

INSTRUCTIONS FOR NSF PRINCIPAL INVESTIGATORS

Principal Investigators (PIs) seeking funding from NSF are responsible for:

1. Determining if the proposed research includes any “off-campus or off-site research”, as defined by NSF (see below). NSF-funded proposals, and subsequent awards, including off-campus or off-site research activities are required to have a project-specific plan for creating and maintaining a safe and inclusive working environment (“the plan”).
2. Completing the project specific information in this form which must be signed by the PI(s). The completed document, including referenced policies and procedures, comprises the plan;
3. Submitting the plan as part of the Funding Proposal in ResearchUVA Powered By Huron (RUVA). The plan should be a separate document (pdf) as it will be retained by UVA and will not be submitted to NSF unless requested.
4. If funded, distributing the plan to everyone who will participate in off-campus or off-site research activities **prior** to those individuals leaving Grounds or engaging in supported off-campus or off-site research activities.
5. Retaining documentation of who received the plan (email or sign-up sheet is sufficient) in RUVA on In PI or departmental grant files. These records are subject to the same retention schedule as other grant-related administrative records.

Plans may be re-used and re-distributed for multiple off-campus research activities but must be updated if the specific content needs to change.

NSF defines “off-campus or off-site research” is defined for the purposes of this requirement as “data/information/ samples being collected off-campus or off-site, such as fieldwork on research vessels and aircraft.”

The University of Virginia is committed to addressing harassment and fostering a safe and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty, trainees, students and volunteers working, doing research, or engaging in scholarly activities or study regardless of location (i.e., on and off Grounds).

In addition, it is NSF policy that grantees “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 we have policies and procedures 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 (as well as its own expectations) by using the policies and procedures outlined below. Special circumstances associated specific to a research project are addressed in the Project-Specific Information section of this document. **Principal Investigators are responsible** for distributing a copy of the plan to everyone who will participate, whether or not paid, in off-campus or off-site research activities **prior** to those individuals leaving Grounds or engaging in supported activities.

KEY POLICIES & RESOURCES

All UVA faculty and staff, including graduate research assistants and student workers, are required by University policy to complete several online training modules aimed at preventing and addressing all forms of discrimination and harassment, including sexual misconduct, every two years. These include the [Preventing and Addressing Discrimination, Harassment, and Retaliation](#) (PADHR) course, Not on Our Grounds - Responsible Employee (Title IX) (NOOG) course. Employees can access the modules through the Workday HR system. The Office for Equal Opportunity and Civil Rights (EOCR) website provides equity and Inclusion resources, as well as additional information about UVA's efforts to ensure equal opportunity and protect the civil rights of all UVA community members through proactive outreach, education, and effective response and resolution. The EOCR website also includes information about applicable policies and additional information about UVA efforts to promote and assure a safe and respectful work environment. Please do not hesitate to contact EOCR with any questions or concerns at 434-924-3200 or UVAEOCR@virginia.edu.

Additionally, for conduct not encompassed under EOCR's policies addressing discrimination, harassment, sexual misconduct and/or retaliation, but that may still implicate NSF's policy that grantees "foster a safe and harassment-free environments whenever science is conducted," the additional information identifies instructive policies, standards and resources to prevent and address such conduct.

The following highlights UVA policies, procedures, and resources related to a safe and respectful environment and the responsible conduct of research. Note that the hyperlinks are publicly accessible and easy to view.

EOCR Policies & Related Procedures

- [Preventing and Addressing Discrimination and Harassment Policy](#)
 - [PADHR Complaint Procedures](#)
- [Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence](#)
 - [Sexual Misconduct Complaint & Resolution Processes](#)
- [Preventing and Addressing Retaliation](#)
- [Reporting by University Employees of Disclosures Relating to the Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence and the Preventing and Addressing Discrimination and Harassment, and Preventing and Addressing Retaliation Policies](#)

Research Policies

- [Investigator Eligibility Requirements and Responsibilities Related to Sponsored Programs](#)
- [Research Misconduct](#)
- [Financial conflicts of Interest for Research Investigators](#)
- [Ownership, Retention, Safeguarding, Management, and Transfer of Research Records](#)

Other University Policies & Related Procedures

- [University Code of Ethics](#)
- [Standards of Conduct for University Staff Employees](#)
 - [Employee Relations](#) (procedures and resources)
 - [Respect@UVA](#) (see "How to File a Complaint" section for Procedures)
- [Restrictions on Certain Romantic or Sexual Relationships at the University](#)
- [Faculty Handbook](#) (see Chapter Three, Faculty Role and Resources)

Key Resources and Offices

- [Resources for a Resilient UVA Community](#)
- [Faculty & Employee Assistance Program](#)
- [Maxine Platzer Lynn Women's Center](#)
- [University Ombuds](#)
- [Office for Equal Opportunity and Civil Rights](#)
- [Office of the Vice President for Research](#)
- [UVA Human Resources](#)
- [Provost's Office](#)

REPORTING SUSPECTED MISBEHAVIORS

1. Contact your supervisor or the principal investigator (see next page).
2. Submit a report through [Respect@](#), UVA's online reporting tool.
3. File a [PADHR Complaint](#) with EOCR online.
4. Report to the University Compliance Help Line either via phone (1-800-235-8700) or [online](#). Reporting may be done anonymously with either method.

PROJECT SPECIFIC INFORMATION

Plan Date or Version Enter date the plan was prepared or updated, or a version number. Preparer name may also be entered.	
UVA Funding Proposal Number	
Principal Investigator Name Cell Phone and Email	
Description Of Off-Campus or Off-Site Research Activities Fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.	
Estimated Departure Return Dates Begin and end dates of off-campus research	
Will Participants Have Regular Internet/Cell Service? If no, what alternative arrangements are in place for participants to report suspected misconduct?	
Will Participants from Other Entities (Governmental, Company, Sponsor, Educational Institutions, Subrecipients) be involved? If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?	
Recommended Contact for Any Suspected Misbehavior Note: Participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed.	
Any Special Circumstances That Necessitate Special Plans For ex: participants are at sea or other remote locations without ability to make contact with University reporting offices; only a single satellite phone is available for the group; no local transportation to a safe space is likely to be available; variance in cultural norms might necessitate advance awareness training. If yes, what arrangements are in place to manage these special circumstances?	
Other Comments or Info Useful to Participants Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact info if not already provided.	

Confirm or update the project specific information, above, and complete the following after receiving NSF's notice of award and prior to distribution of the plan to participants. Reminder: Plan must be disseminated prior to individuals leaving UVA Grounds or engaging in off-campus or off-site research activities.

PROJECT DETAILS

NSF Grant Number:	
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PI Signature

Date