This form has been updated on 27 October 2026. It supersedes ALL previous versions.

Office of Research Administration

NSF Safety & Inclusion Plan for Off-campus and Off-site Research Activities

www.ora.umd.edu

When to Use this Form:

Prior to submission of a proposal for NSF funding, as either a direct or prime sponsor, where the proposed project includes off-campus or off-site research as defined by NSF. The PI is responsible for preparing the plan and completing this certification form. **This form and the plan need to be attached to the proposal** in Kuali Research, so that ORA can provide the signed certification and submit the proposal to NSF.

After the submission of a proposal, if the scope of work changes from the original submission to now include fieldwork, a Safety & Inclusion plan is required. The PI must complete this form and develop a Safety and Inclusion plan and provide a copy of both to their ORA Contract Administrator. If changes to a scope of work would alter an already completed Safety & Inclusion Plan, then the PI must also update the plan and provide a copy of the revised plan to their ORA Contract Administrator.

NSF defines off-campus or off-site research as data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

Refer to ora.umd.edu/resources/safety-inclusion for details, resources, and relevant policies the University is taking to promote a safe and inclusive culture.

The PI certifies that they developed a plan *for this specific proposal* which meets the following minimum requirements:

- ☐ Describes how the following types of behavior will be addressed:
  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.
- ☐ Identifies steps PI will take *on this specific proposal* to nurture an inclusive off-campus or off-site working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events.
- ☐ Articulates how communications within the team and to the organization will be managed *on this particular project*. NSF is especially concerned about minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).
- ☐ Describes any special circumstances *on this particular project* such as the involvement of multiple organizations or the presence of third parties in the working environment. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

I, _____ (PI), agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to the commencement of the work. By signing and attaching the Safety & Inclusion Plan for this specific proposal, I agree to abide by the plan as articulated. I will consult with ORA prior to making any changes or updates to the safety plan. I understand that it is my responsibility to disseminate the approved plan to all individuals participating in the off-campus or off-site research prior to departure. This includes individuals who may be added to the project at a later date. Failure to share this plan with all individuals participating in the off-site/off-campus activity is grounds for disciplinary action. Non-compliant investigators may be prohibited from serving as PI on NSF projects.

PI Signature _____ Date _____

KR Proposal Development Number _____ ☐ New Plan ☐ Revision of Plan