
January 27, 2023

To: Contracts & Grants Officers
Title IX Officers
Human Resources
Environmental Health & Safety, Field Safety Officers
Campus Counsel

Subject: NSF's Requirement for a Safe and Inclusive Workplace Environment for Off-Campus or Off-Site Research

Background

The National Science Foundation's (NSF) Proposal & Award Policies & Procedures Guide (PAPPG) 23-1 includes a [new requirement](#) for grantee organizations to certify that they have in place a plan for safe and inclusive research workplace environments for any proposal including off-campus or off-site research. The certification is completed by each campus electronically as part of NSF's proposal submission process. NSF's requirement is effective for proposals submitted on or after January 30, 2023.

In developing this guidance memo, the Research Policy Analysis and Coordination (RPAC) unit coordinated with Systemwide Environmental Health & Safety, Systemwide Human Resources, Academic Personnel & Programs, Systemwide Title IX, and UC Legal to provide campuses with recommendations on applicable UC policies.

Purpose

This guidance memo provides a brief description of a new NSF requirement for safe and inclusive research workplace environments and identifies UC policies that are applicable to the NSF requirement. It also provides contact information for campus subject matter experts.

NSF's Requirement

Per the NSF requirement, each institution proposing off-campus or off-site research must have in place a plan that 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.”

The plan needs to be project-specific and cover topics, such as:

- Steps for nurturing an inclusive off-campus or off-site working environment;
- Communication plans within the off-campus team;
- Special circumstances such as involvement of multiple organizations or third parties in the working environment; and
- Plans and processes for incident reports.

UC campuses should note the following:

- Plans need to be disseminated to individuals before they depart for the off-campus or off-site research;
- While the PAPPG states “[p]roposers should not submit the plan to NSF for review”, select NSF funding opportunity announcements require the plans be submitted with the proposal as a supplementary document.

Applicable University of California Policies

The following three UC policies cover questionable behavior towards others in the course of employment and may be referenced in the plan to meet NSF's requirement:

[Abusive Conduct in the Workplace](#)

UC is committed to promoting and maintaining a healthy working environment in which every individual is treated with respect. This policy addresses UC's responsibilities and procedures related to Abusive Conduct and Retaliation for reporting, or participating in, an investigation or other process provided for in this policy. This policy will be implemented in a manner that recognizes rights to freedom of speech and expression. However, freedom of speech and academic freedom are not limitless and, for example, do not protect speech or expressive conduct that violates federal and state anti-discrimination laws.

Abusive Conduct in violation of this policy is prohibited and will not be tolerated. UC encourages anyone who is subjected to or becomes aware of Abusive Conduct to promptly report it. Managers and supervisors who observe or become aware of Abusive Conduct have response and reporting obligations. Chairs and Deans, among others, are considered managers and supervisors. UC will respond to reports of Abusive Conduct in accordance with timelines set forth in this policy, and will take appropriate action to stop, prevent, correct, and discipline behavior that violates this policy.

This policy on Abusive Conduct applies to all UC employees, unpaid interns, and third parties. The policy applies at all UC campuses, the Lawrence Berkeley National Laboratory, Medical Centers, the Office of the President, and Agriculture and Natural Resources.

[Discrimination, Harassment, and Affirmative Action in the Workplace](#)

UC is committed to providing a workplace free of discrimination and harassment. UC prohibits discrimination against any person employed; seeking employment; or

applying for or engaged in a paid or unpaid internship or training program leading to employment with UC. In addition, UC prohibits harassment of an employee, applicant, paid or unpaid intern, volunteer, person participating in a program leading to employment, or person providing services pursuant to a contract. UC undertakes affirmative action, consistent with its obligations as a federal contractor. This policy applies to all UC employees and applicants for employment, and where stated in policy, to paid and unpaid interns, volunteers, participants in a training program leading to employment, and independent contractors.

Sexual Violence and Sexual Harassment

The Sexual Violence and Sexual Harassment (SVSH) policy addresses UC's responsibilities and procedures related to sexual violence, sexual harassment, retaliation, and other prohibited behavior as those terms are defined in this policy (together, "Prohibited Conduct") in order to ensure an equitable and inclusive education and employment environment. The SVSH policy defines Prohibited Conduct and explains the administrative procedures UC uses to resolve reports of Prohibited Conduct.

The SVSH policy applies to all University employees as well as undergraduate, graduate, and professional students, and third parties. The policy applies at all UC campuses, the Lawrence Berkeley National Laboratory, Medical Centers, the Office of the President, Agriculture and Natural Resources, and to all University programs and activities.

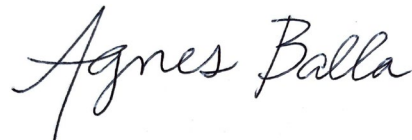
Campuses should also evaluate whether campus specific policies or procedures apply and can be incorporated into plans.

Campus Subject Matter Experts

- [Title IX Coordinators](#)
- [Equal Employment Opportunity / Affirmative Action / Diversity Administrators](#)
- [Environmental Health & Safety, Field Safety Officers](#)

Contact

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