

For each National Science Foundation (NSF) proposal that includes plans to conduct research off-campus or off-site, there must be a plan in place for **that proposal** that describes how certain behaviors (see below) will be addressed and plans for a safe and inclusive work environment.

To comply with this requirement, the proposal must address the following.

1. Is there off-campus or off-site research involved in the proposed project?

2. If applicable, the PI must develop a plan, at the proposal stage, for each off-campus or off-site location. The plan must be uploaded with their USCeRA proposal as a separate document. Plans may be reused and re-distributed for multiple off-campus research activities but must be updated if the circumstances change.

- Some NSF solicitations require that proposers who include off-campus or off-site research as part of their project submit, as supplementary documentation, a Plan for Safe and Inclusive Working Environments. The approved plan will be uploaded into Research.gov.

The plan should clearly address any unique challenges presented by the research location, and the organizational mechanisms used for reporting, responding to, and resolving issues of harassment.

Plans uploaded into Research.gov are limited to 2 pages and must follow [NSF's PAPPG 23-1](#) standard content instructions and the additional proposal preparation instructions in the opportunity/solicitation.

- The plan should be submitted to NSF only when/if requested or required by NSF.

3. For Subaward and Collaborative Proposal:

- If USC is a subaward recipient on an NSF funded project with off-campus/off-site research, USC will rely on the lead institution to provide and implement the plan.
- For collaborative proposals, each institution is responsible for their own plan regarding any off-campus or off-site performance their organization is facilitating.

4. Prior to an applicable NSF account being established, a copy of the final plan must be uploaded in USCeRA.

5. The PI disseminates the plan to each individual participating in the off-campus or off-site activities prior to departure or involvement in those activities.

6. The PI retains documentation of who received the plan (email or sign-up sheet is sufficient).