



Division of Environmental Biology Virtual Office Hour

Safe and Inclusive Fieldwork (SAIF) plans and other changes to proposal submission you need to know

Please submit questions via the Q&A button available to you on Zoom.

Please set to "Send anonymously"

November 13, 2023

Welcome!

Division of Environmental Biology

NSF staff in attendance today:

- Leslie Rissler – DEB / Evolutionary Processes
- Colette St. Mary – IOS / Behavioral Systems
- Jean Feldman - Head, Policy Office, Division of Institution and Award Support
- Jessie Crain – GEO Antarctic Research Support Manager

- Jeremy Wojdak (host) – Population and Community Ecology
- Chris Balakrishnan – Systematics and Biodiversity Science

Facilitators – Christina Washington, Megan Lewis and Bill Lawson



DEB Virtual Office Hour

DEB Office Hours: second Monday of each month, 1-2pm Eastern

Upcoming Topics:

December 11: Introduction to the Directorate for Technology, Innovation and Partnerships (TIP)



DEB Blog posts upcoming topics, registration, and recap posts

<https://debblog.nsfbio.com/office-hours/>

DEBrief

Blog of the Division of Environmental Biology, NSF

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Office Hours

Join us the **second Monday of each month from 1pm-2pm Eastern Time** for the Division of Environmental Biology's (DEB) Virtual Office Hours. Representatives from each of the four clusters will be available to discuss specific programs and funding opportunities. There will then be an open question and answer period – questions can be on any NSF or DEB topic.

Join us remotely and bring your questions! Please use the registration link below to set up your



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AUGUST 21, 2023 BY DEB SCIENCE STAFF

8/14/23 Virtual Office Hours Recap: Things I wish I learned earlier about NSF

The Division of Environmental Biology (DEB) held its latest Virtual Office Hour on August 14, 2023. Program Officers discussed things they've learned during the transition from Principal Investigator to NSF Program Officer, helpful tips and tricks when applying for NSF funding, common misconceptions about the Merit Review Process, and more. We host these office hours 1-2pm EST on the 2nd Monday of every month. There is a designated theme each time, but attendees are welcome to ask about other NSF-related topics. Program Officers (POs) from different research areas are present at each Virtual Office Hour, so a wide range of scientific perspectives are represented.

The presentation slides, recording, and other documents are available here:

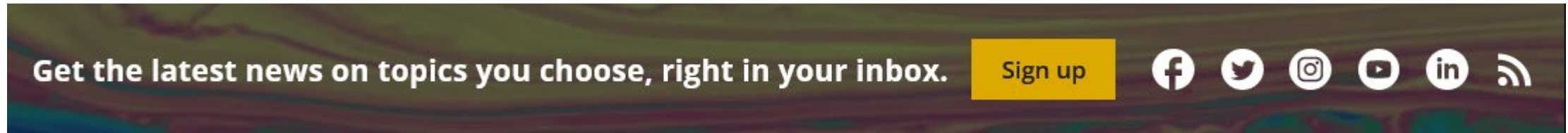


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BIO News and Updates

Visit www.nsf.gov and scroll down until you see the Sign up and social media banner, click on the yellow box, and follow the prompts.



Volunteer to review:

<https://www.surveymonkey.com/r/DEBexpertise>



Recent and Upcoming Funding Opportunities

Find links to all recent solicitations and DCL at the left side of the BIO webpage under Funding

Remember – Many BIO solicitations have no deadlines and no submission limits.

- NSF 23-549, 23-548, 23-547 – DEB, IOS, and MCB Core Programs - **No deadline**
- NSF 22-591 – Opportunities for Promoting Understanding through Synthesis (OPUS) – **No deadline**
- NSF 23-620 – Postdoctoral Research Fellowship in Biology – **Deadline Nov 29**
- NSF 22-513 – Organismal Response to Climate Change (ORCC) – **Deadline Dec 13**
- NSF 23-514 – Research and Mentoring for Postbaccalaureates in Biological Sciences – **Deadline Jan 18**
- DCL 23-096 – Future Proofing Plants to a Changing Climate
- DCL 23-160 – STEM Access for Persons with Disabilities
- [BIO 18-001](#) – Biological Sciences Temporary/Rotator Program Officer



ALL NSF Submissions

- Starting October 23, 2023: PIs and other senior personnel are required to use the SciENCv format only for preparation of the Biographical Sketch and Current and Pending support



Check out the DEB Blog for more information

<https://deblog.nsfbio.com/>



Safe and Inclusive Fieldwork (SAIF) Pilot

1. What's the difference between the NSF-wide requirement for off-campus or off-site research certification and the SAIF Pilot?
2. When do I have to submit a SAIF Plan?
3. What is in a SAIF Plan and how are they reviewed?



Proposal & Award Policies & Procedures Guide (PAPPG)

NSF 23-1: Effective for proposals submitted or due on or after January 30, 2023

Chapter II.E.9, Safe and Inclusive Working Environments for Off-Campus or Off-Site Research, describes the new requirement for the AOR to certify that an organization has a plan in place for safe and inclusive research for any proposal that proposes to conduct off-campus or off-site research. This section also provides considerations for plan development, communication, and dissemination.





What does NSF define as "off-campus" or "off-site"?

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



Where do I check and/or sign?

Proposal Cover Page – last box should be checked

THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW

- TYPE OF PROPOSAL _____
- COLLABORATIVE STATUS _____
- BEGINNING INVESTIGATOR
- DISCLOSURE OF LOBBYING ACTIVITIES
- PROPRIETARY & PRIVILEGED INFORMATION
- HISTORIC PLACES
- LIVE VERTEBRATE ANIMALS IACUC App. Date _____
PHS Animal Welfare Assurance Number _____

- HUMAN SUBJECTS _____ Human Subjects Assurance Number _____
Exemption Subsection _____ or IRB App. Date _____
- FUNDING OF INT'L BRANCH CAMPUS OF U.S. IHE
- FUNDING OF FOREIGN ORGANIZATION OR FOREIGN INDIVIDUAL
- INTERNATIONAL ACTIVITIES: COUNTRY/COUNTRIES INVOLVED _____
- POTENTIAL LIFE SCIENCES DUAL USE RESEARCH OF CONCERN
- OFF-CAMPUS OR OFF-SITE RESEARCH

Proposal Certification Page – AOR signature

Certification Regarding Safe and Inclusive Working Environments for Off-Campus or Off-Site Research

(This certification applies only to proposals in which data/information/samples are being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.)

By electronically signing the Certification Pages, the Authorized Organizational Representative is certifying that, in accordance with the NSF Proposal & Award Policies and Procedures Guide, Chapter II.E.9, the organization has a plan in place **for this proposal** regarding safe and inclusive working environments.

AUTHORIZED ORGANIZATIONAL REPRESENTATIVE

SIGNATURE

DATE




PAPPG certification requirement

9. Safe and Inclusive Working Environments for Off-Campus or Off-Site Research

It is NSF policy (see Chapter XI.A.1.g.) to foster safe and harassment-free environments wherever science is conducted. NSF's policy recognizes that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. Accordingly, for each proposal that proposes to conduct research off-campus or off site⁴⁴, the AOR must complete a certification⁴⁵ that the organization has a plan in place for that proposal that describes how the following types of behavior will be addressed:

- 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.



This plan should also identify steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, such as mentor/mentee support mechanisms, regular check-ins, and/or developmental events

Communications within team and to the organization should be considered in the plan, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone), and any special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment should be taken into account. The process or method for making incident reports as well as how any reports received will be resolved should also be accounted for.

The organization's plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research prior to departure. Proposers should not submit the plan to NSF for review.



Summary – for proposals with data/information/samples collected off-campus or off-site

- 1) Checkbox on Cover Page – marked if any off-campus or off-site research is proposed (*effective as of 30 Jan 2023*)
- 2) Chapter II.E.9 of PAPPG – Safe and Inclusive Working Environments for Off-Campus or Off-Site Research - new stipulation associated with AOR certification indicating that an organization has a plan in place if work proposes off-campus or off-site research (*effective as of 30 Jan 2023*)
- 3) BIO and GEO SAIF Pilot - 2-page Supp Doc that will be reviewed as part of the Broader Impacts merit review criterion of each proposal with off-campus or off-site research (*effective date depends on solicitation*)



Which solicitations participate in the SAIF Pilot?

Directorate	Solicitation	Name of Program
GEO	23-539	Cultural Transformation in the Geoscience Community
GEO	23-540	GEOPATHs
GEO	23-572	Arctic Research Opportunities
BIO	23-549	DEB core solicitation
BIO	23-547	IOS core solicitation
BIO	23-548	MCB core solicitation
BIO	23-542	Biodiversity on a Changing Planet
BIO	23-559	Plant Genome Research Program
BIO	23-580	Infrastructure Capacity for Biological Research
BIO	23-578	Infrastructure Innovation for Biological Research
BIO/GEO	23-616	Ecology and Evolution of Infectious Disease
OISE	23-577	Global Centers



SAIF Plans must include

- brief description of the field setting and unique challenges for the team
- steps the proposing organization will take to nurture an inclusive off-campus or off-site working environment, including processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct, trainings, mentor/mentee mechanisms and field support that might include regular check-ins, and/or developmental events;
- communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway (e.g., there should not be a single person overseeing access to a single satellite phone); and
- the organizational mechanisms that will be used for reporting, responding to, and resolving issues of harassment if they arise.



Reviewers must evaluate SAIF Plans within Broader Impacts criterion

- Is there a compelling plan (including the procedures, trainings, and communication processes) to establish, nurture, and maintain inclusive off-campus or off-site working environment(s)?
- Does the proposed plan identify and adequately address the unique challenges for the team and the specific off-campus or off-site setting(s)?
- Are the organizational mechanisms to be used for reporting, responding to, and resolving issues of harassment, should they occur, clearly outlined?

