

Loyola Marymount University NSF Harassment Notification Process

Loyola Marymount University (LMU) has adopted the following process to meet the National Science Foundation's (NSF) Award Term and Condition entitled "[Notification Requirements Regarding Sexual Harassment, Other Forms of Harassment, or Sexual Assault](#)". The Term and Condition applies to all new awards and amendments to existing awards issued after October 21, 2018.

The notification requirement applies to Principal Investigators (PIs) and co-Principal Investigators (co-PIs) of NSF-funded projects, including PIs/co-PIs at subrecipient institutions. The PI/co-PI(s) 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 community¹ 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 Sponsored Research Office will provide a list of NSF-supported PI's and co-PI's 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 the PI or co-PI 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 PI or co-PI on administrative leave or imposes an administrative action relating to a finding or investigation of a violation of awardee policies, codes of conduct, statutes or regulations relating to sexual harassment, other forms of harassment, or sexual assault.

The AOR must use the [Term and Condition Required 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 a PI or co-PI by the awardee on administrative leave or the imposition of an administrative action, whichever is sooner. The notice should only identify the PI or co-PI and should not personally identify any complainants or other individuals involved in the matter.

NSF has 48 hours to respond to the notification. If an acknowledgement 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, reduce the funding amount, or suspend or terminate the award.

¹Except those exempted by law, such as counselors, medical care providers or pastoral counselors provided they receive the information in the performance of their duties.²

² 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