



SAFE AND INCLUSIVE WORKING ENVIRONMENTS FOR OFF-CAMPUS AND OFF-SITE RESEARCH PLAN

Applicability: Use this form to develop a Plan for Safe and Inclusive Working Environments for Off-Campus and Off-Site Research. For the purposes of this requirement, the National Science Foundation (NSF) guidance defines **off-campus or off-site research** as “**data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.**”

Principal Investigator: _____

Proposal Title: _____

OSP Proposal Number: _____

Section 1: Policies and Training

Boise State University has several policies addressing abuse of any person, including, 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. The following policies apply:

- [Policy 1060: Non-discrimination and Anti-Harassment](#)
- [Policy 1065: Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking](#)
- [Policy 4480: Faculty Grievance Procedure](#)
- [Policy 12040: Workplace Violence](#)
- [Policy 1075: Non-discrimination on the Basis of Disability](#)

Additionally, Boise State University Principal Investigators, other senior personnel, post doctoral researchers, and students are required to participate in Responsible and Ethical Conduct of Research (RECR) training, which includes training on mentorship. All Boise State employees are required to take the Get Inclusive training annually. Additional training is available to researchers from the [Center for Teaching and Learning](#).

Section 2: Proposal Details

1. For this proposal, the following steps will be taken to assure communications within the team and to Boise State minimize singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone). *In your response, consider the physical and legal barriers to communication particular to this off-campus or off-site research. Environmental Health, Safety and Sustainability, the Office of Risk Management and Insurance, and the Office of Emergency Management can assist if you have questions (contacts provided in Section 5 below). If additional space is needed, attach additional information to this form.*

2. For this proposal, will the off-campus or off-site work involve the presence of third parties in the working environment? Yes No

If yes, discuss below including how the third-party presence will be managed (e.g., how will emergent issues with third parties be addressed with contractors, subrecipients, and/or collaborators?). If additional space is needed, attach additional information to this form.

Follow the incident reporting guidance in Section 3 below to report the abuse of any person or unwelcome conduct by third parties. When feasible, Boise State University will report the abuse to the third party.



- Please provide any additional steps necessary to address Safe and Inclusive Working Environments as required for this proposal or any additional information which may be required for this proposal in the applicable solicitation. *If additional space is needed, attach additional information to this form.*

Boise State encourages all researchers to consider physical safety when conducting off-site or off-campus work. To learn more about creating a physical safety plan for off-site or off-campus work, please contact Environmental Health, Safety and Sustainability.

Section 3: Incident Reporting

Incident Reports shall be issued and resolved by reporting to the entity listed below. If in doubt, you may contact reportdiscrimination@boisestate.edu for guidance on the proper area to submit a report.

Human Resources	Title IX & Institutional Equity	OICE
Nepotism Consensual Relationships Workplace Violence Drug and Alcohol Issues Management/Culture Issues Criminal Charges ADA Accommodations FMLA Contact: employeerelations@boisestate.edu	Protected Class Harassment and Discrimination Fraud/Waste/Abuse Research Misconduct Athletics Title VI and VII investigations Contact: reportdiscrimination@boisestate.edu	Conflict of Interest ADA/504 Function - Complaints from public Minors on Campus Title VI Complaints from the public, language access, etc. Contact: complianceandethics@boisestate.edu

When appropriate, incidents may also be reported to local emergency authorities. The local number for emergencies is: _____.



Section 4: Plan Dissemination

This plan must be disseminated to all individuals participating in the off-campus or off-site research prior to departure. The listed Principal Investigator is responsible for assuring each individual is provided with a copy of this plan prior to departure.

Section 5: Contacts

Do you have questions about preparing or complying with this Plan? Contact us using the table below.

<i>Topic</i>	<i>Contact</i>
General questions about how to complete this form; All other questions during the proposal stage	Contact your assigned Pre-Award Research Administrator (preaward@boisestate.edu)
Field safety	Environmental Health, Safety and Sustainability
Incident Reporting	General Questions: Title IX and Institutional Equity (reportdiscrimination@boisestate.edu) Incident Specific: Reference the table in Incident Reporting (Section 3).
Foreign Travel	Office of Risk Management and Insurance
Emergency Planning	Office of Emergency Management
Proposal Development	Center for Advancing Research and Creative Activity
Changes to this plan after proposal submission	Office of Sponsored Programs (osp@boisestate.edu)

*Return a completed copy of this form to preaward@boisestate.edu five (5) business days prior to the submission of your proposal. If any updates are made after submission, the Principal Investigator shall inform the Office of Sponsored Programs (osp@boisestate.edu) of the changes. AOR certification of the completion of this form is required at the time of proposal submission. **When applicable, proposals missing this form will not be submitted until a copy of the form is received by the Office of Sponsored Programs.***