

University Policy 4020: NSF Awards Sexual Harassment Policy Procedures

The Authorized Organization Representative (AOR) is responsible for notifying National Science Foundation (NSF) regarding findings and administrative actions at the onset or throughout the progression of the investigation via their reporting website (https://www.nsf.gov/od/odi/notification_form.jsp).

The NSF defines the AOR as the administrative official who, on behalf of the university is empowered to make certifications and assurances and can commit the organization to the conduct of a project that NSF is being asked to support as well as adhere to various NSF policies and grant requirements. Allegations of sexual harassment and assault at GMU should be reported to Compliance, Diversity and Ethics (CDE). Mason's AOR is the Associate Vice President of Research Operations, Office of Sponsored Programs.

Process

In accordance with the NSF Policies and Procedures, a copy of University Policy 4020 will be disseminated to all participants in NSF-sponsored conferences at Mason in advance of the event.

In the event a formal investigation ensues regarding sexual harassment allegations against a NSF Principal Investigator (PI) or Co-Principal Investigator (Co-PI) the below outlines a typical reporting process; however all interim measures, administrative actions, and final dispositions against such PIs or Co-PIs will be disclosed to the AOR and NSF:

- Report of sexual harassment allegations communicated to CDE
- CDE will make a determination whether to launch formal investigation
- After the Notice of Investigation has been sent to the Respondent CDE will contact OSP, to determine if the Respondent is an NSF PI or Co-PI
- In the event there are **administrative actions** imposed upon a PI or Co-PI Respondent, CDE should disclose via email to the AOR (ospaor@gmu.edu and mlaskofs@gmu.edu) within seven (7) days so the information can be reported to NSF within ten (10) days.
 - A hard copy of this message should be maintained in the file for auditing purposes
 - Files related to PIs or Co-PIs should be identifiable by a color that is dissimilar from other investigative files maintained by CDE
 - An internal list of NSF Respondents should be maintained by CDE
- Some reportable examples of **administrative actions** if taken due to a finding or investigation of sexual harassment are:
 - No-Contact Orders
 - Alternate Work Schedules
 - Telework
 - Assigning the Complainant a New Advisor/Mentor/Evaluator
 - Management or Administrative duties
 - Other measures initiated by GMU to ensure safety and reduce the opportunity for intended or unintended contact between the Complainant and Respondent at the onset or during an investigation
- Within ten (10) days of the conclusion of the investigation the finding should be reported by the AOR via https://www.nsf.gov/od/odi/notification_form.jsp to NSF

Related Websites

Compliance, Diversity, and Ethics (GMU)

<https://diversity.gmu.edu>

Research Development, Integrity, and Assurance (GMU)

<https://rdia.gmu.edu/>

Office of Sponsored Programs (GMU)

<https://osp.gmu.edu/>

National Science Foundation (Next steps against harassment)

https://www.nsf.gov/news/news_summ.jsp?cntn_id=296671

Notification Requirements Regarding Sexual Harassment (Frequently Asked Questions)

https://www.nsf.gov/od/odi/docs/Sexual_Harassment_FAQs.pdf