

LSU Office of Research & Economic Development
Safe And Inclusive Work Environments
for Off-Campus or Off-Site Research PLAN

This document is a template plan to provide guidance to Principal Investigators in developing a project-specific plan meeting NSF's requirements.

Principal Investigator (plus Cell Phone and Email)

Most Senior Faculty Present (plus Cell Phone and Email):

Date of Submission: _____

Project Title: _____

Project Description: _____

Off-Site Locations, include city and country

Estimated Departure and Return Dates:

PURPOSE

The purpose of this plan is to establish a baseline compliant template for Principal Investigators to use in response to the National Science Foundation's requirement of Safe and Inclusive Working Environments for Off-Campus and Off-Site Research conducted in the United States and in other countries

APPLICABILITY

This Plan applies to all individuals participating, working, researching, or otherwise engaging in the off-site or off-campus sponsored research project identified above. This Plan does not replace current LSU Policy Statements and Permanent Memoranda. Employees and students must continue to adhere to LSU policies and Student Code of Conduct when working, participating, researching or otherwise engaging in offsite or off-campus sponsored activities and sponsored research projects.

The Principal Investigator must attest there is a plan in place at time of proposal submission and agree to disseminate the plan to all individuals participating in the offsite research prior to departure.

DEFINITIONS

For the purpose of this PLAN, the following definitions apply:

1. "Off-Campus" or "Off-Site" sponsored research project is defined as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.
2. Behavioral Misconduct is defined as:
 - a. 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
 - b. Conduct that is unwelcome, offensive, indecent, obscene, or disorderly; or
 - c. Conduct described in LSU Policy Memorandum 73 <https://lsu.edu/administration/policies/pmfiles/pm-73.pdf> ; or
 - d. Conduct described in LSU Policy Memorandum 55 [PM 55 \(lsu.edu\)](#) .

REPORTING PROCEDURE

LSU has multiple reporting pathways for employees and students who have experienced Behavioral Misconduct, as defined above. Access to those pathways may be hindered due to the location of off-site sponsored research projects. The following is the process to follow when you are off-site, and an incident occurs:

SECTION 1: If an employee or a student wants to submit a report of Behavioral Misconduct or file a formal complaint and HAS access to the internet or a cellphone, then follow these steps:

- a. Step 1: Notify one of the following LSU Offices on the Baton Rouge campus:
 - 1) LSU Office of Civil Rights and Title IX [Office of Civil Rights & Title IX \(lsu.edu\)](#)
Or Telephone: 225- 578 - 9000
 - 2) LSU Ethics, Integrity, and Misconduct Helpline [EthicsPoint - Louisiana State University](#)
Or Telephone: 855- 561- 4099
 - 3) LSU Division of Student Affairs [LSU Cares](#)
Or Telephone: 225 – 578- 86074)
 - 4) LSU Office of Human Resource Management [Grievances | LSU Human Resource Management](#) Or Telephone: 225- 578 – 8200
- b. Step 2: After the complaining party submits a report to the one the LSU offices listed above, the complaining party will immediately notify the principal investigator. If the principal investiga-0.007 Tc 84 (R)4.1 (e)-1(p)-I03 Tw4S Tw 0. (s)2 (t)s10 (.-0.00ib13 (f)o (f H)-6(n)-



Person(s) Responsible for Implementation:

PROJECT SPECIFIC INFORMATION AND ADDITIONAL GUIDANCE TO CONSIDER

Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.)

Will participants have regular internet or cell service available? (If no, what alternative arrangements are in place for participants to report suspected misconduct?)

Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? If yes, are there any special arrangements or guidance participants need to make sure they know they should also report misconduct involving these individuals?

Any special circumstances that necessitate special plans (e.g., participants are at sea or other remote locations without ability to make contact with University reporting offices; only a single satellite phone is available for the group; 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;). If yes, what arrangements are in place to manage these special circumstances?

Other Comments or Information that participants may find useful. Include local police and medical services numbers; for international trips, it is wise to include embassy/consulate contact information if not already provided.
