COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	SIENA COLLEGE POLICY for the National Science Foundation Safe & Inclusive Working Environment for Off Campus Research
Type or category of Policy:	College/Administrative/Departmental
Approval Authority:	Provost and Senior Vice President
Responsible Executive:	Provost and Senior Vice President
Responsible Office:	Office of Grants and Sponsored Research
Owner Contact:	Director of Grants and Sponsored Research, sponsoredresearch@siena.edu, 783-2322
Reviewed By:	Margaret Madden, Provost and Senior Vice President
Reviewed Date:	April 2023
Last Revised and Effective Date of Revision:	April 2023

Brief Overview of the Policy

This policy sets forth Siena College's requirements related to National Science Foundation's plan for a safe and inclusive work environment created—and distributed to each participant—in advance of departure for an off-campus research activity. All participants need to know how to recognize and report inappropriate behavior and receive guidance in advance about how to feel safe and protected, even when they are away from campus.

Reason for Policy

The policy meets the National Science Foundation requirements to foster a safe and harassment-free environment wherever science is conducted.

Scope of the Policy: Entities or Individuals affected by this policy

- *All faculty, administration, and staff members*

The Official Policy

The Safe and Inclusive Working Environments for Off-Campus or Off-Site Research is an NSF policy to foster safe and harassment-free environments wherever science is conducted. NSF's policy recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. Accordingly, for each proposal that proposes to conduct research off-campus or off site, the Authorized Organizational Representative (the Director of Grants and Sponsored Research) must complete a certification that the organization has a plan in place for the 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.

Off-campus or off-site research is defined by NSF for this requirement as "data/information/samples being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircraft."

This plan should also identify steps the proposing organization will take to nurture an inclusive off-campus or off-site 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.

When the proposal is awarded and prior to any individuals leaving campus to participate in the off-campus or off-site activities the Principal Investigator is responsible for distributing a copy of this plan to each participant in an off-campus or off-site research. The Office of Grants and Sponsored Research has provided the following template that may be used to assist with the development of the plan. The plan should not be submitted to NSF unless otherwise requested.

Other Key Policies

To reinforce the expectations for a safe and healthy work environment please reference Siena College's Title IX Sexual Misconduct and the Harassment and Discrimination Policy

The Title IX/EEO Office has primary responsibility for coordinating the College's efforts to comply with, and carry out, its responsibilities under Title VII and Title IX, which prohibit discrimination in all of the College's programs and activities. https://www.siena.edu/offices/title-ix-eeo/

Contact: Title IX/EOS Coordinator, Lois Goland, (lgoland@siena.edu), phone 518-782-6673.

- Office of Grants and Sponsored Research website
- External Grants Handbook

Adopted: April 2023

Reviewed: April 2023

NSF Safe and Inclusive Working Environment
Plan for Off-Campus or Off-Site Research

PROJECT SPECIFIC INFORMATION

Plan Date or Version *(enter date the plan was prepared or updated, or a version number). Preparer name may also be entered.*	
NSF Grant Number:	
Principal Investigator Name (include Cell Phone and Email)	
Off-Campus Location	
Description of off-campus research activity *(fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc)*	
Estimated Departure and Return Dates *(begin and end dates of off-campus research).*	
Will participants have regular internet or cell service available? *(If no, what alternate arrangements are in place for participants to report suspected misconduct?)*	
Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? *If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?*	
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).*	
Any special circumstances that necessitate special plans (*e.g., participants are at sea or other remote locations without ability to make contact with the College's reporting offices; only a single satellite phone is available for the group; there are physical or other barriers that may require special attention to ensure full participation; no local transportation to a safe space is likely to be available; variance in cultural norms might necessitate advance awareness training;*). If yes, what arrangements are in place to manage these special circumstances?	

| Other Comments or Information that participants may find useful.
 Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided. | |