Procedures for Responding to NSF and NIH Notification Requirements Regarding Findings of Sexual Harassment, Other Forms of Harassment, or Sexual Assault

1) All University employees are designated as Responsible Employees and are therefore required to report allegations of sexual misconduct, including sexual harassment, to the Title IX Coordinator, except those designated as Confidential Employees. See AD85 for more information on these reporting requirements and University resources. Allegations of discrimination should be reported to the Affirmative Action Office. See AD91 for more information on these reporting requirements and University resources.

2) Upon receipt of an allegation of sexual misconduct or other forms of harassment or discrimination involving employee respondents, the Affirmative Action Office (AAO) will follow its normal procedures for reviewing such allegations to determine immediate next steps, which will include a determination as to whether the respondent is a PI or Co-PI on any NSF or NIH grant or subaward.

3) Upon consultation with the Unit Administrator (e.g., Deans, Center Director) and the Human Resources Strategic Partner, the AAO will determine whether any interim action needs to be taken regarding the employment status of the PI or Co-PI, to:

   a) Ensure the safety and security of all students, staff and other individuals working under the supervision of the PI or Co-PI, as well as others who may be impacted given the nature of the allegations.
   b) Ensure that the work of the grant will continue and/or be completed without interruption.

   It is important to note that some projects, such as NSF CAREER grants, cannot be continued without the PI, and may in certain circumstances, be terminated as a result.

4) If the respondent is a PI or Co-PI on any NSF or NIH grant or subaward, Suzanne Adair, Associate Vice President for Affirmative Action (AVPAA) will notify the Director and Senior Associate Director of the Office of Sponsored Programs (OSP), and all other appropriate offices (e.g., Office for Research Protections) when either of the following actions occur:

   a) Respondent is placed on administrative leave and/or subjected to other administrative action during the investigation; or
   b) Respondent is found in violation of policy AD85 or AD91 upon completion of the investigation.
5) John Hanold, Associate Vice President for Research & Director of OSP, will provide the information in 3a and 3b to NSF or NIH as the University’s Authorized Organization Representative (AOR).

6) Upon review of the report, NSF or NIH will consult with the University’s AOR to determine whether any additional action is required other than actions taken by the institution to date. If additional action is required, the AOR will notify the AVPAA.

7) The AVPAA will update the AOR if there are any changes to the PI or Co-PI’s employment status as the investigation moves forward and will provide information regarding the outcome of the case so that the AOR can provide updates to NSF or NIH as appropriate.