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

This plan relies on University of Tennessee’s and collaborators’ established guidance (policies, training, offices, etc.) to assist employees and researchers as they conduct work.

**Sub-awardees and other collaborators**:LIST SUBAWARDEES OR COLLABORATORS WHO WILL BE WORKING ON THIS PROJECT

**Off-site/Off-campus Location(s):** ADD LOCATIONS FOR PERFORMANCE OF WORK

**Field setting and unique challenges for the team:** ADD INFORMATION ABOUT THE FIELD SETTING AND ANY UNIQUE CHALLENGES FOR THE TEAM

**Steps to nurture inclusive off-campus or off-site environment**

University employees on the project team will complete the following training:

* “UTK Compliance Training” in K@TE (includes Title IX, Code of Conduct, Title VI)
* Responsible Conduct of Research training (see [Division of Research Integrity and Assurance](https://research.utk.edu/research-integrity/research-integrity-responsible-conduct-of-research/))
* Add project-specific, if applicable

The Principal Investigator will disseminate the Plan to individuals participating in the off-campus or off-site research prior to departure. IF APPLICABLE PROJECT TEAM CONTACTS FOR OFF-SITE WORK will be posted at (location)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Communication process within the team** will include:ADD INFORMATION ABOUT THE COMMUNICATION PATHWAY SO THAT THERE IS NOT A SINGLE PERSON OVERSEEING ACCESS TO RESOURCES NEEDED WHILE IN THE FIELD OR OFF-CAMPUS

**Communication outside the team:** Team members have multiple ways to contact the University. See PROJECT TEAM CONTACTS page. If a student will travel overnight and will (1) stay in lodging paid by the university or (2) use a space being leased or controlled by the university, a Clery Act form at <https://clery.utk.edu/student-organizations/> will be completed **before travel occurs**.

**Reporting**: If the following types of behavior are encountered during the project (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**; the issue will be addressed as follows:

* Suspected violations will be reported to the Principal Investigator (PI), supervisor, and/or law enforcement officials, as appropriate. (See PROJECT TEAM CONTACTS.)
* Employee can direct specific ethical or compliance questions to UT’s director of compliance at comply@tennessee.edu.
* Almost all University employees are mandatory reporters for suspected violations of Title IX (*which covers Sexual Harassment, Sexual Exploitation, and Retaliation*) and will report them in accordance with University policy <https://titleix.utk.edu/faculty-and-staff/mandatory-reporters/>
* Employees will report possible violations of Title VI (*with covers Discrimination*) in accordance with procedure at: https://dae.utk.edu/eoa/title-vi-plans/

Reported issues will be resolved in accordance with University guidance and authorities indicated, above. If a team member is concerned an issue is not adequately resolved, they can contact the appropriate office, above, or the university’s director of compliance at comply@tennessee.edu.

If a team member believes a suspected violation falls under the Clery Act, they may contact the Clery Coordinator at clery@utk.edu. (If a team member is classified as a Campus Security Officer, they are required to report certain offenses and are trained on the process.)

**PROJECT TEAM CONTACTS**

**For Off-site Work on project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Investigator**: NAME, email, phone

ADD CO-PIs/OTHER TEAM LEADERS, AS NEEDED

**University of Tennessee Contacts:**

* **UTK Campus Police** 865-974-3111 (Emergency) 865-974-3114 (Non-Emergency)
* **Environmental Health & Safety** 865-974-5084 <https://ehs.utk.edu/index.php/table-of-policies-plans-procedures-guides/offsite-safety/>
* **Distressed Employee Hotline** 865-946-CARE (2273)
* **UTK Division of Research Integrity & Assurance** researchintegrity@utk.edu<https://research.utk.edu/research-integrity/>

*Information about Responsible Conduct of Research, Research Security, or Research Misconduct*

* **UTK Office of Ombuds** <https://ombuds.utk.edu/> 865-974-6273

*Office help faculty, staff, & graduate students navigate challenges related to their experience at UT*

* **Title IX Office** <https://titleix.utk.edu/> 865-974-9600After hrs:865-974-4357

*Help and reporting related to Sexual Harassment, Sexual Exploitation, and Retaliation*

* **Title VI** **Office** <https://dae.utk.edu/eoa/title-vi-plans/> 865-974-2498

*Help and reporting related to Discrimination*

* **UT Institutional Compliance** <https://audit.tennessee.edu/compliance/>  1-855-461-2771

 <https://audit.tennessee.edu/report-concerns/>

*Compliance hotline and other system-wide university compliance information*

ADD BELOW, AS APPLICABLE

For **International** work:

* UTK Center for Global Engagement <https://cge.utk.edu/utkinternational/> 865-974-3177
* UTK Export Control utkexportcontrol@utk.edu 865-974-0232
* U.S. Dept. of State Smart Traveler Enrollment Program <https://step.state.gov/step/> and travel advisories <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Work with **Animal Subjects**: IACUC office <https://iacuc.utk.edu/> 865-974-3631

Work with **Human Subjects**: <https://research.utk.edu/research-integrity/human-research-protection-program/contact-us/> utkirb@utk.edu 865-974-7697

***Partner Information and/or Project-specific law enforcement, embassy, and/or safety contacts:***

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