**The University of Oklahoma - Plan for Off-Campus and Off-Site Work**

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| PI Name; Cell number and phone number |   |
| NSF Grant Number/ORS proposal number |   |
| Project Title |   |

1. Off Campus/Off Site Location(s) and description of field setting(s):
2. Please identify steps you will take to nurture a safe and inclusive off-campus or off-site working environment (e.g., trainings, meetings and/or distribution of materials to establish shared team definitions of roles, responsibilities, culture, codes of conduct and/or expectations of professionalism and provide information on field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events (education and professional development).
3. Please describe how communications within the team and to OU will be managed, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).
4. Will participants\* (see definition below) have regular internet or cell service available? (If no, what alternative arrangements are in place for participants to report suspected misconduct?
5. Recommended contact(s) for misbehavior? (Note: Participants remain free to use this contact or any other contact they prefer. Also see pg. 2 information for organizational mechanisms used for reporting, responding to, and resolving issues of harassment if they arise.)
6. Please describe any special circumstances that require additional safety planning (e.g., lack of local transportation to a safe space; cultural norms that may require advance awareness training).
7. Other comments or information that participants may find useful? Include local police, medical service numbers, location of first aid and protective equipment. If travel is international include embassy/consulate contact information.

The University of Oklahoma is committed to addressing harassment and fostering a safe and healthy work environment. Policies and expectations for proper conduct apply to all staff, faculty, and students whether on campus or working doing research or engaging in scholarly activities or study at an offsite location. All OU staff faculty and student workers are required by University policy to complete the following training: Preventing Harassment and Discrimination (Title IX) and Standards of Conduct training.

The University meets NSF requirements, as well as its own expectations, by using the Board of Regents policies and procedures outlined in the following links and as further amplified to cover special circumstances as dictated by the PI in the project specific information shown in this document. Institutional Equity Office <https://www.ou.edu/eoo/about> and <https://www.ou.edu/eoo/resources>; Sexual Misconduct, Discrimination and Harassment  [[SMDH Policy 08142020 to Present - amended 8.1.2024.pdf](https://www.ou.edu/content/dam/eoo/updated-docs-%285-10-2024%29/SMDH%20Policy%2008142020%20to%20Present%20-%20amended%208.1.2024.pdf)](https://www.ou.edu/content/dam/eoo/documents/SMDH%20NEW%20Policy%20Final%208-14-2020%20RSU_CU.pdf); Faculty Handbook <https://apps.hr.ou.edu/facultyhandbook/> (section 3); Staff Handbook <https://apps.hr.ou.edu/staffhandbook> (Section 5).

The University has multiple avenues of reporting to assist those experiencing misconduct in receiving assistance. The [24-hour Reporting Hotline](https://secure.ethicspoint.com/domain/media/en/gui/79572/index.html) can be accessed by calling 844-428-6531 or going online to [www.ou.ethicspoint.com](http://www.ou.ethicspoint.com/). Besides a supervisor, project leader, or mentor these are other offices that can be contacted: [OUPD](http://www.ou.edu/police):  (405) 325-1911; [OU Advocates\* 24/7](https://www.ou.edu/advocacyandeducation/ou-advocates):  (405) 615-0013; [Institutional Equity Office](https://www.ou.edu/eoo):  (405) 325-5352; [University Counseling Center](http://goddard.ou.edu/counselingservices.html):  (405) 325-2911; [Student Affairs](http://www.ou.edu/studentaffairs.html):  (405) 325-3161; [Title IX Office](https://www.ou.edu/eoo/about/title-ix):  (405) 325-3546.

By submitting the above plan, I am confirming to the best of my knowledge that all information is true and accurate. This document will be disseminated, discussed, and documented with all participants prior to the commencement of activities. This includes individuals who may be added to the project at a later date. **Failure to share this plan with all individuals participating in the off-site/off-campus activity is grounds for disciplinary action.** Non-compliant investigators may be prohibited from serving as PI on NSF projects.

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 PI Signature and Date

*\*Participants are all individuals involved with accomplishing the off-campus/off-site work.*

*This entire document cannot exceed 2 pages at proposal submission per NSF requirements*