ***Header is optional and may be removed when submitting plan as part of a proposal to NSF to comply with page limitations.***
* ***Fill in tables 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 the university as part of a Safe and Inclusive Working Environment Plan.***
* ***When submitted as part of a proposal to NSF, the plan is limited to two pages, 1 inch margins. Leave the font set to Times 11, as it uses the least amount of space while avoiding line-space warnings when uploaded.***
* ***All bracketed, blue text should be removed before finalizing this form.]***

|  |
| --- |
| **Project PI, Email, Phone #:** |
| **Project Title:** |
| **Brief description of field setting and unique challenges of the team:** |
| **Third Party Partners at Off-campus/Off-site Location**: *[Third party partners are partners not affiliated with UO as an employee or student who is present in the off-campus/off-site research working environment.]* |

**Nurturing an Inclusive Off-campus or Off-site Working Environment** *As a baseline, all UO faculty, staff, and student workers are required to complete the*[*Workplace Harassment and Discrimination Prevention course*](https://hr.uoregon.edu/learning-development/workplace-harassment-discrimination-prevention)*within 90 days of hire and again every two years. For this project, an inclusive off-campus or off-site working environment may also be nurtured through the following activities:*

|  |
| --- |
| ***[Provide details. Examples:*** *1) Trainings; 2) Processes to establish shared team definitions of roles and responsibilities; and/or 3) Culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.]*  *[Contact* [*oicrc@uoregon.edu*](mailto:oicrc@uoregon.edu) *for further information and guidance. If you intend to schedule a training for your group, it can be included as part of this plan.]* |

**Communications** *Individuals participating in the off-campus or off-site research will have access to the following communications pathways and singular points of communication will be minimized as follows:* [delete any unused selection*.*]

* Participants will have personal phones and/or computer, regular internet or cell service; and/or
* Other (provide detail):

**Abuse of Any Person and Other Conduct**

All participating individuals will be provided the following information:

|  |  |
| --- | --- |
| In the case of immediate safety concerns, local law enforcement will be notified promptly.  *Contact Information: UO Police Department – call 911 (emergency) or 541-346-2919 (non-emergency)* | |
| All UO employees and students may access the reporting avenues and support services as described on these webpages: | <https://investigations.uoregon.edu/how-get-support>  <https://investigations.uoregon.edu/reporting>  <https://www.uoregon.edu/reportaconcern> |
| Concerns may be anonymously reported to OICRC using their [reporting form](https://cm.maxient.com/reportingform.php?UnivofOregon&layout_id=104) or [541-346-SAFE](https://safe.uoregon.edu/). | |
| NSF’s contact information, which is an option 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, in addition to reporting as stated in the tables below. *Contact information: NSF Office of Equity and Civil Rights (OECR) at* [*programcomplaints@nsf.gov*](mailto:programcomplaints@nsf.gov)*.* | |

**Special Considerations (Optional, if applicable) [Required if Third Party Partners Involved or Other Special Circumstances]** *Third Party Partners:* If present in the off-campus/off-site working environment, third party partners:

|  |  |
| --- | --- |
| Will follow their entities related codes of conduct and reporting structures | May report incidences to the PI as listed above; |
| May report incidences when a UO staff member, student employee, or faculty member is alleged to have engaged in behavior in violation of UO’s [Prohibited Discrimination and Retaliation Policy](https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/prohibited-discrimination-and-retaliation) (discrimination, harassment, sexual harassment, sexual misconduct), [oicrc@uoregon.edu](mailto:oicrc@uoregon.edu) or call 541-346-3123 and to NSF’s OECR at [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov). | |

*Other:* Special circumstances that necessitate special plans:

|  |
| --- |
| ***[Provide details. Examples:*** *Participants are at sea without ability to contact land; local transportation to a safe space is not available; variance in cultural norms might necessitate advance awareness training]* |

**The following behaviors will also be addressed as described below:**

1. **Harassment, Stalking, Sexual Misconduct, Partner Violence; Violations of Discrimination Policy; Cases of Amorous Relationships**

|  |  |  |
| --- | --- | --- |
| **Process or method for making incident reports** | **How reports are received** | **Resolution of reports** |
| Reports will be made to the PI, who makes reports to UO’s Office of Investigations and Civil Rights Compliance.  Should reports need to be made to someone other than the PI, individuals may report directly to OICRC. Incident reports can be made by any individual, regardless of affiliation to UO or the project. | Report to PI in person, phone call or email.  PI sends all reports to OICRC [via their online form](mailto:https://cm.maxient.com/reportingform.php?UnivofOregon&layout_id=7) or call 541-346-3123.  Any individual may send reports to OICRC. | OICRC process |

1. **Bullying, Hazing and Other Unwelcome, Offensive, Indecent, Obscene, or Disorderly Conduct (not otherwise covered above)**

|  |  |  |
| --- | --- | --- |
| **Process or method for making incident reports** | **How reports are received** | **Resolution of reports** |
| Reports will be made to the PI.  Should reports need to be made to someone other than the PI, the contact(s) is/are:  **[Provide alternative contact(s) such as PI’s supervisor]** | Report to PI in person, phone call, or email.    PI should report, for those engaged in the behavior, information to:  For Faculty, Staff, or Students – refer to the OICRC “Report a Concern” webpage for different types of issues and how to report. Email ([oicrc@uoregon.edu](mailto:oicrc@uoregon.edu)) or call (541-346-3123) OICRC for additional assistance.  Reports to other contacts are made as follows:  **[Provide contact information]** | **[Describe steps for resolution]** |

**Plan Dissemination.** *The plan will be disseminated to individuals participating in the off-campus or off-site research prior to departure as follows:*

|  |
| --- |
| ***[Detail who the plan will be disseminated to (include subrecipient or collaborative individuals participating in off-campus/off-site research), method and timeline for dissemination]*** |

**PI Certification.** *As PI of subject project, I will implement this plan as proposed. I understand that it is my responsibility to uphold the University of Oregon’s code of conduct policy, Prohibited Discrimination and Retaliation Policy, and other relevant 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 for related investigations funding decisions.*

|  |  |
| --- | --- |
| ***PI Signature*** | ***Date:*** |

**AOR Certification.** *As an Authorized Organizational Representative for the University of Oregon, I hereby certify that the University of Oregon has a plan in place****for this proposal****regarding safe and inclusive working environments.*

|  |  |
| --- | --- |
| ***Name and Title Signature*** | ***Date:*** |