

# University of Hawai'i: Plan for Conducting Off-Campus or Off-Site Research in a Safe and Inclusive Working Environment

## Purpose

Effective January 30, 2023, the National Science Foundation (NSF) Proposal & Award Policies & Procedures Guide (PAPPG) requires proposers to certify that it has a plan for safe and inclusive research for any off-campus or off-site research.<sup>1</sup>

NSF 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. Through this plan, the University of Hawai'i (UH) seeks to support these goals.

UH remains committed to safe and non-discriminative educational and working environments. Related, there is an expectation for continued adherence to UH's systemwide policies and procedures.<sup>2</sup>

## Instructions

For all grant applications where NSF is the Direct or Prime sponsor, the Principal Investigator ("PI") is responsible for determining whether any "off-campus or off-site research" will occur in their project. If off-campus or off-site research is anticipated, the PI is responsible for:

1. Completing the questionnaire in Appendix A, which will constitute documentation of the required plan for conducting off-campus or off-site research in a safe and inclusive working environment. Unless the solicitation requires otherwise, this plan **should not be submitted to NSF** for review with the proposal, **but it must be documented in myGRANT as an internal attachment** prior to submission.
2. Distributing this plan to each individual working on the activity prior to the commencement of their work on the activity, maintaining and retaining a copy of the plan, as well as documentation of who received the plan. If changes are made to this plan, an updated version must be distributed to all affected individuals.

---

<sup>1</sup> For reference, see PAPPG NSF 23-1 Chapter II: Proposal Preparation Instructions, available at <https://new.nsf.gov/policies/pappg/23-1/ch-2-proposal-preparation#2E9>.

<sup>2</sup> The UH Systemwide Policies and Procedures Information System (PPIS) is available at <https://www.hawaii.edu/policy/>.

## **Definition of Off-Campus or Off-Site Research**

For purposes of the plan requirements, NSF has defined 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. UH further clarifies off-campus or off-site locations as any location not considered a part of UH's on-campus Clery geography.

For reference, on-campus is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Also, any building or property that is within or reasonably contiguous to the area identified in the first part of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). For further details, please refer to each campus' Annual Security Report.

## **Contact Information**

If you have any questions regarding this plan or the related questionnaire, please contact Dawn Kim, ORS Financial Compliance Manager at (808) 956-0396 or [dawnkim@hawaii.edu](mailto:dawnkim@hawaii.edu).

For policy related questions, please see the point of contact identified in the specific policy.

## **Appendix A: Off-Campus or Off-Site Research Plan Questionnaire**

The principal investigator (PI) must complete and distribute this plan to each individual working on this activity prior to the commencement of their work on the activity.

If changes are made to this plan, an updated version must be distributed to all affected individuals and maintained by the project.

### **Off-Campus or Off-Site Project Information**

Please provide the myGRANT Proposal Document (PD) Number, NSF Proposal Number, Off-Campus location, names and titles of the individuals who will be working off-campus or off-site in performance of this activity (Note: if you have unnamed individuals, please list title and/or role with a TBD, e.g. Graduate Research Assistant – TBD)

PI Name:

Project Title:

myGRANT Proposal Document Number:

NSF Proposal Number:

Project Personnel (List name and titles):

(Attach a separate sheet if needed)

### **Plan**

As a reminder, all individuals involved in working on off-campus or off-site research are expected to abide by all relevant UH policies and procedures.

- 1. Please provide a brief description of the field setting and unique challenges for the team.**

- 2. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of this project: 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.**

- 3. Please describe how the following behaviors will be addressed for personnel working off-site for any portion of performance of this project: Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.**

- 4. Identify steps the proposing principal investigator(s)/project team will take to nurture an inclusive off-campus or off-site working environment for this project. (NSF examples include: trainings, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, regular check-ins, developmental events.)**

- 5. Please describe how you will ensure all affected employees have access to this plan and any related resources named herein prior to commencement of off-campus work.**

- 6. How will communications within the team and to the school/college(s) or the institution(s) be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).**

- 7. How will any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment be taken into account in supporting a safe and inclusive work environment off campus for this project?**

**8. Please describe the process or method for making incident reports as well as how any reports received will be resolved.**

NOTE: UH provides contact information to assist with routing discrimination concerns (including harassment and retaliation) at <https://www.hawaii.edu/titleix/discrimination-help/>. Further, confidential reporting can also be made through the Whistleblower Hotline at <https://myuh.hawaii.edu/task/all/whistleblower-system>.

**Certification**

Pursuant to NSF requirements, as the PI responsible for this off-campus or off-site research, I agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to commencement of their off-site work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI Name

\_\_\_\_\_  
myGRANT Proposal Documents Number

## References & Resources

These references and resources are non-exhaustive and are being provided to assist in completing the questionnaire.

### 1. NSF Materials

- [NSF - Proposal & Award Policies & Procedures Guide \(PAPPG\) \(NSF Website\)](#)
- [NSF - PAPPG, Chapter II.E.9 - Safe and Inclusive Working Environments for Off-Campus and Off-Site Research \(NSF Website\)](#)
- [Fall 2022 NSF Grants Conference - Revisions to the Proposal and Award Policies and Procedures Guide \(PAPPG\) \(NSF 23-1\) \(NSF Video on YouTube\)](#)

### 2. UH Policies and Procedures

Please note that other policies and procedures may also apply.

- [EP 1.202 Nondiscrimination, Equal Opportunity, and Affirmative Action Policy](#)
- [EP 1.203 Policy on Consensual Relationships](#)
- [EP 1.204 Sex and Gender Based Misconduct Policy](#)
- [EP 12.211 Policy for Responding to Allegations of Research and Scholarly Misconduct](#)
- [EP 9.210 Workplace Non-Violence Policy](#)
- [EP 7.208 Systemwide Student Conduct Code](#)
- [AP 1.202 Discrimination Complaint Procedure for Students, Employees, and Applicants for Admission or Employment](#)
- [AP1.204 Interim Title IX Sexual Harassment Grievance Process](#)

### 3. Report to UH

- Title IX reports can be filed using your UH username or anonymously through the [Title IX Portal](#).
- UH has [Contact Information](#) available to help with routing discrimination concerns (including harassment and retaliation).
- Confidential reporting can also be made through the [Whistleblower Hotline](#).

### 4. Training

- [Training on Sex Discrimination and Gender-Based Violence](#)
- [Workplace Non-Violence Training](#)

### 5. Additional Educational Materials

- [Title IX Support Overview](#)
- [Title IX "Learn More" Overview](#)