***[Instructions:***

* ***Header is optional and may be removed when submitting plan as part of a proposal to NSF to comply with page limitations.***
* ***If, after completion, the plan exceeds the 2-page requirement, please contact*** [***OSP@uccs.edu***](mailto:OSP@uccs.edu)***, and we will work together to meet this requirement.***
* ***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 Arial 10, as it uses the least amount of space while avoiding line-space warnings when uploaded.***
* ***Bracketed, blue text should be removed.]***

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| --- |
| **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 UCCS 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:** *All UCCS employees, including student employees, must complete training via Skillsoft within 60 days of hire and every three years that addresses policies, procedures, and guidance related to: Sexual Misconduct, Protected Class Discrimination and Harassment, Conflict of Interest in Cases of Amorous Relationships, Mandatory Reporting, and Effective Bystander Intervention. For this project, an inclusive off-campus or off-site working environment may also be nurtured through the following activities:*

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| ***[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. Training on specific topics or to individuals or departments may be requested at:* [*equity@uccs.edu*](mailto:equity@uccs.edu)*.]* |

**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 options]

* Participants will have personal phones and/or computer, regular internet or cell service; and/or
* [Provide details on similar options available to participants/personnel]

**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: UCCS Police Department at 719-255-3111 or 911* | |
| All UCCS employees and students may access the UCCS reporting avenues and support services as described on these webpages: | [**https://equity.uccs.edu/oie-reporting-options**](https://equity.uccs.edu/oie-reporting-options)  [**https://equity.uccs.edu/resources**](https://equity.uccs.edu/resources)  [**https://dos.uccs.edu/care**](https://dos.uccs.edu/care) |
| Concerns may be anonymously reported to [Safe2Tell](https://safe2tell.org/) or 1-877-542-7233. | |
| Contacting NSF 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 outlined 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 UCCS staff member, student employee, or faculty member is alleged to have engaged in behavior in violation of UCCS policy (Sexual Misconduct, Protected Class Discrimination and Harassment, Conflict of Interest in Cases of Amorous Relationships) to UCCS OIE, [equity@uccs.edu](mailto:equity@uccs.edu), 719-255-4324, or online at <https://equity.uccs.edu/reporting/reporting-form> and/or to NSF’s OECR at [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov). | |

*Other:* Special circumstances that necessitate special plans:

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| ***[Provide details. Examples:*** *Participants are at sea without ability to make contact with 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. **Crimes against a person or property; Sexual Misconduct, Protected Class Discrimination and Harassment, Conflict of Interest in Cases of Amorous Relationships**

|  |  |  |
| --- | --- | --- |
| **Prohibited Conduct** | **Report Process / How reports are received** | **Report resolution** |
| Crimes against a person or property  Sexual misconduct; Protected class discrimination and harassment; Conflict of Interest in Amorous Relationship | Contact UCCS Police: 719-255-3111  Incident reports can be made by an individual, regardless of affiliation to UCCS or the project  Report directly to the Office of Institutional Equity (OIE) via email: [equity@uccs.edu](mailto:equity@uccs.edu) or phone: 719-255-4324. May report to the PI as well as to OIE  May report to PI in person, phone call or email | Law Enforcement Procedures  OIE Resolution Procedures |

1. **Behavior not described above which may be considered offensive, harmful, or otherwise contrary to the mission of the university:**

|  |  |  |
| --- | --- | --- |
| **Process/method for 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 to the appropriate campus authority:  **For matters involving students who may be responsible for engaging in unwelcome behavior:** Report to the Office of the Dean of Students https://dos.uccs.edu/student-conduct  **For matters involving university employees:** Report to Human Resources: https://hr.uccs.edu/submit-concern  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 implement this plan and to uphold the University of Colorado’s Regent Laws, Policies, and UCCS Policies, including those regarding Sexual Misconduct, Protected Class Discrimination and Harassment, and Conflicts of Interest in Cases of Amorous Relationships. 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 as part of related investigations and decision to continue funding of this project.*

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