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Guidance on NSF Travel Grants – Requirement on Code-of-Conduct or a Policy that Addresses Harassment

Per NSF Guidelines, any and all travel supported by an NSF Travel Grant to meetings and conference, includes the requirement that the conference or meeting organizer has a policy addressing all forms of harassment. While many NSF grants include a request for travel, these requests do not constitute a formal NSF “Travel Grant.” Guidelines for “Travel Grants” are available here: [PAPPG on Preparing Travel Proposals](#)

The certification made by the University of Rochester when submitting a Travel Grant proposal includes the following:

“By signing the Cover Sheet, the Authorized Organizational Representative (AOR) is certifying that prior to the proposer’s participation in the meeting, the proposer will assure that the meeting organizer has a written policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The policy or code-of-conduct must address the method for making a complaint as well as how any complaints received during the meeting will be resolved. The proposer is not required to submit the meeting organizer’s policy or code-of-conduct for review by NSF.”

In addition to the requirements stated in the PAPPG, the PI must secure from the meeting organizer a written policy or code-of-conduct that addresses sexual harassment, other forms of harassment, and sexual assault, and that includes clear and accessible means of reporting violations of the policy or code-of-conduct. The code-of-conduct or policy must be submitted to ORPA for review BEFORE any Travel Grant proposal is submitted to NSF. All personnel identified in the proposal, or being reimbursed by the Travel Grant, will be expected to abide by the policy or code-of-conduct, if funded.

Additionally, departments must retain a copy of any such written policy or code-of-conduct prior to any reimbursement for travel from an NSF Travel Grant.