



**Macalester College Policy  
Safe and Inclusive Working Environments for Off-Campus  
and/or Off-Site Research**

*Compliance with NSF Harassment Terms and Conditions  
Last updated 5/20/24 per NSF Review conducted Fall 2023*

**NSF Policy:**

**For NSF awards that conduct research off-campus or off site, the recipient is required to have a plan in place for that awarded proposal that describes how the following types of behavior will be addressed:**

- 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 plan should also identify steps** the recipient will take to nurture an inclusive off-campus or offsite working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.

Communications within team and to the recipient should be considered in the plan, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

The plan must be disseminated to individuals participating in the off-campus or off-site research prior to departure. **Recipients are not required to submit the plan for review by NSF, however, the plan is subject to review, upon request.**

If the recipient rebudgets funds to support off-campus or off-site research and a Plan for Safe and Inclusive Working Environments was developed for the original proposal, no further documentation is necessary. If a Plan for Safe and Inclusive Working Environments was not developed for that proposal, then the recipient must develop and maintain the plan in the organization's records as described in PAPPG Chapter II.E.9.7. For purposes of this requirement, off-campus or off-site research is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft. Per GC-1 (05/20/24) NSF Grant General Conditions Page 18, if supplemental

funding is requested to support off-site or off-campus research and the original proposal did not require a Plan for Safe and Inclusive Working Environments, then the recipient must develop and maintain the plan in the organization's records as described in PAPPG Chapter II.E.9.

**Per NSF 83 FR 47940:**

- *The Principal Investigator (PI) and any co-PI(s) identified on an NSF award are in a position of trust. These individuals must comport themselves in a responsible and accountable manner during the award period of performance, whether at the awardee institution, on-line, or at locales such as field sites, facilities, or conferences/workshops.*
- *Other Forms of Harassment are defined as: Non-gender or non-sex-based harassment of individuals protected under federal civil rights laws, as set forth in organizational policies or codes of conduct, statutes, regulations, or executive orders.*
- *The policy defines Administrative Leave/Administrative Action as: Any temporary/interim suspension or permanent removal of the PI or co-PI, or any administrative action imposed on the PI or co-PI by the awardee under organizational policies or codes of conduct, statutes, regulations, or executive orders, relating to activities, including but not limited to the following: teaching, advising, mentoring, research, management/administrative duties, or presence on campus.*
- *The institutions policy related to NSF subaward agreements outlines a subawardee's responsibility to report PIs' or co-PIs' violations of awardee policies, codes of conduct, statutes, regulations, or executive orders related to sexual harassment, other forms of harassment or sexual assault to NSF. If a co-PI is affiliated with a subaward organization, the Authorized Organizational Representative of the subaward must provide the requisite information directly to NSF, as instructed in this paragraph consistent with NSF requirements of 83 FR 47940.*
- *An AOR must report harassment to NSF within ten (10) business days from the date of the finding/determination, or the date of the placement of a PI or co-PI by the awardee on administrative leave or the imposition of an administrative action, whichever is sooner. Such notification must be submitted by the Authorized Organizational Representative (AOR) to NSF's Office of Diversity and Inclusion at [NSF Organizational Notification of Harassment](#) and for questions (703) 292-8020 or [sexualharassmenttandc@nsf.gov](mailto:sexualharassmenttandc@nsf.gov)*
- *The institution must submit all information required consistent with NSF requirements in 83 FR 47940 when notifying NSF of harassment policy violation:*
  - *Each notification must include the following information:*
    - > *NSF Award Number;*
    - > *Name of PI or co-PI being reported; [4]*
    - > *Type of Notification*
    - > *Description of the finding/determination and action(s) taken, if any; and*
    - > *Reason(s) for, and conditions of, placement of the PI or any co-PI on administrative leave or imposition of administrative action.*
- *The awardee, at any time, may propose a substitute investigator if it determines the PI or any co-PI may not be able to carry out the funded project or activity and/or abide by the award terms and conditions.*

***NSF PAPPG Chapter II.F.11*** By signing the Cover Sheet, the AOR is certifying that prior to the proposer's participation in the meeting (conference or convening), the proposer will assure that the meeting organizer has a written policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct.

***NSF Important Notice No. 144*** All such settings should have accessible and evident means for reporting violations and awardee organizations should exercise due diligence with timely investigations of allegations and corrective actions.

***NSF OECR Bulletin No. 23-02*** In addition, NSF does not fund travel to conferences that do not have such a policy or code of conduct.

#### Additional Expected Behavior

- Macalester faculty, staff, and students leading or participating in off-campus or off-site experiences are expected to minimize risks and promote a supportive environment where diverse skills, experiences, and perspectives are honored. Group leaders should be intentional about ways to nurture an informed and inclusive learning environment prior to the start of any off-campus or off-site experience.
- Activities that group leaders should consider include providing targeted pre-departure training; developing shared definitions of roles, responsibilities, and desired team culture; documenting safety protocols specific to the activities and location; and describing the field setting in ways that make potential challenges or limitations for individuals or the team. Additional information about safety planning is below.
- College faculty, staff, and students are expected to abide by the Macalester College policies, including but not limited to the [Title IX & Sexual Misconduct Policy](#), the [College's Nondiscrimination policy](#), the [Faculty Handbook](#), the [Employee Handbook](#), and/or the [Student Handbook](#).
- Communicate openly and with respect for others, and communicate concerns in a timely manner to Macalester faculty and/or staff trip leaders.
- Abide by the laws, rules, and policies of the off-campus venues and respect any guidelines created by trip leaders.

Prohibited Behavior. The following behavior is prohibited and will not be tolerated:

- Discrimination, harassment of any kind, and all forms of sexual misconduct. Relevant definitions for prohibited conduct for sexual misconduct (including: sex discrimination, sexual exploitation, dating violence, domestic violence, stalking, sexual assault, sexual harassment) can be found in the Title IX & Sexual Misconduct Policy Relevant definitions for prohibited conduct for discrimination or discriminatory harassment can be found in the Nondiscrimination Policy
- Behavior otherwise prohibited by the Faculty Handbook, Employee Handbook, or Student Handbook, as applicable.

Participants who are reported of allegedly engaging in prohibited behavior may be asked to leave the trip; in certain circumstances the college has the right to implement an emergency removal, which involves a series of steps, and these individuals are subject to disciplinary action pending investigation, consistent with the procedures described in the relevant college handbook.

**Safety Planning.** All faculty and staff trip leaders should engage in safety planning prior to the start of overnight trips, and when necessary day trips, which include:

- Conducting a risk assessment of the trip and destination and thinking through steps to mitigate risks, keeping in mind special risks that may be present for people of certain identities.
- Drafting protocols to mitigate identified risks and procedures for documenting incidents when away.
- Drafting and sharing safety tips with all participants specific to the trip and destination.
- If traveling outside of the U.S., provide participants with list of emergency contact information and phone numbers
- Sharing identified risks, safety tips, and other protocols with participants prior to leaving, ideally in a meeting so that each can be part of a discussion among group members.

**Reporting.** While reporting is encouraged, it is the participant's decision whether to report an incident, and reporting can happen at any time.

- Call 911 (or local emergency number) if you are in physical danger or need of medical attention
- The Macalester Department of Public Safety (651-696-6555) is available 24/7 for reporting and response.
- Participants experience a possible bias incident, discriminatory harassment, or discrimination, can use [this form](#) to report the incident
- Participants who experience possible sexual misconduct can use this [form](#) to report the incident.
- For National Science Foundation (NSF) projects, participants who experience sexual harassment, other forms of harassment (as defined on page 2) or sexual assault should report using the appropriate above form/s.

[https://www.nsf.gov/od/oecr/awardee\\_civil\\_rights/notification\\_form.jsp](https://www.nsf.gov/od/oecr/awardee_civil_rights/notification_form.jsp) within ten (10) business days from the date of the finding/determination, or the date of the placement of a PI or co-PI by the awardee on administrative leave or the imposition of an administrative action, whichever is sooner.

*\*All Macalester faculty and staff who are not confidential resources are required to report allegations of sexual misconduct to the Title IX and Nondiscrimination Office.*

In addition to local resources, student participants may always make use of campus and national resources, including those listed below.

### **Macalester Confidential Resources for Students**

- Counseling staff and medical staff in the [Hamre Health and Wellness Center](#) - 651-696-6275
- [College Chaplains](#) - 651-696-6298

### **Macalester Confidential Resources for Employees**

- [Employee Assistance Program](#) - 651-696-6280
- [Nice Healthcare](#), where applicable

### **Macalester Non-Confidential Resources/To Report Sexual Misconduct to the College**

- [Department of Public Safety](#)- 651-696-6555
- [Title IX Coordinator](#)- 651-696-6258
- [Deputy Title IX Coordinator](#)

**Additional Resources**

- [National Sexual Assault Hotline](#) 800-656-4673
- Macalester maintains a [webpage](#) with additional on- and off-campus support resources

**To Report Other Misconduct to the College**

- [Director of Human Resources](#) - 651-696-6280
- [Dean of Students](#) - 651-696-6220
- [Dean of the Faculty](#) - 651-696-6466
- [Non-Discrimination Officer](#) -651-696-6258
- [Institutional Review Board \(IRB\) Chair](#)- 651-696-6112

Should a reported incident to the College result in an administrative leave or finding of harassment, the institutional AOR would file an [NSF Organizational Notification of Harassment](#).

Information about available options and processes following a report to the College, can be found in the Faculty Handbook, Employee Handbook, and Student Handbook.