**[Instructions**

* Header is optional and may be removed when submitting plan as part of a proposal to NSF to comply with page limitations.
* Fill in tables and provide information for items in red.
* Do not change any black text, email addresses, or links provided below. Items in black text are required by TU as part of a Safe & 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 **Times 11**, as it uses the least amount of space while avoiding line-space warnings when uploaded.
* Bracketed, red text should be removed.**]**

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| **Project PI:**  |
| **PI Email:**  |
| **PI Phone #:**  |
| **Kuali Research Proposal #:**  |
| **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 TU as an employee or student who is present in the off-campus/off-site research working environment.]* |

**Maintaining an Inclusive Off-campus or Off-site Working Environment** *As a baseline, TU requires all faculty, staff and students to complete annual* [*Title IX Compliance Training*](https://www.towson.edu/hr/current/development/)*. 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.]* *[TU faculty employees and students can* [*request an educational training session*](https://www.towson.edu/inclusionequity/request.html) *with the Office of Inclusion & Institutional Equity (OIIE). Overarching topics include sex discrimination and Title IX; diversity, equity, and inclusion; accessibility, disability and ADA; and hate crimes and bias incidents. If you intend to schedule a training for your group, it can be included as part of this plan.]* |

**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 selection*.*]

* Participants will have personal phones and/or computer, regular internet or cell service; and/or
* Other (provide detail):

**Abuse of Any Person and Other Conduct**

All participating individuals will be provided the following information:

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| In the case of immediate safety concerns, local law enforcement will be notified promptly.*Contact Information: TU Police Department at 410-704-4444 or 911* |
| All TU employees and students may access the TU reporting avenues and support services as described on these webpages: | * <https://www.towson.edu/equity-compliance/title-ix/faculty-staff.html>
* <https://www.towson.edu/equity-compliance/title-ix/sexual-violence/>
* <https://www.towson.edu/counseling/crisis/>
* <https://www.towson.edu/public-safety/police/crime/reports.html>
* <https://www.towson.edu/equity-compliance/non-discrimination/>
 |
| Concerns may be anonymously reported to the Office of Equity Compliance (OEC) for [Title IX](https://towson-gme-advocate.symplicity.com/titleix_report/) and [Non-Discrimination Incidents](https://towson-gme-advocate.symplicity.com/public_report/). To talk to an advocate or learn more about reporting and healing options, contact [TurnAround](https://turnaroundinc.org/%22%20%5Co%20%22link%20to%20turnaround%20page%22%20%5Ct%20%22_blank), a 24-hour helpline by calling 443-279-0379 or the [Counseling Center](https://www.towson.edu/counseling/crisis/index.html) at 410-704-2512. |
| NSF’s contact information, which 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 as stated in the tables below. *Contact information: NSF Office of Equity and Civil Rights (OECR) at* *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 TU student or employee is alleged to have engaged in behavior in violation of TU policy to TU’s OEC (sexual misconduct, intimate partner violence, stalking, discrimination and harassment or amorous relationship), [Submit a Report](https://towson-gme-advocate.symplicity.com/titleix_report/) or 410-704-2020 or oec@towson.edu, and to NSF’s OECR at programcomplaints@nsf.gov. |

*Other:* Special circumstances that necessitate special plans:

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| ***[Provide details. Examples:*** *Participants are at sea without ability to contact 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. **Harassment, Stalking, Sexual Misconduct, Partner Violence; Violations of Discrimination Policy; Cases of Amorous Relationships**

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| --- | --- | --- |
| **Process/Method for Making Incident Reports** | **How Reports are Received** | **Resolution of Reports** |
| Reports will be made to the PI, who makes reports to TU’s Office of Equity Compliance (OEC) Should reports need to be made to someone other than the PI, individuals may report directly to OEC. Incident reports can be made by any individual, regardless of affiliation to TU Boulder or the project. | * Report to PI in person, phone call or email.
* PI sends all reports to OEC: [Submit a Report](https://towson-gme-advocate.symplicity.com/titleix_report/) or 410-704-2020 or oec@towson.edu.
* Any individual may send reports to OEC.
 | OEC process |

1. **Bullying, Hazing and Other Unwelcome, Offensive, Indecent, Obscene, or Disorderly Conduct (not otherwise covered above**

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| **Process/Method for Making 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, for those engaged in the behavior, information to:
* For Staff and Faculty – [TU HR Faculty & Staff Relations](https://www.towson.edu/hr/current/faculty-staff-relations.html) and refer individuals to their [HR Partner](https://www.towson.edu/hr/current/partners.html).
* For Students – [TU Office of Student Accountability & Restorative Practices](https://www.towson.edu/student-accountability/)
* 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:*

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| *[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 Towson University related code of conduct policies and TU’s* [*06-01.60 – Policy on Sexual Harassment and Other Sexual Misconduct*](https://www.towson.edu/about/administration/policies/06-01-60-sexual-harassment-sexual-misconduct.html)*, and* [*06-01.00 – Policy Prohibiting Discrimination*](https://www.towson.edu/about/administration/policies/06-01-00-policy-prohibiting-discrimination.html)*. 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:*** | Click or tap to enter a date. |

**References & Resources:**

* [NSF - Proposal & Award Policies & Procedures Guide (PAPPG)](https://new.nsf.gov/policies/pappg)
* [NSF - Safe and Inclusive Working Environments for Off-Campus and Off-Site Research](https://new.nsf.gov/funding/safe-inclusive-fieldwork)