

## **CSUSB Procedure for Reporting Findings/Determinations of Harassment or Sexual Assault as Required by NSF/NIH Policies**

### **Background**

Effective October 21, 2018, the National Science Foundation (NSF) requires all awardee organizations to notify NSF of any findings/determinations of sexual harassment, other forms of harassment or sexual assault by any NSF-funded Primary Investigator (PI) or co-PI. It is NSF policy that all personnel supported by an NSF award must conduct themselves in a responsible and accountable manner during the award performance period, whether at the awardee institution, on-line, or outside the organization, such as at field sites or facilities, or during conferences and workshops.

The National Institutes of Health (NIH) has also recently reinforced similar policies, guidelines, requirements, and communications to make its expectations clear to the NIH workforce and NIH-funded organizations, and to take appropriate actions within their authority. NIH strives to ensure that individuals know their rights, where to report incidents of sexual harassment, and the resources available to them.

### **Procedures**

In order to comply with NSF/NIH's requirements regarding findings of harassment or sexual assault, CSUSB's Office of Academic Research (AR), Office of Research and Sponsored Programs and Office of Sponsored Programs Administration (SPA) adopt the following procedures for all new awards, or any funding amendment to an existing award, made on or after October 21, 2018:

- Upon receipt of a Notice of Award (NOA) or a funding amendment to an existing award (NOA) from NSF/NIH, the SPA will forward the NOA, which lists the PI and co-PI along with the duration of the project period, to the campus Research Compliance Officer (RCO). The RCO will create a list/spreadsheet of current PI(s) and Co-PI(s) and forward those to the Title IX Coordinator for further check.

- During the project-awarding period, the SPA will monitor the project and notify RCO if there are any PI or co-PI changes. If so, RCO will update the list of PIs and co-PIs and notify the campus the Title IX Coordinator about PI changes.
- The Title IX Coordinator and/or Associate Vice President for Human Resources shall inform the Associate Provost for Research within five (5) business days if there has been a finding or determination of sexual harassment or other form of harassment under CSU policies against the PI or any co-PI identified in the NOA.
- The Title IX Coordinator, and Associate Vice President for Human Resources will maintain a list of the PI and co-PI during the funding duration of each award. Should any PI or co-PI be found responsible for sexual harassment, other forms of harassment and/or sexual assault during a project (after the initial screening at the time of the NOA), the Title IX Coordinator and/or Associate Vice President for Human Resources will notify the Associate Provost for Research (CSUSB's AOR) within five (5) business days of such a finding or determination.
- Notifications must be submitted by Associate Vice President for Research (AOR) by completing the following as required by sponsors:
  1. NSF Awards:
    - [Organizational Notification of Harassment Form \(https://www.nsf.gov/od/odi/notification\\_form.jsp\)](https://www.nsf.gov/od/odi/notification_form.jsp)
    - Notifications must be submitted within 10 business days from:
      - The date of the finding/determination or
      - Placement on administrative leave or
      - Imposition of administrative action
  2. NIH Awards: As encouraged by NIH, OR will report the findings to the appropriate authorities, which may include the local police department or to the appropriate campus division Office of Academic Affairs.

## **Additional Resources:**

### **NSF'S HARASSMENT NOTICES**

#### **[NSF DIRECTOR FRANCE A. CÓRDOVA STATEMENT ON HARASSMENT](#)**

[News Release: NSF Announces New Measures to Protect Research Community From Harassment](#)

[Fact Sheet: NSF - Next Steps Against Harassment](#)

[Important Notice No. 144: Harassment](#)

[ODI Bulletin No. 18-01: Sexual Harassment Reporting](#)

[Office of Polar Programs Affirmation of Non-Harassment Policy Statement](#)

### **NIH'S HARASSMENT NOTICES**

[Additional Information on Sexual Harassment Policy at NIH](#)

[Anti-Sexual Harassment: For NIH Awardee Organizations and Those Who Work There](#)

[NIH Office of Extramural Research Anti-Sexual Harassment webpage](#)

### **ACRONYMS**

**OR:** The Office of Research works with other units throughout the campus to seek external support for faculty research, creative activities and institutional projects that support the educational and service mission of the university. Collaboration is sought across disciplines, departments and community partners in pre-paring proposals to federal, state and private agencies.

**ORSP:** The Office of Research and Sponsored Programs (ORSP) assists with proposal preparation, review and timely submission of proposals to external funding agencies, and appropriate training related to these functions; assures proposal compliance with funding sponsor and regulatory agency requirements; serves as the lead in reviewing grant awards and in the issuance, review and negotiation of con-tracts, subcontracts and related agreements. It provides oversight of the university's proposal review and approval process, maintains data and prepares all necessary reports on proposal submissions.

**SPA:** The Office of Sponsored Programs (OSPA) furthers Cal State San Bernardino's educational, research and community service mission by facilitating research (extramural and intramural) and other projects that enrich the scholarly endeavors of faculty and students. It primarily assists CSUSB faculty and staff in developing and administering funded projects. OSPA also ensures responsible stewardship of sponsored funds to guarantee efficiency and cost effectiveness in Auxiliary Services Corporation operations. All procedures and actions are designed to conform to federal and state laws and regulations, CSU, University and Auxiliary policies.

**RCO:** Research Compliance Officer oversees the CSUSB's regulatory compliance pertaining to the academic research related activities.