

**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 off-site 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 off-site 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 investigator is the person about whom you are complaining, then notify the department chair/department head.
- c. **Step 3:** The principal investigator, or the department chair/head, will document the report, and out of an abundance of caution make a mandatory report to the LSU Title IX and Human Resources offices. The principal investigator, or the department chair/head will discuss with the complaining party options to restore a safe working environment, including but not limited to reassignment to another off-site location.

- d. **Step 4:** The principal investigator, or the department chair/head, will notify the off-site, non-LSU affiliated, senior person associated with the off-site project. Procedure at the off-site location is followed. Go to Section 3.

SECTION 2: If an employee or a student wants to submit a report of Behavioral Misconduct or file a formal complaint and DOES NOT have access to the internet or a cellphone, then follow these steps:

- a. **Step 1:** Notify the principal investigator or the most senior research faculty member present at the off-site location. If the principal investigator or most senior research faculty member is the person about whom you are complaining, then notify another faculty member, or senior staff member, who is present at the off-site location. Go to Step 2.

If an LSU affiliated person is **NOT** present at the off-site location, then notify a supervisor affiliated with the off-site location or notify the Human Resources department affiliated with the off-site location. Remove yourself from the off-site location and immediately notify the principal investigator of the incident. The principal investigator will document the incident, report the incident to one of the LSU offices listed in Section 1.a. above, and discuss with the complaining party options to restore a safe working environment, including but not limited to reassignment to another off-site location. Skip Steps 2-5 and go to Section 3.

- b. **Step 2:** The LSU affiliated person, at the off-site location, receiving the notification will make a written record of the report from the complaining party, including specific facts of the incident as well as the date, time, location, and witnesses of the asserted Behavioral Misconduct.
- c. **Step 3:** If the accused person is affiliated with LSU or not affiliated with LSU, but is part of the project through subcontracts or collaborations, then the person receiving the notification will meet with the person accused of Behavioral Misconduct, tell the accused person 1) what they have been accused of; 2) that they are not to retaliate against the complaining party; 3) that they will not meet with the complaining party alone; and 4) for the duration of the off-site work, all communication between the accused person and the complaining party must be with a third-party present and limited solely to research needs. The person receiving the notification will document this meeting. Go to Step 4.

If the accused person is neither affiliated with LSU nor part of the project through subcontracts or collaborations, then the person receiving the notification will notify the non-LSU affiliated supervisor of the accused person. Procedure at the off-site location is followed. The person receiving the notification will document this step. Go to Step 4.

- d. **Step 4:** The person receiving the notification will follow up with the complaining party and tell the complaining party 1) for the duration of the off-site work, the only interaction between the complaining party and the accused will be with a third-party present and

limited solely to research needs; 2) to report any retaliation or further Behavior Misconduct to the person receiving the notification; and 3) immediately upon return to the LSU campus, the complaining party should file a formal complaint to one of the LSU pathways identified in Section 1.a., above. The person receiving the notification will document this meeting.

- e. **Step 5:** Immediately upon return to the LSU campus, regardless of whether the complaining party files a formal complaint, the person receiving the notification shall submit a report to one of the LSU pathways identified in Section 1.a. above. This report shall include the documentation created in Steps 2, 3, and 4 along with a copy of this Plan.

SECTION 3: Nothing in this Plan is to be construed to alleviate the mandatory reporting obligations of employees in LSU PM 73 and LSU PM 55.

SECTION 4: Nothing in this Plan is to be construed to be an investigation or a substitute for the investigations conducted by LSU established procedures for LSU offices, including but not limited to LSU Office of Civil Rights & Title IX, LSU Division of Student Affairs, LSU Internal Audit, and LSU Human Resources.

SAFE AND INCLUSION OBJECTIVES

LSU has the following mandatory trainings required for individuals based on relationship to LSU.

Employees:

[Title IX Training](#)

[Digital Resource and Content Accessibility Awareness Training](#)

[The Louisiana Code of Governmental Ethics, Louisiana Board of Ethics Training](#)

[Cybersecurity Awareness Training](#)

Students:

[MyStudentBody](#)

[Hazing Prevention Education](#)

Principal Investigator: Please describe the additional steps or trainings you will adapt and apply to your off-site location(s) that will nurture a safe, inclusive and welcoming working environment. Include which participants are responsible for implementation. Some examples are LSU sponsored [Diversity, Equity and Inclusion \(DEI\) trainings](#), field-support, mentor-mentee programs, regular check-ins, codes of conduct reviews, professional development events, and an orientation tailored to the off-site work experience.

Additional Steps or Trainings:

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.
