

# NU-RES Summer 2023 Workshop Session 2, 10:45 AM – 11:30 AM

## A Multi-Perspective on Safe and Inclusive Off-Site Work Environments

### Presenters:

Tessa Seales, Research Security Analyst

Liz Magee, Business and Operations Manager – Marine Science Center

Mark Jannoni, Assistant Vice President for University Equity and Compliance & Title IX Coordinator

Kimberly Wong, Graduate Ombudsperson – Graduate Affairs

Dr. Karl Reid, Senior Vice Provost & Chief Inclusion Officer – Office of

**Northeastern  
University**

### Organizer:

Morgan Fielding, Associate Director of Training & Learning – NU-RES

# Research Compliance

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Presenter:

Tessa Seales, Research Security & Forensic Analyst

NU-RES



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

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NSF's new [PAPPG](#) (Proposal & Award Policies & Procedures Guide), is effective for proposals with off-campus or off-site work on or after January 30, 2023. The PAPPG requires researchers to certify that they have a plan for creating and maintaining [Safe and Inclusive Working Environments for Off-Campus and Off-Site Research](#) for that project.

**Definition:** *NSF defines “off-campus or off-site research” for the purposes of this requirement as “data/information/ samples being collected off-campus or off-site, such as fieldwork on research vessels and aircraft.”*

# Instructions for NSF Principle Investigators

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1. Determine whether any “off-campus or off-site research” will occur on the NSF-funded award.
2. Complete the NSF Safe and Inclusive Working Environment (SAI) Plan for Off-Campus or Off-Site Research: Safe & Inclusive Working Environment Plan
3. Distribute the SAI Plan to everyone who will participate in the off-campus or off-site research activity prior to those individuals leaving campus to engage in the off-site or off-campus research.
4. Retain documentation of who received the plan and the plan itself in their personal grant files or in the departmental grant file.

**IMPORTANT:** The plan should not be submitted to NSF unless requested.

# Safe & Inclusive Working Environment Plan: Required Elements

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1. A brief description of the field setting and unique challenges for the team;
2. The 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;
3. Communication processes within the off-site team and to the organization(s) that minimize singular points within the communication pathway; and
4. The organizational mechanisms that will be used for reporting, responding to, and resolving issues of harassment if they arise.

# Are SAI Plans required for all NSF proposals with off-campus or off-site research?

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- Yes, SAI Plans are required for all NSF proposals with off-campus or off-site research.
- Currently only NSF's BIO and GEO proposals are requiring the submission of a SAI Plan that will be considered as part of the Broader Impacts criteria during the review process.
- The plan should not be submitted for any other NSF directorate unless specified in the FOA. The PI must have the plan on file and be ready to provide it to NU or NSF upon request.

# Compliance Check

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- ✓ PI acknowledges that there will be off-campus or off-site research involved in their project.
- ✓ PI completes a Safe and Inclusive Working Environment Plan for Off-Campus or Off-Site Research.
- ✓ Prior to departing for the off-site or off-campus research, PI distributes the SAI plan to all members of the team. PI maintains a record confirming everyone has read, understood and approves of the SAI plan.
- ✓ PI maintains a record of the SAI plan in their files and/or departmental grant files.
- ✓ \*PIs with BIO & GEO proposals submit the SAI plan to NSF\*



# Northeastern University's Marine Science Center



Presenter:

Liz Magee, Business & Operations Manager

Marine Science Center





# Academic Perspective: Field Safety Plan Development

- **Department of Marine and Environmental Sciences:**
  - Unique field activates
  - Very active DE&I committee
    - faculty, staff, UG and graduate students
- **Inception:**
  - DE&I Committee and Graduate student experience
  - Focus on principles and practices for equitable fieldwork
- **Interest and expansion:** NSF requirements for field safety plans



# Current work:

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- Meeting group → formal committee
- Field Futures Workshop – May 18
- Development of MES Department Field Safety Plan template



# Future work:

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- Coordinate with central offices –
  - Risk, OGC, OARS, Title IX, NU-RES, etc.
- Share process and tools with other colleges and departments for adoption





Northeastern University  
Marine and Environmental Sciences

Thank you!

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Contact:

Liz Magee

[e.magee@northeastern.edu](mailto:e.magee@northeastern.edu)





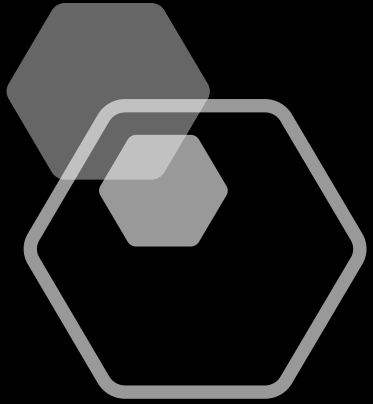
A photograph of a modern, curved glass-walled building at dusk. The building's interior lights are on, and its reflection is visible in the glass. In the foreground, a paved path curves through a green lawn, with several people walking. Trees with autumn foliage are visible on the right side of the frame. A semi-transparent dark rectangle with white corner brackets is overlaid on the center of the image, containing the title text.

# Introduction to

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## Office for University Equity and Compliance





## The Office for University Equity and Compliance

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Responsible for leading efforts to maintain the Northeastern's compliance with federal and state laws related to sexual misconduct and discrimination or harassment based on a protected category.

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We offer the Northeastern community a place to discuss and report issues and concerns regarding discrimination and harassment and provide multiple pathways towards a resolution, including investigations through a formal resolution process.



## Policy on Equal Opportunity

- Prohibits discrimination based on race, color, religion, religious creed, genetic information, sex, gender identity, sexual orientation, age, national origin, ancestry, veteran or disability status.

## Policy on Sexual and Gender-Based Harassment + Title IX

- Prohibits sexual harassment, sexual assault, intimate partner violence, sexual exploitation, stalking

## Policy on Non-Fraternization

- Prohibits romantic/sexual relationships where there is a difference in power/position



# Non-Retaliation Policy

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The University wants everyone to feel safe and comfortable reporting an allegation of discrimination.

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Community members are protected from retaliation for reporting discrimination.

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All parties participating in an investigation or disciplinary process including witness.

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# Mandated University Reporters

All faculty and staff :

1. **Must** promptly report any and all information you receive pertaining to allegations/complaints of discrimination, including sexual misconduct
2. Ensure that the person reporting is safe
3. Encourage the student to report or seek assistance
4. **May not** make promises of confidentiality

*It is not your responsibility to investigate whether discrimination has occurred.*

# Assessing a Complaint

## What is a complaint?

- Any information you receive, from whatever source, that indicates discrimination has occurred regardless of geographic location of the incident.
- It does not have to be directly from the Complainant.
- It does not have to be specific or detailed.

## When, where, and what do I report?

- As soon as possible after receiving information that is or may be a complaint.
- To OUEC and/or first responders (NUPD)
- As much information as was provided to you, including names of those identified to you.
- When in doubt, REPORT!

# Private Reporting Options

## 1. The OUEC

AVP & Title IX Coordinator: Mark Jannoni,  
m.jannoni@northeastern.edu or [ouec@northeastern.edu](mailto:ouec@northeastern.edu)

## 2. First Responders

### Boston: NUPD

**Emergency** 617.373.3333; **Non-Emergency** 617.373.2121 (Reporting sexual misconduct to NUPD does **NOT** commit the survivor to future legal action)

### International: International Safety Office

+1.857.214.5332 or the NUPD 24/7 dispatch center at  
+1.617.373.3333 (emergency) or 2121 (non-emergency).

## 3. Any Mandated University Reporter (faculty or staff)

# Reporting to OUEC

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## Complete an Online Discrimination Complaint Report

- Located at <http://www.northeastern.edu/ouec/file-a-complaint/>
- This report will go directly to the University's AVP & Title IX Coordinator, Mark Jannoni and the OUEC team

## Email: OUEC@northeastern.edu

- Less secure than online reporting form

## Call +1.617.373.4644

## In Person 125 Richards Hall (Boston only)





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# What happens once a report is made?

- OUEC reaches out to Complainant to review reporting, rights, and resources
- Formal Complaint
  - *Complainant or OUEC must file a Formal Complaint alleging a potential Prohibited Offense AND requesting University response*
- Formal vs. Informal Process
  - *Complainant has option to pursue resolution action if Respondent is a community member*



# Scenario Practice

A student tells you that they were sexually assaulted several months ago. The student explains that they already reported the assault to Title IX.

Do you need to report this to the OUEC? (YES)

A colleague who uses “they/them” pronouns informs you that another colleague in your department constantly uses the pronoun “she” when referring to this person.

Do you need to report this to the OUEC? (YES)

A student shares with you that a PI keeps making comments that women in STEM are a liability because “they could get pregnant any time”.

Do you need to report this to the OUEC? (YES)

# Office for University Equity and Compliance

Mark Jannoni

**Assistant Vice President & Title IX Coordinator**

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Richards Hall #125

[www.northeastern.edu/ouec](http://www.northeastern.edu/ouec)

[\\_ouec@northeastern.edu](mailto:_ouec@northeastern.edu)

#617.373.4644

Northeastern University

# Supporting the Global Community: Offices of the University Ombuds

## NU-RES SUMMER 2023 WORKSHOP Presented by

Diane Levin, J.D., CO-OP®  
Ombuds for Faculty and Staff

Kim Wong, Ph.D.  
Ombuds for Graduate Students

June 8, 2023

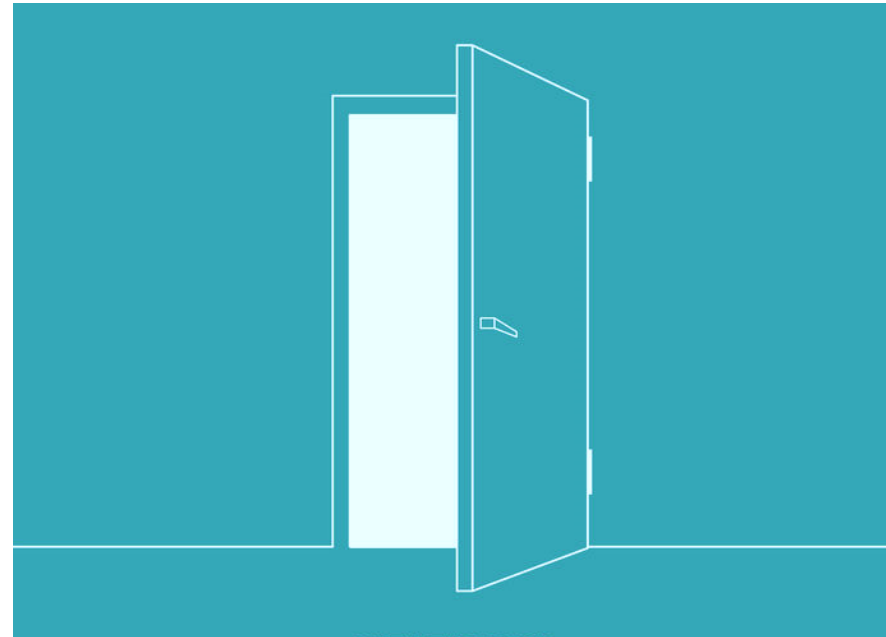


# University Ombuds Offices

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**A confidential, impartial, independent resource since 2011**

- Provides a safe and informal space to discuss and address your concerns
- Supports University faculty, graduate students, and staff
- Helps foster a safe and inclusive environment for all



# Overcoming Barriers to Seeking Help

## Two Barriers for Ombuds Office Visitors

- Lack of knowledge of resources
- Fear of “bad consequences” or retaliation

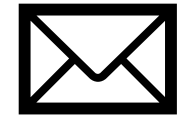
## The Role of the Ombuds

- Empower and help you regain autonomy
- Explore resources and options





# Contacting the Ombuds Offices



## Ombuds Office for Faculty and Staff:

Diane Levin, J.D. (she/her)  
013 Cullinane Hall, Boston Campus

Office: 617.373.3362  
Mobile: 351.207.0220  
[d.levin@northeastern.edu](mailto:d.levin@northeastern.edu)

[provost.northeastern.edu/ombuds/](http://provost.northeastern.edu/ombuds/)

## Graduate Ombuds Office:

Kimberly Wong, Ph.D. (she/her)  
027 Cullinane Hall, Boston Campus

Office: 617.373.6904  
Mobile: 617.545.7989  
[ki.wong@northeastern.edu](mailto:ki.wong@northeastern.edu)

[northeastern.edu/graduateombuds](http://northeastern.edu/graduateombuds)

# The Office of Diversity, Equity, and Inclusion (ODEI)

Infusing DEI into all facets of Northeastern's  
Global University System

**Karl W. Reid, Ed.D.**

Chief Inclusion Officer

Director, Engineering PLUS Alliance

Professor of the Practice



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**WHY?**

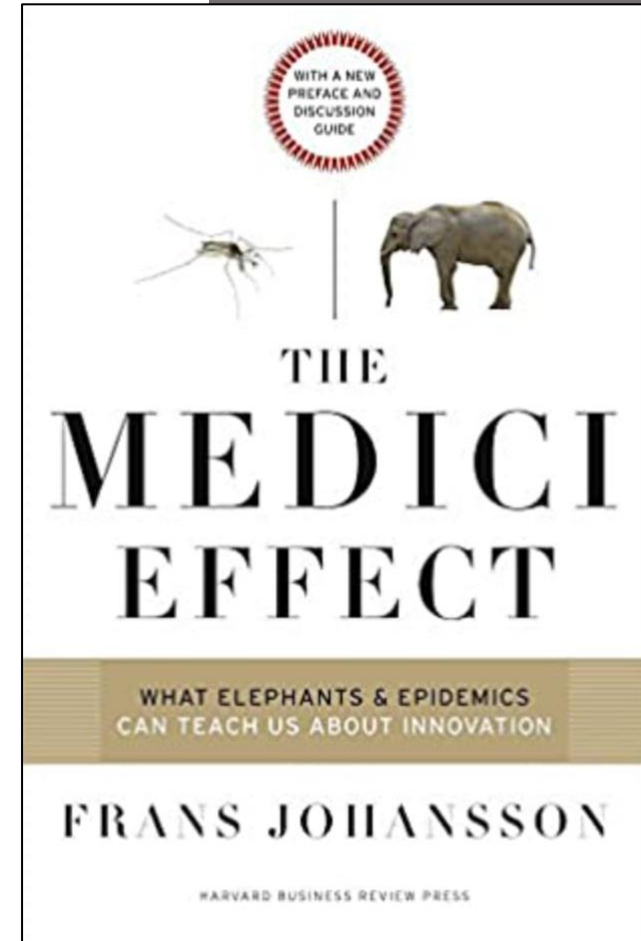


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# WHY THIS MATTERS?

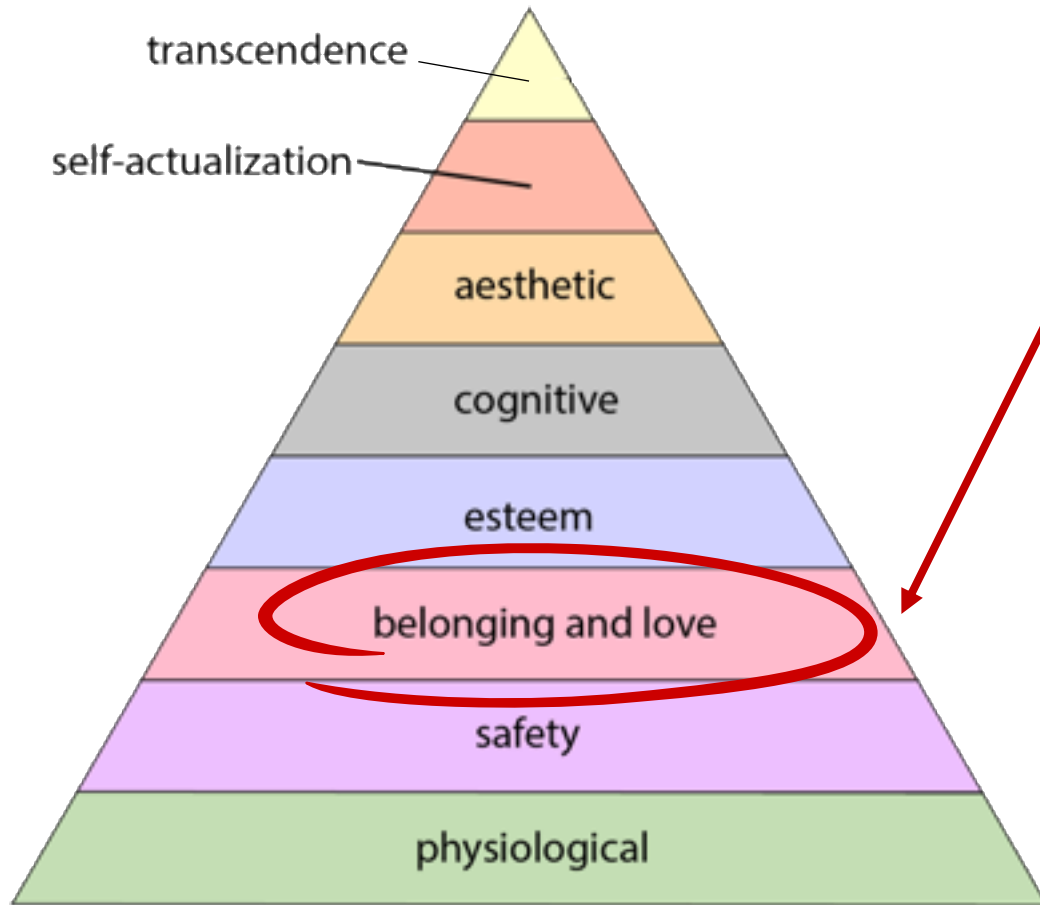
Innovation occurs at **DIVERSE** intersections

“The best chance of coming up  
with **great new ideas** is when we mix  
diverse perspectives,  
fields, cultures, and backgrounds”



# BELONGING

## is One of Our Essential Needs



### The need for interpersonal relationships

- Friendship
- Intimacy
- Trust
- Acceptance
- Receiving and giving affection and love
- **Affiliating, being part of a group (family, friends, school, work)**



## 2021 DIVERSITY AND EQUITY SURVEY

*Methodology, Findings, and Considerations for Action*  
With Appendices A-I

*Northeastern University*  
*March 2022*

## Prioritizing **BELONGING**

*“Overall, creating a stronger sense of belonging within groups and across the university should be a critical focus area for the coming years.”*

- *Major Takeaway from 2021 D&E Climate Survey Findings*

## OUR COMMITMENT TO INCLUSIVE IMPACT

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Northeastern University is committed to creating a **welcoming and inclusive community** where individuals **of all identities, backgrounds, and experiences** can thrive, have a strong sense of **belonging**, and achieve academic, **research**, and professional success



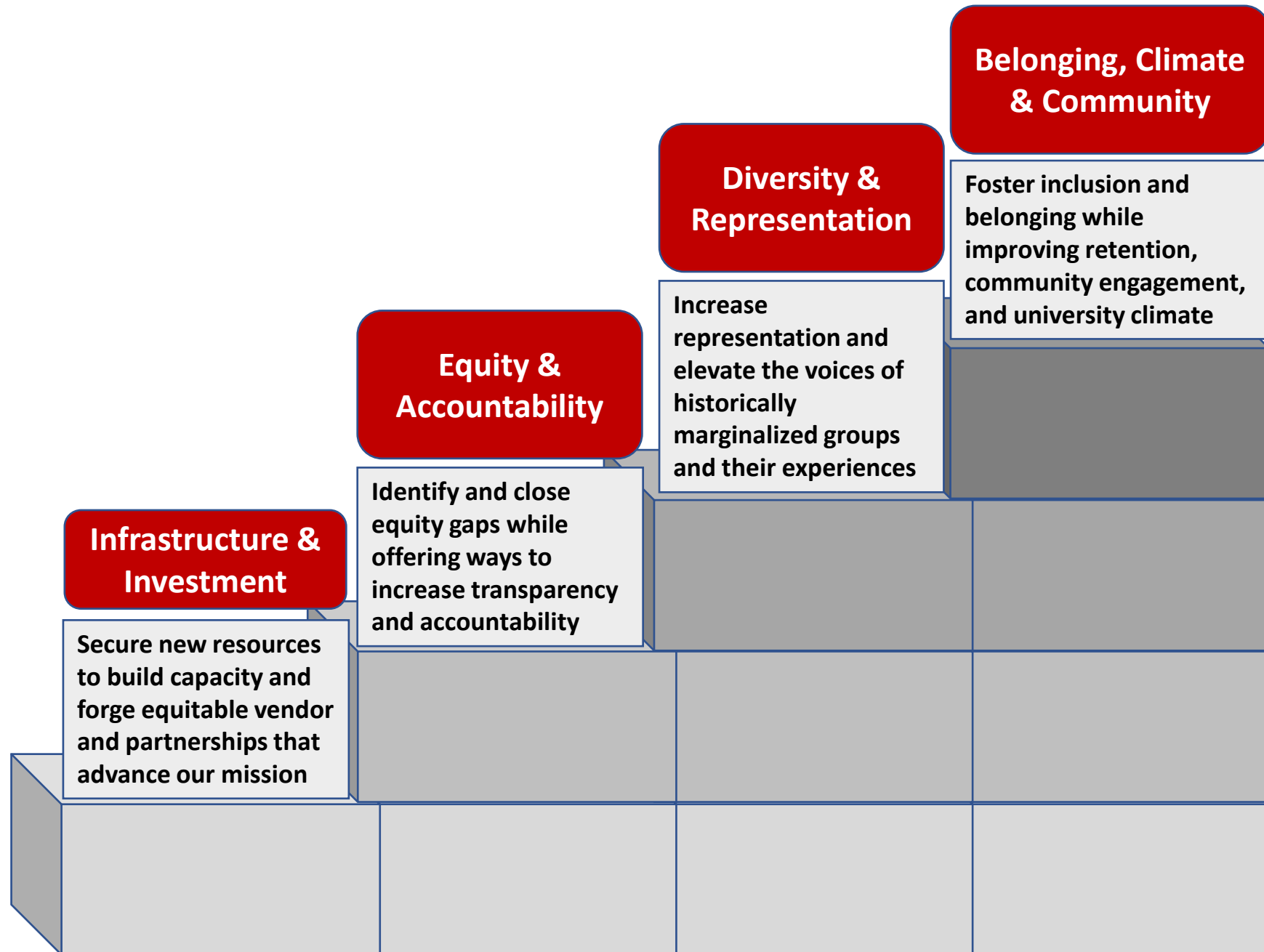
# HOW?

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# The Building Blocks to INCLUSIVE IMPACT



# THE OFFICE OF DIVERSITY, EQUITY, AND INCLUSION

## Team Members



**Cecilia Akuffo**

*Director of Communications & Events*



**Melissa Berry-Woods, PhD**

*Director of Student Diversity & Success*



**Donathan Brown**

*Vice Provost, Faculty Diversity*



**Niki Long**

*Program Assistant*



**Christine McDade**

*Executive Assistant to the CIO*



**Rosa Rodriguez Williams**

*Executive Director*



**Karl W. Reid, EdD**

*Chief Inclusion Officer*



**Lisa Susser**

*Manager – Network Diversity*



# The Office of Diversity, Equity, and Inclusion: **WHAT WE DO**

**Direct and Consultation Services, in partnership with others to**

- Lead and support DEI action planning
- Design and deliver training/learning opportunities
- Develop, promote and coordinate strategic DEI communications
- Facilitate dialogues and host listening sessions
- Refer bias incidents
- Conduct equity audits
- Sponsor and support events
- Provide grants
- Institutionalize accountability measures



# We offer **NUMEROUS** resources to **LEARN** and experience **BELONGING** ([diversity.northeastern.edu](https://diversity.northeastern.edu))

## ADA Accommodations

Information and forms

## All Gender Restrooms

Availability and map

## Campus Accessibility

Accessible entrances and parking

## 2021 Diversity & Equity Climate Survey Report

## Hiring for Diversity

Resources for Managers

## Diversity Data

Information on how to request institutional data

## Lactation Spaces

Reserve a space

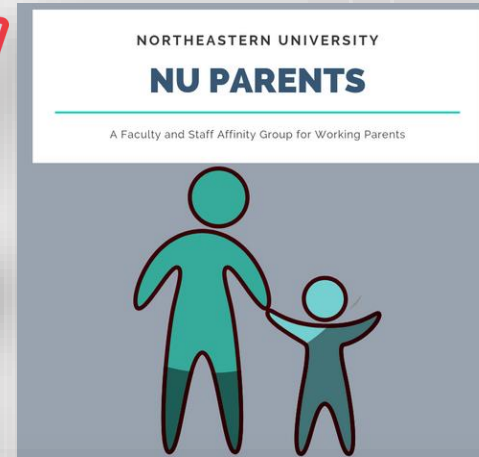
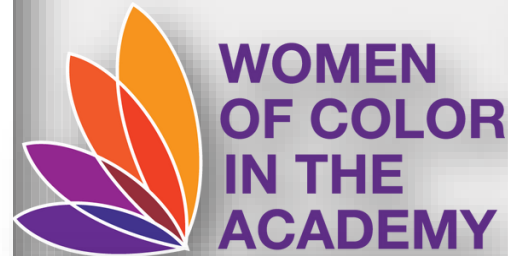
## Anti-Racism Resources

Resources for students, staff & faculty

## Racial & Cultural Literacy Training

FAQs

From conferences, to programs and affinity groups, Northeastern offers many opportunities to deepen cultural and racial literacy and understanding, and to get and stay connected



LGBTQA+ Faculty & Staff Affinity Group

The ODEI website provides a growing number of resources to increase access, belonging, and understanding

# Advancing Antiracism, Diversity, Equity, and Inclusion in STEMM Organizations

Beyond Broadening Participation

# Get Involved

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[www.diversity.northeastern.edu](http://www.diversity.northeastern.edu)



[diversity@northeastern.edu](mailto:diversity@northeastern.edu)



[@NortheasternDI](https://twitter.com/NortheasternDI)



[@Northeasterndiversity](https://www.instagram.com/Northeasterndiversity)



Northeastern University  
**Diversity, Equity and Inclusion**



Thank you!

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# Additional Q & A

