**TEMPLATE FOR THE INTERNAL GRANT-SPECIFIC PLAN**

NOTE: NSF limits the plan length to 2 pages. This template is for internal use and will be abbreviated for submission to NSF. Specifically, the plan submitted to NSF will consist of the “Content of the Plan” section. The other information included in this internal template will likely be included elsewhere in the grant application and does not need to be repeated in this plan.

**Grant Information**

Funder Name:

Opportunity Name/Number:

Submission Deadline:

Expected Dates of Grant Period/Off-campus Work

Name of Principal Investigator/Project Director:

Name(s) of Key Personnel:

Name(s) of Student Participants:

Location of Valpo policies and resources:

**Off-Campus/Off-Site Location Information**

Partnering/Hosting Institution:

Address:

Phone/Email:

Contact Person at Partnering/Hosting Institution:

Location of Partnering/Hosting Institution’s Policies:

How to Contact Security/Police and Emergency Medical Services (Institutional and/or Community):

How to Contact Medical/Mental Health Services:

**Reporting Requirements/Resolution Resources**

If the situation involves only Valpo Personnel:

* Report per Valpo Policies and
* Report per Host Institution Policies, as appropriate

If the situation involves Valpo and Host/Other Personnel:

* Report per Valpo Policies and
* Report per Hosting Institution Policies

**Plan Review and Approval**

The plan must be included in the GPAF Internal Review Packet that is routed through various institutional officials.

Date of Fully Executed GPAF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Member Training**

The Principal Investigator/Project Director must assure that all team members are trained regarding the plan for the work being funded by the grant and related issues. Use the form to document team trainings and submit a copy of the form to Finance for inclusion in the grant file.

**Content of Plan (This section is to be submitted to NSF in two pages)**

1. Briefly describe the field setting and unique challenges for the team **for this project**, including potential concerns of members of traditionally marginalized groups.
2. Describe how the following behaviors will be addressed for personnel working off-site at any time **for this project**: 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.
3. Describe how the following behaviors will be addressed for personnel working off-site at any time **for this project**: Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.
4. Identify steps the PI and team will take to nurture an inclusive working environment **for this project**. (NSF examples include: trainings, processes to establish shared definitions of roles and responsibilities, culture, codes of conduct, field support, mentor/mentee support mechanisms, regular check-ins, developmental events.)
5. Describe how the PI will ensure all affected employees have access to this **project-specific plan** and related resources before off-campus work begins.
6. **For this project**, describe how communications within the team and to Valpo and/or the host institution will be handled, minimizing singular points within the communications pathway (e.g., a single person overseeing access to a single satellite phone).
7. Describe how special circumstances such as the involvement of multiple organizations or the presence of third parties in the working environment will be taken into account in supporting a safe and inclusive work environment **for this project.**
8. Describe the process or method for making incident reports as well as how reports will be responded to and how issues will be resolved.

**TEAM MEMBER TRAINING**

**INSTRUCTIONS TO PI/PD:** Team members must be provided with a copy of the full Internal Plan. This form should be expanded to document all trainings provided. If a type of training does not apply to this project, write N/A in that section.

**Team Training regarding the Project-Specific Plan Conducted by the PI/PD**

Date:

Location:

Names and Signatures of Team Members:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Training Regarding Topics Covered by this Policy Conducted by Existing Valparaiso University Resources**

Date:

Location:

Trainer:

Names and Signatures of Team Members:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_