**US Department of Energy PIER Plan Template**

**3 Page Limit**

**Appendix: [include Appendix Identifier]**

**Plan for Promoting Inclusivity and Equity in Research (Limit: 3 pages)**

**Project Title:**

**Project Description: (Provide a brief, one paragraph description of the project)**

**To respond to the following sections, view** [**this guidance**](https://science.osti.gov/grants/Applicant-and-Awardee-Resources/PIER-Plans/Things-to-Consider-When-Developing-a-PIER-Plan) **provided by DOE. Suggested considerations are included below.**

1. **University-Wide Activities to Promote Diversity, Equity and Inclusion**

Clemson University is committed to equal treatment, opportunity, and respect in its relations with its faculty, administrators, staff, students, and others who interact with the University. Every member of the University is prohibited from discriminating on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy (including childbirth, or related medical condition), national origin, age, disability, veteran’s status, genetic information or any other personal characteristic protected under applicable federal or state laws.

1. **Project Specific Activities and Strategies to Promote Equity and Inclusion**
2. How will youenhance recruitment of undergraduate students, graduate students, and early-stage investigators (postdoctoral researchers, and others), including individuals from diverse backgrounds and groups historically underrepresented in the research community?

* Advertise broadly in a variety of media and professional organizations that reach underrepresented groups.
* Include a preference for underrepresented groups in all recruitment literature.
* Include a DEIA consultant in all recruitment plans and project activities to ensure all factors are considered.
* Partner with individuals/institutions who are from institutions historically underrepresented in federally funded research

1. What strategies will you use for creating and sustaining a positive, inclusive, safe, and professional research and training environment that fosters a sense of belonging among all research personnel?

**Developing Shared Culture and Expectations**

* Consider developing a code of conduct that emphasizes mutual respect and professionalism among other priorities.
* Identify safe avenues of communication for all members of the research team to bring forward concerns or reporting of incidents without retaliation.
* Develop a method for ensuring that all contributors on the project are recognized and receive the resources needed to effectively contribute.
* Develop a method for reporting progress.

**Open and Regular Team Communications**

* Establish a method for regular and open communications that allow for all members of the team to feel included and respected for their contributions.

If the project is funded, the processes to establish shared team definitions of roles, responsibilities, and culture will include an initial meeting at or shortly after the project’s starting date, with follow-up including regular check-ins at team meetings, regular reminders for all team members of appropriate conduct, and regular check-ins while in the field or laboratory.

**If research will be conducted in remote or isolated environments**

* The PI and CO-PIs in each of the collaborating institutions will establish a culture of “INCLUSION” and “SAFETY FIRST,” including attitudes of respect, appreciation, and celebration of personal differences and of circumspection and continuous alert for potential dangers, with assurance that interruption of research activities because of threats to inclusiveness or safety will be commended, not punished.
* In advance, team member identities that may increase personal risk will be ascertained and team leaders will provide relevant training and counseling, including consideration of cultural norms or a history of safety or harassment incidents at the planned research sites.
* Team members will each carry emergency contact information (police, ambulance, fire-rescue, roadside assistance) relevant for the research sites. For field work, at least two different telephone service providers will be subscribed by different members of any given field team, if possible.
* First-aid kits will accompany each field team and team members will each be trained in their use.
* Each member of a field research team will have current and relevant national, university, or personal medical insurance. Accidents of any kind affecting the health or well-being of any team member will be managed immediately by team members with all appropriate care and efficiency and, if needed, with help from any emergency services in the area; such accidents or appearance of any unanticipated threats to safety and inclusion justify cancelling the remainder of a field trip, seeking immediate shelter, and returning to campus.

**C.** What training, mentoring, and professional development opportunities will be available towards achieving equity and inclusion in the research environment? Clemson PIs are advised to consult with their college’s Diversity or Inclusive Excellence officers for opportunities that can be incorporated into this plan.

The following training modules are available through Clemson University and will be required of all research team members:

* + Clemson Standard Code of Conduct (supplemented by CO-PIs’ expectations)
  + Non-Discrimination and Anti-Harassment Policy
  + Student Code of Conduct
  + Incident Reporting Form
  + Bystander Training
  + Whistleblower Policy

Research teams can seek the consultation of the Division of Inclusion and Equity, particularly for the completion of an Intercultural Development Inventory

<https://www.clemson.edu/inclusion/education/idi.html> at initial and/or regular intervals of team formation and interaction.

**The PI and collaborating Co-PIs will provide the following contact information relevant to each member of field research teams in our respective countries:**

**Clemson University**:

* Emergency contact information (local)
* PI and Supervisor contact information
* Report an injury/safety incident <https://www.clemson.edu/finance/oes/reportin.html>
* Persons/services to report a concern (non-emergency):
  + Staff/Student Ombudsman
  + Ethics/Safety Hotline (1-877-503-7283)
  + Graduate School
  + Research Integrity
  + Title IX Coordinator (864-656-3181)
  + Incident Reporting https://www.clemson.edu/human-resources/staff-and-faculty-relations/reporting/
  + Student Accessibility Services (864-656-6848 or studentaccess@lists.clemson.edu)