

Loyola Marymount University NIH Harassment Notification Process

The National Institutes of Health (NIH) has stated that the agency “does not tolerate harassment of any kind, including sexual harassment, at research institutions that receive NIH funding, or anywhere NIH-funded activities are conducted.”¹ Loyola Marymount University (LMU) is committed to excellence in science and recognizes that excellent science requires a training and research environment free of harassment and discrimination. LMU employees supported by an NIH award must comport themselves in a responsible manner during the award period of performance whether on campus, online, or outside the organization, such as at field sites or facilities, or during conferences and workshops.

LMU has implemented anti-discrimination policies designed to foster a harassment-free environment as well as to provide an accessible, effective, and easy process to report harassment and provide protection from retaliation. LMU has further adopted the following process to ensure that NIH is notified of any allegations of harassment in NIH-funded activities.

Individual Reports of Harassment

Any member of the LMU community² who believes that they have observed an incident of sexual harassment, any other form of harassment, or sexual assault involving an NIH-funded employee or student, or who receives a report of such harassment from a member of the LMU community, can report the incident directly to NIH using the NIH [web form](#) or by sending an email to GranteeHarassment@od.nih.gov. Reports can be made anonymously, but the email should identify the person(s) who may have committed harassment and their relationship to LMU. Since NIH is not a law enforcement agency, the agency encourages people to also report allegations of harassment or assault to the appropriate local authorities as well as the [HHS Office for Civil Rights \(OCR\)](#).

Institutional Reports of Harassment

Each semester LMU’s Office for Research and Sponsored Projects will provide a list of NIH-supported PIs and Co-PIs to LMU’s Title IX Coordinator/EEO Specialist or designee. LMU’s Title IX Coordinator/EEO Specialist or designee will promptly notify LMU’s Authorized Organizational Representative (AOR) of:

- 1) any administrative or disciplinary action taken against a PI or co-PI named on an NIH notice of award because of the need to investigate an allegation of harassment or a violation of LMU anti-discrimination policies; or
- 2) any findings/determinations regarding the PI or co-PI named on an NIH award that demonstrate a violation of LMU policies relating to sexual harassment, other forms of harassment, or sexual assault.

¹ <https://grants.nih.gov/grants/policy/harassment.htm>

² Except those exempted by law, such as counselors, medical care providers or pastoral counselors provided they receive the information in the performance of their duties.

The AOR will then notify NIH either by using the NIH [web form](#) or by sending an email to GranteeHarassment@od.nih.gov.

If a PI/Co-PI named on an NIH grant award is no longer able to fulfill their obligations to conduct research because they are under investigation or have been removed from the workplace because of harassment concerns, LMU will contact NIH to request a change of personnel and NIH approval of the replacement personnel.