

## Loyola Marymount University NSF Harassment Notification Process

Loyola Marymount University (LMU) has adopted the following process to comply with the National Science Foundation's (NSF) Award Term and Condition related to [Important Notice No. 144](#), which applies to all new awards and amendments to existing awards issued after October 21, 2018.

The notification requirement applies to senior personnel (i.e., Principal Investigators (PIs), co-Principal Investigators (co-PIs), and faculty associates) of NSF-funded projects, including PIs/co-PIs/faculty associates at subrecipient institutions. All senior personnel supported by an NSF award must comport themselves in a responsible manner during the award period of performance whether at the awardee institution, online, or outside the organization, such as at field sites or facilities, or during conferences and workshops.

Any member of the LMU community<sup>1</sup> who believes that they have observed an incident of sexual harassment, any other form of harassment, or sexual assault involving an LMU employee or student, or who receives a report of alleged sexual harassment from a member of the LMU Community, shall immediately refer this information to the LMU's Title IX Coordinator/EEO Specialist or designee, who will then notify LMU's Authorized Organizational Representative (AOR).

Each semester the LMU Office for Research and Sponsored Projects will provide a list of NSF-supported senior personnel (PIs, co-PIs, faculty associates) to LMU's Title IX Coordinator/EEO Specialist or designee. LMU's Title IX Coordinator/EEO Specialist or designee will promptly notify the AOR of:

- 1) any findings/determinations regarding any individual on the list that demonstrate a violation of awardee codes of conduct, policies, regulation or statutes relating to sexual harassment, other forms of harassment, or sexual assault; or
- 2) if the awardee places the individual on administrative leave or imposes an administration action relating to a finding or investigation of a violation of awardee polices, codes of conduct, statutes or regulations relating to sexual harassment, other forms of harassment, or sexual assault.

The AOR must use the [Organizational Notification of Harassment form](#) to submit the required notification to NSF. The notification must be submitted within 10 business days of the date of the finding/determination, or the date of the placement of an individual by the awardee on administrative leave or the imposition of an administrative action, whichever is sooner. The notice should only identify the individual and should not personally identify any complainants or other persons involved in the matter.

NSF has 48 hours to respond to the notification. If an acknowledgment is not received within 48 hours, the AOR should follow up to ensure NSF has received the communication. After reviewing the notification and consulting with the awardee AOR, NSF may choose to remove or substitute a PI/co-PI/faculty associate, reduce the funding amount, or suspend or terminate the award.

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<sup>1</sup>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.

Non-gender or non-sex-based harassment of individuals protected under federal civil rights laws, as set forth in organizational policies or codes of conduct, statutes, regulations, or executive orders.

Additional information about NSF's policies and definitions of types of harassment may be found at <https://new.nsf.gov/stopping-harassment>.

LMU's harassment and complaint policy: <https://lmu.app.box.com/s/c9z0a8cqze2q30ikbc5072nntukp3b19>