**Template Email for Distribution of NSF Plan for**

**Safe and Inclusive Research Environments**

**Instructions:**

NSF requires that the Plan for Safe and Inclusive Research Environment must be distributed to participants in the field or off-site research activity before departure. Principal investigators and/or their administrators must keep a copy of the email that disseminates the Plan to document compliance with this requirement.

The template email below should be used to disseminate the plan.

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Subject: NSF Plan for Safe and Inclusive Research Environments (NSF Grant No. \_\_\_\_\_\_\_)

Dear all,

I am excited for our upcoming field research trip to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  By this email, I am sharing with you the Plan for Safe and Inclusive Research Environments required by NSF for our trip.  You’ll see that the plan includes five sections: Section 1, background on NSF’s expectations; section 2, specific information about our trip; section 3, information about Columbia’s commitment and reporting to the Office of Equal Opportunity and Affirmative Action; section 4, a list of Columbia resources and policies to help promote safe and inclusive environments; [and section 5, which includes resources specific to our school/department etc.].

If you have any questions about this plan, please feel free to contact me.  Looking forward to our trip and thank you.

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 PI Name