

Project-Specific Plan Template

Plan Date and Version	
NSF Grant Number	
Principal Investigator Name and Contact Info (include cell and/or email)	
Off-campus Location	
Description of off-campus research activity (fieldwork, research activities on vessels or aircraft, work in an off-campus location, etc.)	
Estimated Departure Date	
Estimated Return Date	
Will participants have regular internet or cell service available? <i>(If no, what alternate arrangements are in place for participants to report suspected misconduct?)</i>	
Will participants from other entities (governmental, company, sponsor, educational institutions, subrecipients) be involved? <i>If yes, are there any special arrangements needed to make sure any misconduct involving these individuals is reported?</i>	
Recommended contact for any suspected misbehavior <i>(note: participants remain free to use this contact or any other contact they prefer to report misconduct including contacts on the following pages)</i>	
Are there any special circumstances that necessitate special plans? <i>(e.g., participants are at sea without ability to make contact with land, only a single satellite phone is available for the group, no local transportation to a safe space is likely to be available, variance in cultural norms might necessitate advance awareness training)</i> . If yes, describe those circumstances and the arrangements in place to assure misconduct can be reported or safe alternatives made available.	
Other comments or information that participants may find useful.	

Plan Dissemination:

This plan must be disseminated to all individuals participating in the off-campus or off-site research prior to departure. The listed PI is responsible for ensuring each individual is provided with a copy of this plan prior to departure. The listed PI is responsible for making any updates to this plan should they be necessary and keeping an updated plan on file. Department heads are encouraged to review plans prior to signing off on proposals.