**PROJECT-SPECIFIC PLAN FOR SAFE AND INCLUSIVE RESEARCH ENVIRONMENTS**

**FOR OFF-CAMPUS OR OFF-SITE RESEARCH ACTIVITY (*should not exceed 2 pages*)**

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| --- | --- |
| Proposal Project Title: |  |
| Project Performance Period |  |
| Principal Investigator (PI) Name |  |
| Off-Campus/Off-site Location(s)  Estimated Departure and Return Dates |  |

*Describe off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc), including any specific challenges in that location for personnel and challenges to team dynamics, and pre-fieldwork approaches to manage these challenges.*

*Describe steps PI will take to nurture an inclusive off-campus or off-site working environment, e.g., communication process and procedures, training, etc. How will the PI 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 PI 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.*

*Describe process(es) to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct, and how the plan will be disseminated to individuals participating in the off-campus or off-site research prior to departure.*

*Describe field support, e.g., mentor/mentee support mechanisms, regular check-ins, or developmental events.*

*Explain/describe special circumstances (if any), such as the involvement of multiple organizations or the presence of third parties in the working environment.*

*Describe the reporting mechanism, responding, and resolving issues of harassment should they occur. Include 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)*

Site mode of communication (select all applicable):

☐ Site has regular internet or cellphone service available

☐ Site has and use satellite phones

☐ Other commercial options to make domestic and international calls

**Principal Investigator Certification:**

*As PI of subject project, I understand that it is my responsibility to implement this plan and to uphold California State University, San Bernardino’s and University Enterprises Corporation at CSUSB’s policies. I will ensure that everyone (co-PIs, senior personnel, students, etc.) who will participate in the off-campus/off-site research activity are made aware of this requirement, and information will be distributed to each individual**in advance of leaving campus to engage in the off campus/off-site research activity. Should reports need to be made to the National Science Foundation (NSF) according to NSF’s* [*reporting requirements*](https://www.nsf.gov/od/oecr/harassment.jsp)*, this plan may be used as part of NSF’s investigation and decision to continue funding of this project.*

PI Name:

PI Signature: Date: