



**Office of Research & Economic Development**  
*Office of Sponsored Programs*

February 2, 2023

NSF Principal Investigators,

Effective January 30, 2023, for each proposal that proposes to conduct research off-campus or off-site, NSF requires that the organization have a plan in place for that proposal regarding safe and inclusive working environments. Off-campus or off-site research is defined by NSF for this requirement as "data/information/samples being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircraft." The purpose of this NSF requirement is to foster safe and harassment-free environments wherever science is conducted. The plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research prior to departure.

The creation and distribution of the plan is the responsibility of the project PI. To ease the administrative burden, ORED/OSP in collaboration with University Ombuds has created a [template plan](#) for PIs to use. The template has been designed to help you identify areas where you may need to think about special circumstances. You will need to complete the sections in the template document for your specific project and must make sure that all participants (regardless of when they join the project) receive a copy before they participate in off-campus or off-site research.

You are encouraged to deploy these plans on any of your existing NSF funded off-campus or off-site research immediately. Mandatory implementation is required for funded projects resulting from proposals submitted on or after 01/30/2023.

If you have questions, please reach out to OSP at [osp@lsu.edu](mailto:osp@lsu.edu).

Sincerely,

Darya Courville  
Executive Director  
Office of Sponsored Programs