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

To “foster safe and harassment-free environments whenever science is conducted” (NSF 2023 PAPPG Guide II-E.9), organizations submitting proposals to the National Science Foundation that involve off-campus or off-site research are required to have a plan addressing the following types of behavior:

1. Abuse of any person, including but not limited to, harassment, stalking, bullying, or hazing or any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; or
2. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

The PI is responsible for developing a plan specific to the circumstances of each proposed project, and disseminating the plan to each individual participating in off-campus or off-site research prior to departure. When determining whether a plan is required, UNI defines “off-campus or off-site research” to mean data/information/samples being collected in a location where an individual participant cannot easily return to the UNI campus, typically involving an overnight stay.

The University of Northern Iowa is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment. To affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, and to ensure compliance with federal and state civil rights laws and regulations, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class, and for allegations of retaliation.

All University employees, including all administrators, faculty members, staff, and student employees are *Title IX*Mandated Reporters. The only exception would be someone obligated to keep confidentiality based upon their position or licensing (i.e. counselors or health service providers). A Mandated Reporter has the obligation to report incidents of sexual misconduct involving students to the UNI Title IX Officer (Leah Gutknecht, 319-273-2846, [leah.gutknecht@uni.edu](mailto:leah.gutknecht@uni.edu)) or Title IX Deputy Coordinator (Kaylee Michelson 319-273-2846, [kaylee.michelson@uni.edu](mailto:kaylee.michelson@uni.edu))

Individuals participating in off-campus or off-site research should be familiar with the following policies and procedures:

[Policy 13.02  Discrimination, Harassment and Sexual Misconduct](https://equity.uni.edu/sites/default/files/uni_policy_13.02.pdf) (PDF)

[Process A](https://equity.uni.edu/sites/default/files/process_a.pdf) (PDF) – for cases of sexual harassment that meet the federal Title IX definitions.

[Process B](https://equity.uni.edu/sites/default/files/process_b.pdf) (PDF) – for all other cases of discrimination and harassment of all kinds, including sexual misconduct cases that are not covered in Process A.

[13.03 Equal Opportunity & Non-Discrimination Statement](http://www.uni.edu/policies/1303) (PDF)

[13.19 Retaliation and Misconduct Reporting Policy](http://www.uni.edu/policies/1319) (PDF)

[Additional UNI Policies and Procedures](http://www.uni.edu/policies/) (PDF)

**Key Phone Numbers and Websites:**

[Incident Reporting Form](https://cm.maxient.com/reportingform.php?UnivofNorthernIowa&layout_id=1): https://cm.maxient.com/reportingform.php?UnivofNorthernIowa&layout\_id=1

Office of Compliance and Equity Management: <https://equity.uni.edu>, (319) 273-2846

[UNI Police](https://publicsafety.uni.edu/) - [(319) 273-2712](tel:3192732712)

[24/7 Sexual Assault Support](http://www.riverviewcenter.org/) - [(888) 557-0310](tel:8885570310)

[24/7 Relationship Violence Support](http://www.waypointservices.org/) - [(800) 208-0388](tel:8002080388)

[24/7 UNI Counseling Center](https://counseling.uni.edu/) - [(319) 273-2676](tel:3192732676)

For deaf or hard-of-hearing use Relay 711

UNI main website - <https://uni.edu/>

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**Project Specific Information**

|  |  |
| --- | --- |
| Plan date or version |  |
| Project title |  |
| Principal Investigator name |  |
| PI contact information at off-campus research site |  |
| Off-campus location(s) |  |
| Description of off-campus research activity |  |
| Estimated departure and return dates |  |
| Will participants have regular internet or cell service available? |  |
| Other entities / individuals involved in the off-site research |  |
| Recommended contact(s) for reporting any suspected misbehavior |  |
| Any circumstances that necessitate special plans, and how they will be managed *(e.g., participants are in remote locations without ability to make contact with University reporting offices; only a single satellite phone is available for the group; there are physical, language, or other barriers that may require special attention; cultural norms that may necessitate advance awareness training).* |  |
| Other comments or information *(e.g.,* l*ocal police and medical services, embassy/consulate information).* |  |