

## GUIDANCE MEMO NO. 14-23



### Research, Grants and Contracts

**DATE:** June 27, 2023

**TO:** NKU Faculty & Staff

**SUBJECT:** NSF Safe & Inclusive Working  
Environment Requirement

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**Purpose:** This guidance provides additional information regarding the National Science Foundation requirement pertaining to maintaining a safe and inclusive work environment on research projects conducted off-campus.

**Background:** It is NSF policy to foster safe and harassment-free environments wherever science is conducted. 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.

Several solicitations from BIO and GEO will soon require the submission of a Safe and Inclusive Work Environments Plan that will be considered as part of the Broader Impacts criteria during the review process.

This 2-page supplementary document must address the following four sections:

1. a brief description of the field setting and unique challenges for the team;
2. the steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, including processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct, trainings, mentor/mentee mechanisms and field support that might include regular check-ins, and/or developmental events;
3. communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway (e.g., there should not be a single person overseeing access to a single satellite phone); and
4. the organizational mechanisms that will be used for reporting, responding to, and resolving issues of harassment if they arise.

**Action Requested:** Principal Investigators applying to identified NSF program solicitations should review the submission requirement closely to ascertain if there will be off-campus activities occurring and if this required plan is a part of an NSF identified discipline.

#### Related Documents:

- [NSF Requirement Information](#)
- [NKU Guidance and Information – NSF Page](#)