

# Safe and Inclusive Working Environment Plan for Off-Campus or Off-Site Research

**Judy McShannon**

Manager of Research Development

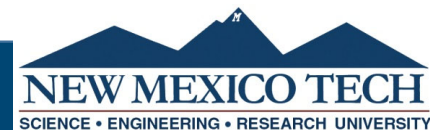
West Hall, room 228

575-835-6940

[judith.mcshannon@nmt.edu](mailto:judith.mcshannon@nmt.edu)

Adapted in part from Arizona State University – Proposal Development Workshop Series

**Research Office**



# Purpose

The intent of this requirement is to provide guidance and protection for participants when they do not have ready access to the on-campus in-person resources they normally do. The underlying premise is that all participants need to know how to recognize and report inappropriate behavior and receive guidance in advance about how to feel safe and protected, even when they are away from campus. This plan must be submitted to NMT before your proposal is submitted to the funding agency.

# Off-Campus Research

Off-campus or off-site research is defined for this requirement as "data/information/samples being collected off-campus or off-site, such as fieldwork or research activities on vessels and aircraft."



# Participants

Participants include employees, students, volunteers, and others working under NMT's direction (which includes sub-awardees and collaborating organizations).



# Research Activities

This new requirement applies only to research activities, not “other sponsored projects”. If there happens to be a research component on an award that is characterized as an “other sponsored activity”, then the requirement would apply only to that research component.



# Research Activities

- If your participants continue to have access to campus, no plan is needed.
- If participants are sufficiently distant from campus such that access to these resources is more limited than they would be if they were on campus, then a plan is needed.
- Work from home by an individual employee would not be considered “off-campus” or “off-site.”
- “Day trips” or excursions where participants are returning without an overnight stay would not normally require a plan. But, a plan should be created if the nature of the off-campus research activity is likely to create a larger-than-normal opportunity for harassment to occur (e.g., studies looking at sexual activities, incarcerated individuals, prior knowledge of harassment in the same setting, etc.)
- Attendance or presentation of research results at a conference does not require a plan. If participants will also engage in the conduct of research activities while attending a conference, a plan would be required.
- When in doubt, create a plan.

# Research Activities

- The lead institution creates the plan for the entire effort including collaborative proposals and proposals with sub-awards. If NMT is leading the effort, you may need to ask for training and contacts at the partner organizations so faculty and students can report incidents to their own organization. When leading these proposals, please share your plan with partner organizations and get agreement on the proposal-wide plan before submitting the proposal.



**Safe and Inclusive Working Environment  
Plan for Off-Campus or Off-Site Research  
Template**

1. Proposal title	
2. Plan date	
3. Version	1
4. NMT proposal routing number	
5. Award number	TBD
6. PI Name, cell phone, email	
7. Location of off-campus research activity.	
8. Estimated departure and return dates	
9. List of participants	
10. Description of the field setting and unique challenges for the team (include if the work is fieldwork, or research on vessels or aircraft).	
11. Steps to nurture an inclusive off-campus or off-site working environment.	
12. Communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway.	
13. Recommended contact for any reporting suspected misbehavior.	
14. Mechanism that will be used for reporting issues of harassment if they arise.	
15. Mechanism that will be used for responding to, and resolving issues of harassment if they arise.	
16. Other Comments or Information that participants may find useful.	



## Question #8

Estimated departure and return dates:

If not known at the time of the proposal, update the document when you have this information.



## Question #9

Who will be participating in the off-campus research?

List all faculty, staff and students, as well as sub-awardee and collaborating organizations participants. If you don't know who will be participating (by name) at the time of the proposal you will update this form when you know names of all participants. You may be need to update more than once if you have multiple trips and participants vary by trip.

## Question #10

Description of the field setting and unique challenges for the team (include if the work is fieldwork, or research on vessels or aircraft).

Include any special circumstances that necessitate special plans. Are participants at sea or other remote locations without ability to make contact with university reporting offices? Is there only a single satellite phone available for the group? Are there physical or other barriers that may require special attention to ensure full participation? Is it likely there will be no transportation to a safe space available? Is there variance in cultural norms which might necessitate advance awareness training (such as if you are going to a country that is not friendly to LGBTQ). Are you in rural NM where there is no cell service and all participants came in a single car? What arrangements are in place to manage these circumstances?

# Question #11

Steps to nurture an inclusive off-campus or off-site working environment.

Include trainings; processes to establish shared team definitions of roles, responsibilities, culture and codes of conduct; mentor/mentee support mechanisms; regular check-ins; and/or developmental events. All NMT faculty, staff and students should have taken the “Sexual Misconduct and Title IX Awareness Training” with the Title IX office. You can confirm all NMT participants have taken the training with Peter Phaiah (peter.phaiah@nmt.edu). You may want to have a team meeting before leaving, hand out this information, and discuss what they should do if something happens. Include sub-awardees and collaborative partners – can they also confirm all participants have been trained?

- NMT Title IX office - You will find related policies and procedures here <https://www.nmt.edu/titleix/>
- NMT on-line training <https://www.brainshark.com/1/player/trainedsolutions?fb=0&r3f1=&custom=nmployee>
- Peter Phaiah, Title IX Coordinator, 575-835-5953, [peter.phaiah@nmt.edu](mailto:peter.phaiah@nmt.edu)

## Question #12

Communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway.

There should not be a single person overseeing access to a single satellite phone. The PI should be listed as well as an alternative on-site person. Include sub-awardees and collaborative partners.

- Communicate to the PI on-site (unless they are the person you would like to report) AND
- NMT faculty, staff, and students can communicate to through the NMT on-line reporting tool or to the Title IX office or HR

## Question #13

Recommended contact for any reporting suspected misbehavior.

Participants are free to use this contact or any other contact they prefer to report misconduct, more than one contact should be listed. The PI should be listed as well as a secondary contact who will be on-site. You may also include NMT contacts below. Include contacts for sub-awardees and collaborative partners. NMT Contacts:

- Randy Saavedra, Title IX Deputy - [randy.saavedra@nmt.edu](mailto:randy.saavedra@nmt.edu) - 575-835-5005
- Peter Phaiah, Title IX Coordinator - [titleixcoordinator@nmt.edu](mailto:titleixcoordinator@nmt.edu) - 575-835-5953
- Joann Salome (faculty & staff), Director of Human Resources - [joann.salome@nmt.edu](mailto:joann.salome@nmt.edu) - 575-835-5955
- Jennifer Chapman (students), Dean of Students – [deanofstudents@nmt.edu](mailto:deanofstudents@nmt.edu) 575-835-5548

## Question #14

Mechanism that will be used for reporting issues of harassment if they arise.

Participants may use the on-line reporting form or call the NMT contacts. Include sub-awardees and collaborative partners reporting procedures.

- NMT on-line reporting procedures - <https://www.nmt.edu/titleix/Sexual%20Misconduct%20Reporting%20Options%20and%20Procedures.pdf>
- NMT on-line reporting form - [https://cm.maxient.com/reportingform.php?NewMexicoTech&layout\\_id=1](https://cm.maxient.com/reportingform.php?NewMexicoTech&layout_id=1)

## Question #15

Mechanism that will be used for responding to, and resolving issues of harassment if they arise.

What is the plan to remove the person from the situation? You should tell participants they must believe they are in a safe place to report an incident. They may want to wait until they are back on campus to report to NMT. But, you must find a way to keep them safe while they remain off-campus. Include sub-awardees and collaborative partners.

NMT Title IX office - You will find related policies and procedures here <https://www.nmt.edu/titleix/>



## Question #16

Other Comments or Information that participants may find useful.

You may want to include local police and medical services numbers. For international trips, it is wise to include embassy/consulate contact information if not already provided.



# Submit your Plan

Do NOT submit your plan to the funding agency unless your RFP requires you do so. Submit your plan when you submit your proposal to Judy McShannon, [Judith.mcshannon@nmt.edu](mailto:Judith.mcshannon@nmt.edu)

**Once funded, you must give this plan to every participant before conducting the off-site research.**



# Template

<https://nmt.edu/research/forms.php>

