

Loyola Marymount University Guidance and Plan for Safe & Harassment-free Working Environments for Off-Campus or Off-Site Research for NSF-Funded Projects

Background

It is National Science Foundation (NSF) policy to foster safe and harassment-free environments wherever science is conducted (see *Proposal and Award Policies and Procedures Guide* 24-1, Chapter [II.E.9](#)). 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, effective for all National Science Foundation (NSF) proposals submitted on or after January 30, 2023, each proposal that involves conducting research off campus or off site must have a plan in place for the proposed project that describes how the following types of behavior will be addressed.

1) 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

2) Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

NSF defines "off-campus or off-site research" for the purposes of this requirement as *"data/information/ samples being collected off-campus or off-site, such as fieldwork on research vessels and aircraft."*

Loyola Marymount University meets NSF requirements through the policies and procedures outlined below, and with additional measures needed to cover any special circumstances identified by the PI in the project-specific information shown in this document. Prior to submitting the proposal in Research.gov, ORSP must certify that the PI has created a plan that complies with this policy. **Principal Investigators are responsible for creating the plan and distributing a copy of the plan to each participant in an off-campus or off-site research prior to those individuals leaving campus to participate in the off-campus or off-site activities.**

Key Institutional Policies & Procedures

Loyola Marymount University is committed to providing a safe, inclusive, and respectful learning, living, and working environment. LMU's [Student Title IX Policies for Students, Faculty, and Staff](#) and the [Policy Prohibiting Discrimination, Harassment, Bias, and Retaliation in Employment](#) and their associated procedures define prohibited conduct and have jurisdiction over all defined misconduct that is a part of a LMU educational program or activity both on and away from campus. Regardless of the location, LMU students, faculty, and staff are expected to comply with our policies and uphold professional standards of behavior and institutional expectations for a safe and healthy work environment. Furthermore, in accordance with [California law](#), all faculty and staff members must complete annual harassment prevention training.

Implementation of the NSF Requirement at LMU

To develop and maintain a project-specific Plan for Safe & Inclusive Working Environments for Off-Campus or Off-Site Research, PIs are responsible for

- completing the information on the plan template – ORSP staff are available for consultation;
- distributing a copy of the plan to all individuals participating in off-campus or off-site research prior to departure; and
- retaining a copy of the plan along with documentation of who received the plan and when.

The plan does not need to be submitted to NSF or ORSP unless requested.

Note that for NSF conference and travel proposals PIs are required to create and distribute a similar document that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct and the method for making a complaint ([PAPPG II.F.8](#)). ORSP will provide additional guidance for those types of proposals.

Links to Key Institutional Policies & Procedures

[Reporting Sexual and Interpersonal Misconduct](#)

[Student Title IX Sexual Harassment Policy/Student Sexual and Interpersonal Misconduct Policy](#)

[Reporting Discrimination and Bias Incidents](#)

[Title IX Office and Resources](#)

[FAQs for Reporting](#)

[Faculty and Staff Title IX Sexual Harassment Policy](#)

[Discriminatory Harassment, Retaliation, and Sexual and Interpersonal Misconduct Complaint Policy](#)

[LMU Statement of Non-Discrimination](#)

[Reporting Sexual and Interpersonal Misconduct Flowchart](#)

[Student Conduct Code](#)

Reporting Summary:

Students are encouraged to file a report alleging sexual or interpersonal misconduct with the [Department of Public Safety](#) (DPS). DPS is available for reports 24/7. A report may be filed via any of the following channels:

- To a supervisor
 - In person at Foley Annex
 - By calling DPS at 310.338.2893 or 222 from any campus landline phone
 - By completing an [E-Report](#)
-

LMU Plan for Safe & Inclusive Working Environments for Projects Funded by NSF

Dear Participant:

This off-campus or off-site research activity is supported all or in part by an award to Loyola Marymount University from the National Science Foundation (NSF) under Award Number [#####]. Therefore, in compliance with the NSF Proposal & Award Policies and Procedure Guide ([Chapter II E.9](#)), effective May 20, 2024, we provide all participants with a plan to ensure a safe and inclusive work environment while off campus.

Reporting an Incident:

Any person who believes that they have been unlawfully discriminated against or harassed (which includes all forms of sexual misconduct) or has knowledge of such behavior taking place in violation of the [Discriminatory Harassment, Retaliation, and Sexual and Interpersonal Misconduct Complaint Policy](#) may file a report via any of the following channels:

- To a supervisor
- In person at Foley Annex
- By calling DPS at 310.338.2893 or 222 from any campus landline phone
- By completing an [E-Report](#)

Date Plan Prepared or Updated	
NSF Proposal ID or Award Number	
Principal Investigator(s) Contact Information (name, cell phone number, email)	
Off-Campus Location(s)	
Description of off-campus research activity (fieldwork, work at an off-campus location, research activities on vessels or aircrafts, etc.)	
Description of the off-campus/off-site setting and any unique challenges for the team	
Estimated Departure and Return Dates (leave blank if date is not yet available)	
Will participants have regular internet or cell service available? If not, what alternate arrangements are in place for participants to report suspected misconduct?	

Describe communication processes within the off-site team and to LMU that minimize singular points within the communication pathway (<i>e.g., there should not be a single person overseeing access to a single satellite phone</i>)	
Contact for suspected misbehavior other than PI or supervisor (<i>name, phone number, email</i>); note: participants remain free to use this contact or any other contact they prefer to report misconduct	
Will participants from other organizations be involved (governmental, company, sponsor, educational institutions, subrecipients)? If yes, provide any additional information participants would need in order to report misconduct involving these individuals.	
Describe the mechanisms that will be used for reporting, responding to, and resolving issues of harassment if they arise	
Are there circumstances that necessitate special plans? (<i>e.g., 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, etc.</i>) If yes, what arrangements are in place to manage these special circumstances?	
Describe processes to establish shared team definitions of roles, responsibilities, and culture (<i>e.g., codes of conduct, trainings, mentor/mentee mechanisms and field support that might include regular check-ins, and/or developmental events</i>)	
Other useful information (<i>If known, include local police and medical services numbers. For international trips, include embassy/consulate contact information – this can be provided by OISS as part of trip planning</i>)	