



PROCEDURAL STATEMENT

Procedural Statement Title: University of Colorado Boulder Notification Process in Fulfillment of NSF Requirements Regarding Findings of Harassment or Sexual Assault and Interim Measures

Functional Area: Research Administration

Related Policy:	National Science Foundation’s (NSF) Award Term and Condition, “ <i>Notification Requirements Regarding Sexual Harassment, Other Forms of Harassment, or Sexual Assault</i> ”
Effective Date:	December 7, 2018
Approved by:	Denitta Ward, Assistant Vice Chancellor & Director
Responsible Offices:	Office of Contracts and Grants
Procedural Statement Contact:	Justin Mack, Program Director for Security & Research Compliance
Last Reviewed/Updated:	September 22, 2020

I. PROCEDURAL STATEMENT

The University of Colorado Boulder (CU Boulder) has adopted the following process in order to meet the National Science Foundation’s (NSF) Award Term and Condition entitled, “*Notification Requirements Regarding Sexual Harassment, Other Forms of Harassment, or Sexual Assault*” effective October 21, 2018 (hereinafter, the “NSF Notice Term”).

II. DEFINITIONS

Authorized Organizational Representative (AOR): An individual with authority to legally bind CU Boulder as a party with respect to sponsored project documents. Only the AOR has the legal authority to bind CU Boulder. Sponsors may refer to the AOR as “Authorized Signing Official,” “Grant Official,” or “Institutional Official.”

III. PROCEDURES

- A. CU Boulder has implemented a process, pursuant to which, the Office of Institutional Equity and Compliance (OIEC) will promptly notify the Authorized Organizational Representative (AOR) within CU Boulder’s Office of Contracts and Grants Compliance Team (OCG) whenever, as a result of an investigation by OIEC, a CU Boulder employee or affiliate: (1) is found to have violated a policy enforced by OIEC, or (2) is placed on administrative leave or subject to another interim measure that may impact his/her ability to carry out the research on his/her NSF project.
- B. The AOR will use OCG records to determine whether the individual identified by OIEC is named as a PI or Co-PI in an NSF Notice of Award, and whether that NSF Notice of Award includes the NSF Notice Term.
- C. If so, the AOR will use the [online reporting form](#) to provide notice to the NSF. The notice will not include individually identifiable information with respect to any individual(s) other than the applicable PI/Co-PI.
- D. Justin Mack, the Office of Contracts and Grant’s Program Director for Security & Research Compliance, has been appointed as the Authorized Organizational Representative (AOR) tasked

with reporting to the NSF hereunder. The AOR is the only individual on campus that can file notice with the NSF although the AOR is authorized to designate another OCG senior staff member who can submit on his behalf.

IV. RELATED DOCUMENTS AND RESOURCES

[NSF Proposal and Award Policies and Procedures Guide](#), Chapter XI: A.1.g. NSF Policy on Sexual Harassment, Other Forms of Harassment, or Sexual Assault (effective October 21, 2018)

[NSF Office of the Director: Sexual Harassment](#)

[NSF Frequently Asked Questions \(FAQs\)](#) Regarding NSF's Award Term and Condition Entitled, "Notification Requirements Regarding Sexual Harassment, Other Forms of Harassment, or Sexual Assault"

[NSF Requirements posted in the Federal Register](#), 9/21/2018

V. HISTORY

Changes	Date	Approved By
Adopted	12/7/2018	Denitta Ward
Updated document title and format, link to PAPPG, and Justin Mack's title. Added definition of AOR and clarified dates. No change to process.	9/22/2020	Denitta Ward