

Bard College

Off Campus Research Safety Plan Template

As is the policy and requirement of the National Science Foundation (“NSF”), it is Bard College’s policy to foster safe and harassment-free environments wherever research and science is conducted. For all research proposed to the NSF and conducted at an off-campus or off-site location, in accordance with the [NSF policies](#), the Principal Investigator (PI), must develop a plan to describe how a safe and inclusive research environment will be fostered, before the submission of the NSF proposal. In instances where Bard is a sub-awardee and/or Co-Principal Investigator, the research team would follow the policies of the PI’s institution.

The below policy statement and College rules and policies apply to all research at the College but are also specifically incorporated into the plan for the specific research project listed below.

Policy Statement:

Bard College is committed to providing a learning and working environment free from discrimination and harassment. The College is an equal opportunity employer committed to treating all individuals equitably, with respect and dignity. The College prohibits harassment and discrimination in admission, employment, and administration of its programs and activities, on the basis of sex, gender, race (including traits historically associated with race), color, national origin or citizenship, religion, age, disability (including pregnancy-related conditions), gender identity or expression, transgender status, sexual orientation, predisposing genetic characteristics or carrier status, marital or familial status, veteran status, military status, domestic violence victim status, known association or relationship with someone in a protected classification, or any other characteristic protected by federal, state, or local law.

The College embraces plurality; respects divergent viewpoints, and is committed to understanding the rich spectrum of experiences that make up our community. The College seeks to inspire curiosity, a love of learning, idealism, and a commitment to the link between higher education and civic participation. Bard College recognizes and honors diverse traditions of scholarship and research. The College’s approach to learning encourages thoughtful, critical discourse in an environment where intellectual ambition, free inquiry, and creativity can thrive.

The College is dedicated to generating a dialogue that fosters respect and collaboration between people from a wide field of backgrounds, talents, values, and passions.

Applicable Policies:

1. [Non-Discrimination Notice](#)
2. [Anti-Hazing Statement](#)
3. [Bias Incidents](#)
4. [Consensual Relations](#)
5. [Pronoun Guidance at Bard College](#)
6. [Gender-Based Misconduct Policy](#)
7. [Bard College Policy Against Discrimination and Harassment](#)
8. [Employee Handbook](#)
9. [Faculty Handbook](#)

10. Student Handbook
11. Research Misconduct Policy & Procedures
12. Responsible Conduct of Research Training for National Science Foundation Awards: Policy and Procedures
13. Transportation of Students Policy
14. Faculty Research and Travel Funds Guidelines

The following plan is developed for this specific project, as proposed to the NSF.

Project Title: _____

Principal Investigator:

Date proposal submission:

_____ (anticipated or actual)

Specific Plan:

1. The proposed project in this instance is to perform the following research:

[INSERT RESEARCH GENERAL CONCEPT]

2. The Principal Investigator and involved parties, including faculty, staff and students who will be working on the proposed Research are as follows:

[INSERT ALL APPLICABLE NAMES AND POLICIES]

3. Location and Communications

[INSERT INTENDED LOCATION FOR THE RESEARCH AND ANY COMMUNICATION CONCERNS PRESENTED AS WELL AS PROVIDING FOR ADDITIONAL LINES OF COMMUNICATION AS MAY BE NEEDED FOR SUBORDINATES OR THOSE WITHOUT DIRECT ACCESS OTHERWISE]

[EXAMPLE: Communications within team and to the College should be considered in the plan: (1) 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; (2) the process or method for making incident reports as well as how any reports received will be resolved should also be accounted for -THIS SHOULD BE COVERED BY THE APPLICABLE POLICIES; and (3) the College's plan for the proposal must be disseminated to individuals participating in the off-campus or off-site research prior to departure.]

4. Field / Off-Site Support

[How will project participants be actively supported while in the field? How will issues be handled while in the field? (should address mentor/mentee support mechanisms, regular check-ins, and/or developmental events)]

5. Training

Training, as may be appropriate and in accordance with best practices will be required by the College prior to the commencement of any approved and funded Research. Such training may include, but not be limited to, in-person and / or virtual training as related to: (1) diversity, equity, and inclusion; (2) discrimination; and (3) harassment. These trainings may be offered directly by the College or through EVERFI and / or the SUNY Student Conduct Institute, as applicable.

6. Points of Contact

Office of Institutional Support

Johnny Brennan
Director
Office of Institutional Support
Bard College
jbrennan@bard.edu
Phone: 845-758-7264

Office of Safety and Security

Pete Verdesi
Director Safety and Security
Bard College
pverdesi@bard.edu
845.758.7460
845.758.7777 (emergency)

Human Resources

Jeffrey Meade
Director of Human Resources
Bard College
jmeade@bard.edu
845-758-7428

Office of Title IX and Nondiscrimination

Lauren Gretina (she/her)
Dean for Student and Employee Matters, Compliance, and Counsel for Student Affairs
Bard College
nondiscrimination@bard.edu, lgretina@bard.edu
845-758-7542

Deans of Students Office

Kay Shirley
Dean of Students

Sottery Hall, 103
Bard College
kshirley@bard.edu
(845) 758-7454

ADDITIONAL RESOURCES AND REPORTING OPTIONS

Confidential Resources

On Campus

Counseling and Health Services/EMS 845.758.7433

Chaplaincy 845.758.7335

Employee Assistance Program 800.272.7255

BRAVE 24/7 (Ask for BRAVE) 845.758.7777

Off Campus

Rape Crisis Center 845.452.7272

Ulster County Crisis Hotline 845.338-2370

Domestic Violence(Dutchess) 845.485.5550

Dutchess County Helpline 845-485-9700

LGBTQ Anti-Violence 212.714.1141

RAINN 800.656.4673

Private Resources (non confidential)

On Campus

Title IX Coordinator 845.758.7542

Safety and Security 845.758.7777

Human Resources 845.758.7428

Third-party reporting hotline 888.323.4198 (this line can be anonymous)

CRIMINAL REPORTING

NYS Police 845.876.4194

NYS Police Campus Sexual 844.845.7269