

# NSF Harassment Reporting

1. Report of sexual misconduct or harassment based on protected identity arrives at the Office of Civil Rights and Sexual Misconduct (OCRSM)
2. If OCRSM : (1) decides to issue interim recommendations for administrative action while an investigation is pending; (2) otherwise learns that the department plans to implement administrative action based on the reported misconduct; or (3) makes a finding that the respondent has violated the University's policies prohibiting sexual harassment or harassment based on protected identity:
  - a. OCRSM contacts Office of Research Administration (ORA)<sup>1</sup> with name and phone number/email of the respondent to ascertain whether respondent is an NSF PI or co-PI.
  - b. ORA queries system to ascertain if the respondent is an NSF PI or co-PI with an award (or sub-award) subject to the requirement and advises OCRSM<sup>2</sup> (within one workday).
  - c. If the respondent is an NSF PI or co-PI with an award subject to the requirement:
    - i. OCRSM informs ORA about any potential or implemented administrative action and any policy violation finding.
    - ii. OCRSM notifies the Department Head of a possible requirement for NSF reporting and advises the Department Head to consult with ORA if administrative action is taken. ORA is copied on this correspondence.
    - iii. OCRSM copies ORA on any interim recommendations, findings letters and final recommendations that it provides to the Department or College.
    - iv. Department Head informs ORA and OCRSM about any responsive actions that are taken related to the report of sexual misconduct or harassment.
    - v. If appropriate, ORA drafts NSF Harassment report and shares with Department Head, OCRSM, and Office of General Council (OGC) for rapid turnaround input. If action taken requires some additional NSF prior approval or notification (e.g., asking for a change in PI or interim PI, change in scope, or significant action impacting grant activities), ORA confers with Department Head and PI, as needed.
    - vi. If appropriate, ORA files Administrative Action/Administrative Leave report with NSF and files NSF prior approval/notification if needed (must occur within 10 days of #2.c.iii or 2.c.iv, whichever denotes date of action). Record of notification and/or prior approval will be stored in ORA's award system of record.

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<sup>1</sup>At ORA, OCRSM will contact Chris Jones (cjones15@umd.edu, 301-405-6278) or Jill Frankenfield (jfranken@umd.edu, 301-405-4577)

<sup>2</sup>At OCRSM, ORA will contact both Andrea Goodwin (agoodwin@umd.edu, 301-314-8204) or Steve Petkas (spetkas@umd.edu)