

# Plan for Safe and Inclusive Working Environments for Off-Campus or Off-Site Research

Guidance for completing your project's safety plan is highlighted. Please remove all highlighted sections upon completion. This plan must be included with your grant application approval form. Resources to assist developing your project-specific plan can be found on page 4 of this template.

For all research proposed to the NSF and conducted at an off-campus or off-site location, in accordance with the [NSF policies](#), the Principal Investigator (PI) must develop a plan to describe how a safe and inclusive research environment will be fostered, before the submission of the NSF proposal.

The following safety plan is developed for this specific project, as proposed to the NSF.

**Project Title:** \_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_

**Date of proposal submission:** \_\_\_\_\_  
(*anticipated or actual*)

Colgate University is committed to providing a safe and welcoming educational environment for all students, staff, and faculty. Off-campus educational opportunities, including, but not limited to, research opportunities, internships, field courses, and conference participation, among other activities, can be valuable educational experiences. All participants including, but not limited to, Colgate students, faculty and staff, are expected to abide by Colgate's Personnel and Student Non-Discrimination, Anti-Harassment and Sexual Misconduct Policies. Anyone requested to stop unacceptable behavior is expected to comply immediately and Colgate faculty or staff may take any action deemed necessary and appropriate to insure the safety of all participants.

Colgate's [Personnel Non-Discrimination and Anti Harassment Policy](#) and Procedures ([for faculty](#) and [for staff](#))

Colgate's [Student Non-Discrimination, Anti-Harassment and Sexual Misconduct Policy](#) and [Procedures](#)

## Code of conduct

### Expected Behavior

- Be mindful of your surroundings, your safety, and the safety of your fellow participants. Alert a faculty or staff member if you notice a dangerous situation or someone in distress.
- Be considerate and respectful of all participants, valuing a diversity of views and opinions.
- Communicate openly with respect for others.
- Respect the laws, rules, and policies of the off-campus venue(s) and event.

### Unacceptable Behavior

- Harassment, intimidation or discrimination in any form will not be tolerated; see descriptions of sexual harassment and harassment below.

- Personal attacks directed toward other participants will not be tolerated.
- Physical or verbal abuse of any participant will not be tolerated.
- Behavior that is hazardous to the safety of any participant will not be tolerated.

### Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature. Sexual harassment refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. Examples of behavior that, when unwelcome, may constitute sexual harassment, include, but are not limited to: (i) sexual flirtations, advances, or propositions; (ii) verbal comments or physical actions of a sexual nature; (iii) sexually degrading words used to describe an individual; (iv) a display of sexually suggestive objects or pictures; (v) sexually explicit jokes; and (vi) unwanted touching.

### Other Harassment

Other harassment includes, but is not limited to: (i) epithets, slurs or negative stereotyping; (ii) threatening, intimidating or hostile acts; and (iii) denigrating jokes and display or circulation of written or graphic material (include online) that denigrates or shows hostility or aversion toward an individual or group

### Training Plan

How will participants in this project be informed of this safety plan and trained on the content of it prior to going to the off-site location?

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### Field Support

How will project participants be actively supported while in the field? How will issues be handled while in the field? (should address mentor/mentee support mechanisms, regular check-ins, and/or developmental events)

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### Communication Plan

Communications within team and to the organization 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 organization's plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research prior to departure.

Click or tap here to enter text.

**To raise a concern or make a report of discrimination, harassment, sexual misconduct, or related retaliation - whether it involves a student, faculty member, staff member, or third party, contact the Office of Equity and Diversity:**

Renee Madison  
Vice President for Equity and Inclusion and Title IX Coordinator  
315-228-6161 | [rmadison@colgate.edu](mailto:rmadison@colgate.edu)

**To make an anonymous report, you may share an incident or concern:**  
[www.colgate.edu/concern](http://www.colgate.edu/concern)

**For incidents involving a faculty or staff member, you may also contact Human Resources:**  
[Human Resources](#)  
315-228-7411

**For emergency and after-hours assistance, contact:**  
[Campus Safety](#)  
315-228-7911

**For additional information and reporting options specific to sexual misconduct, including reporting to law enforcement, please see [Colgate's Office of Equity and Diversity](#).**

# Resources for developing your safety plan

Your research safety plan is a requirement of the National Science Foundation Proposal and Award Policy and Procedure Guide 2023. The provided template is developed to align with the requirements of the NSF policy but prior to drafting your safety plan, it is recommended that you review the complete (brief) NSF requirement on [Safe and Inclusive Working Environments for Off-Campus or Off-Site Research](#). Please also review the Colgate policies linked on the first page of the Research Safety Plan template to align your plan with already-established Colgate policies, procedures, and resources.

The following are identified resources to assist you in thinking through and developing your safety plan:

## **The ADVANCEGeo Partnership**

This is a partnership of the [Earth Science Women's Network](#), [Association for Women Geoscientists](#) and the [American Geophysical Union](#) – funded by an NSF ADVANCE grant addresses “the problem of sexual and other types of harassment and other exclusionary behaviors, such as bullying, discrimination and identity-based aggressions, that lead to hostile working and learning environments in the earth, space and environmental sciences.” Though their project is specific to the geo-fields, their resources are widely applicable and can serve as a reference point in developing your safety plan:

- [Program website](#)
- [Discussion of the nature of field work](#)
- [Discussion on developing a Code of Conduct](#)
- [Responding to Hostile Behaviors](#)
- [Creating Inclusive Climates](#)

## **University of California Field Operations Manual**

While this manual was developed for the UC-system schools (and references/links to their specific policies), some of the content may be applicable such as topics on planning, training, incident response, best practices for trip leaders, and appendices on common field hazards.

- [UC Field Operations Manual](#)