For RAPSS FP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the guidance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*PI Name*), in addition to the steps listed above, this plan will involve the following, as described below:

1. Please identify the individuals who will participate in the off-site / off-campus activity for **this particular NSF project**. If some of the individuals have not been identified yet, please describe them (e.g., “one or more graduate students to be named at a later date”):

(Left to the document preparer. Important considerations include whether multiple institutions are involved—question #4 below—and whether there will be undergrad and/or broader community participation.)

1. Please identify (a) steps you will take **on this particular NSF project** to nurture an inclusive off-campus or off-site working environment (e.g., training); (b) processes to establish shared team definition of roles, responsibilities and cultures (e.g., codes of conduct); and (c) field support (e.g., mentor/mentee support mechanisms, regular check- ins, or developmental events):

a. Crew leaders will complete first aid training, CPR/AED certification, and the standard online harassment-prevention training.

b. Participants will be provided with this document and will be required to read, discuss, and affirm (by email) the E&E code of conduct (online) and a project-specific safety manual AND/OR communication plan that defines participant roles.

c. The project communication plan will spell out the means and frequency of check-ins (daily, in most cases).

1. Please articulate how communications within the team and to the organization will be managed **on this particular NSF project** (NSF is especially concerned about minimizing singular points within the communications pathway, such as a single person overseeing access to a single satellite phone):

A project-specific communication plan will be discussed with new participants QUARTERLY/ANNUALLY.

The project DOES/DOES NOT involve remote research in which internet and/or cellular service will be limited.

Per the E&E Code of Conduct, major disagreements can be brought to the graduate program coordinator, program coordinator, chair of the program Student Life and Grievances Committee, department chair, and/or the Senior Associate Dean for Academic Support and Graduate Student Services.

1. Please describe any special circumstances **on this particular NSF project**, such as involvement of multiple organizations or the presence of third parties in the working environment (the process of method for making incident reports, as well as how any reports received will be resolved, should also be accounted for):

Where third parties not affiliated with Rutgers are present during the off-campus activities, they will be fully included in all steps laid out in this document, including discussion of the communication plan and the E&E code of conduct. Contacts at their organization to whom disagreements can be brought (similar to the list above) will be identified and listed in the communication plan.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(PI name)* agree to disseminate this plan to individuals participating in the off-campus or off-site research prior to the commencement of the work. This includes individuals who may be added to the project at a later date.