

Wittenberg University

Sponsored-Projects Notification Requirements Regarding Sexual Harassment, Other Forms of Harassment, and/or Sexual Assault

Policy and Procedures for Reporting

PURPOSE

In 2018, the National Science Foundation (NSF) developed a new award term and condition that requires grantees to report findings of any type of harassment—including sexual harassment—regarding a PI or co-PI. The final version of the new term and condition is entitled "[Notification Requirements Regarding Findings of Sexual Harassment, Other Forms of Harassment, or Sexual Assault](#)" in the Federal Register (83 FR 47940).

As a condition of accepting funding support from NSF, and other federal agencies, such as the National Institutes of Health (NIH), and the National Aeronautics and Space Administration (NASA), Wittenberg University must disclose any findings that the reported individual has been found to have violated awardee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault. Wittenberg must also disclose imposition of any administrative action on the PI or any co-PI relating to any finding/determination or an investigation of an alleged violation of awardee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault.

The PI(s) and any co-PI(s) identified on awards must act in accordance with Wittenberg University policies and all applicable civil rights laws and regulations including, but not limited to, the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Educational Amendments of 1972
- Age Discrimination Act of 1975

PROCEDURES

Grant recipient organizations are required to notify the federal awarding agency (i.e., NSF, NIH, NASA, etc.) if or when a PI or co-PI are respondents to findings of sexual harassment, or other forms of harassment, or sexual assault. Wittenberg University defines "harassment," consistent with the NSF's Promising Practice guidance, as "words, conduct, or action (usually repeated or persistent) that, being directed at a specific person, annoys, alarms, or causes substantial emotional distress in that person and serves no legitimate purpose. Consistent with Wittenberg University's policies and statutes, privacy is maintained to the greatest extent possible in any disclosure. It is important to know that all Wittenberg University students and employees, including those who participate in NSF-funded programs and research engage in periodic training to ensure harassment prevention. All PI's must ensure that any subawardee of a grant has the same reporting requirements in place, and that all co-PI's acknowledge Wittenberg's and the subawardee institution's notification requirements to the respective federal awarding agency.

Upon proposal submission:

All PIs and co-PIs submitting a proposal to a federal agency (i.e., NSF, NIH, NASA, etc.) will be asked to sign a statement via the internal approval form acknowledging that Wittenberg University will disclose any findings of sexual harassment, other forms of harassment, or sexual assault pertaining to them, or any administrative action relating to any finding or an investigation of alleged violations of awardee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault. In addition, this internal routing form assures that any meeting or conference where federal funds are utilized, that a written policy or code-of-conduct (and reporting protocol) that addresses sexual harassment, other forms of harassment, and sexual assault is made accessible by the meeting/conference organizer.

Upon proposal approval:

When a grant is approved by the granting agency, the Authorized Organizational Representative (AOR) will forward the names of PIs and co-PIs to the Chief Human Resources Officer and Deputy Title IX Coordinator for vetting. In addition, all PIs and co-PIs will receive sexual harassment training from Wittenberg University in accordance with employee policy in the Employee Manual. In the pre-award process the AOR will share awarding agency regulations and University policy related to reporting.

If a PI or Co-PI is placed on administrative leave, or if Wittenberg University has imposed any administrative action on the PI or any co-PI relating to any finding/determination or an investigation of an alleged violation of awardee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault, the Chief Human Resources Officer and Deputy Title IX Coordinator will disclose the name(s) to the AOR. The AOR will then report to the NSF's Office of Diversity and Inclusion within ten business days from the date of the finding/determination, or the date of the placement of a PI, co-PI, or subawardee on administrative leave or the imposition of an administrative action, whichever is sooner. This notification will include the following information:

- NSF Award Number;
- Name of PI or co-PI being reported;
- Type of Notification;
- Description of the finding/determination and action(s) taken, if any; and
- Reason(s) for, and conditions of, placement of the PI or any co-PI on administrative leave or imposition of administrative action.

Wittenberg University, at any time, may propose a substitute investigator if it determines the PI or co-PI may not be able to carry out the funded project or activity and/or abide by the award terms and conditions.

In addition, the AOR will submit to:

1. NSF: an [Organizational Notification of Harassment form](#) and work with the NSF to develop a plan of action for the continuation of the funded grant project. This procedure complies with [NSF Important Notice No. 144](#) and related policies and procedures.
2. NIH: a [Grantee Harassment Webform](#) and work with the NIH to develop a plan of action for the continuation of the funded grant project. This procedure complies with [NIH 1311-Preventing and Addressing Harassment and Inappropriate Conduct](#) and related policies and procedures.
3. NASA: the [required reporting form to NASA](#) and work with the agency to develop a plan of action for the continuation of the funded grant project.

CONTACTS FOR QUESTIONS

Questions should be directed to the Provost's Office.

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