



Safe and Harassment-free Fieldwork (SAHF) Project-Specific Plan (cannot exceed 2 pages)

Rowan University is dedicated to promoting a respectful, healthy, and safe work environment free from harassment. Expectations for professional behavior apply equally to faculty, staff, students, and visitors, whether they are on campus or participating in academic activities at remote or off-site locations. All research and scholarly efforts are expected to align with the University's values and conduct policies.

If a project involves off-site or off-campus research, Principal Investigators (PIs) must check “off-campus or off-site research” on the NSF Cover Sheet. Certain solicitations also require the PI to upload a SAHF plan as part of their proposal submission – in those cases, the PI should fill out this document to outline their Safe and Harassment-free Fieldwork Plan for off-campus or off-site research activities for this project in accordance with NSF requirements.

Principal Investigator (PI):

Project Title:

Location of Off-Campus/Off-Site Research:

1. Provide a description of the physical setting and social context in which fieldwork is conducted. Highlight any unique difficulties encountered in these environments, such as logistical, environmental, or interpersonal challenges. Additionally, outline any strategies or preparations made in advance to address these potential issues and support effective team collaboration.
2. Describe the steps the PI will take to nurture a safe and harassment-free off-campus or off-site working environment.
3. Describe the process for making incident reports related to issues of harassment or misconduct. The following reporting and other resources are available at Rowan:

- [Sexual Misconduct/Title IX](#)

- [Complaint Processes and Procedures](#)
- [Counseling & Psychological Services \(CPS\)](#)
- [Rowan University Police Department](#)
- [Human Resources](#)

Please note any additional available resources (if any):

4. Describe the communication process and procedures within the off-site team and to the organization in a way that minimizes singular points within the communication pathways (such as access to personal cell phones or computers and/or access to regular internet or cell service).

5. Describe any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment.

6. Describe how this plan will be disseminated to individuals participating in off-campus or off-site research prior to departure (including dissemination timeline and dissemination to subrecipients or other collaborators):

Certification:

By signing below, the PI certifies that this plan will be disseminated to all participants in the off-campus or off-site research activity upon award and prior to off-campus or off-site departure. This includes personnel added to the project at a later date.

PI Signature: _____ Date: _____