INCLUSION PLAN PILOT PROGRAM

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HPAC Meeting

February 13, 2024
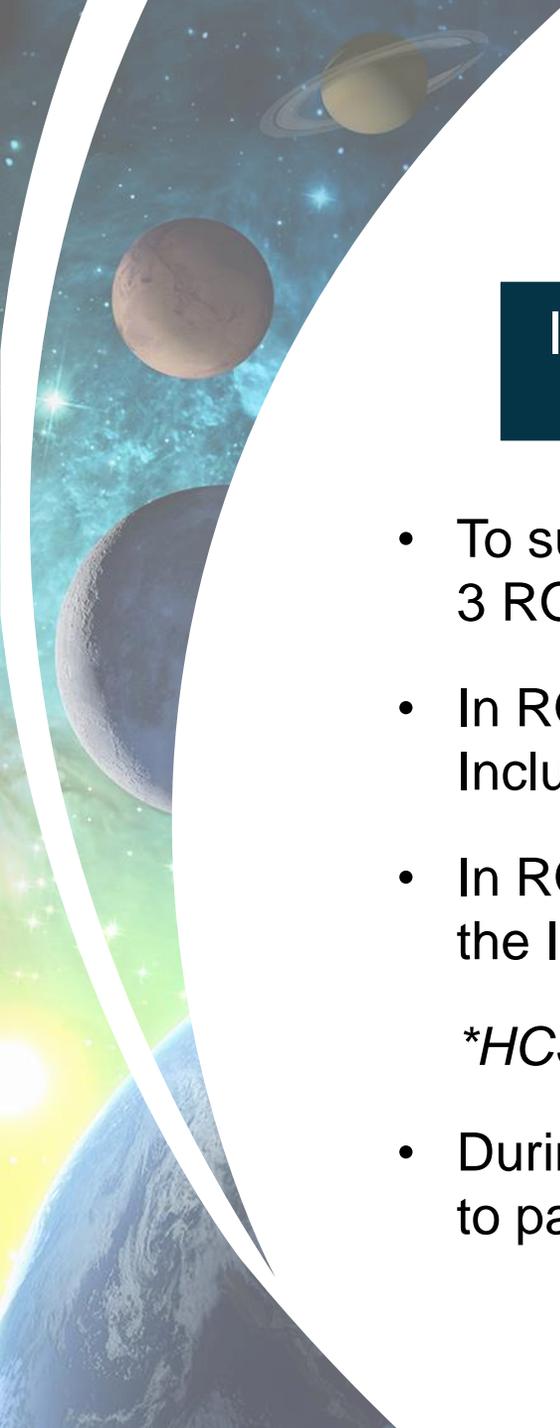
Inclusion Plan Pilot Program

> Inclusion is a core NASA value and SMD is committed to fostering a more diverse and inclusive community.

- To support Agency values, the Inclusion Plan pilot program was started in 2021 with 3 ROSES programs requiring Inclusion Plans (IPs).

- In ROSES 2022, 10 ROSES program elements took part in the expansion of the Inclusion Plan pilot program.

- In ROSES 2023, **B.21 Heliophysics Citizen Science Investigations (HCSI)*** joined the Inclusion Plan pilot program.

  HCSI 2023 Step-2 Proposals were due in late January, with panel planning ongoing.

- During this pilot program (including in ROSES 2024), it is up to the Division whether to participate and require an IP in a particular solicitation.

Inclusion Plan Pilot Program Goals

- To raise awareness of barriers to creating and sustaining positive, inclusive working environments, and get PIs actively thinking about ways to foster diverse and inclusive practices.

- To determine how, and if, inclusion can be incorporated as a selection criterion in future NASA reviews of programs and across the Science Mission Directorate.

- To refine the IP solicitation and its evaluation so that this can be carried out as effectively as possible.

Inclusion Plan Community of Practice

- Originally, the language for the IP requirements was up to each program, based on language crafted from prior solicitations and finalized by the SMD IDEA R&A group.

- In 2022, an Inclusion Plan Community of Practice (CoP) was established by the Deputy Associate Administrator for Research, Michael New, and his team.

Lead: Amanda Nahm, ESSIO/PSD

Co-Lead: Ryan Watkins, ESSIO

Members: Representative from each division within SMD (including Sci Engagement & Partnerships), as well as the Exploration Science Strategy and Integration Office (ESSIO), DAAR, and a social scientist from the Logistics Management Institute (LMI) at NASA HQ. **[Genene Fisher is the Heliophysics Division rep.]**

Goal: Centralize the goals and processes related to Inclusion Plans

Tasks:
- Drafting standardized language for all ROSES elements that require Inclusion Plans
- Develop standard evaluation criteria and review processes
- Develop resources for crafting Inclusion Plans

Standardized IP Language for ROSES-2023

Inclusion is defined here as **the full participation, belonging, and contribution of groups and individuals within an organization or endeavor**.

Note that inclusion is distinct and different from diversity. Inclusion requires that all individuals can participate fully, regardless of the diversity dimension, do their best work and advance, and feel welcomed, valued, connected, engaged, and supported to reach their full potential.

Standardized IP Language for ROSES-2023

Starting in ROSES-2023, Inclusion Plan requirements were standardized for all participating program elements.

Inclusion plans are up to 2 pages in length, and must:

- Identify barriers to creating a positive and inclusive working environment that are specific to the team carrying out the proposed investigation.
- Address ways in which the investigation team will work to attenuate or reduce these barriers.
- Describe roles, responsibilities, and work effort for all team members who will be participating in Inclusion Plan activities.
- Show a timeline for completing or carrying out proposed activities.
- Contain assessment mechanisms for evaluating progress towards achieving the proposed Inclusion Plan activities or goals.
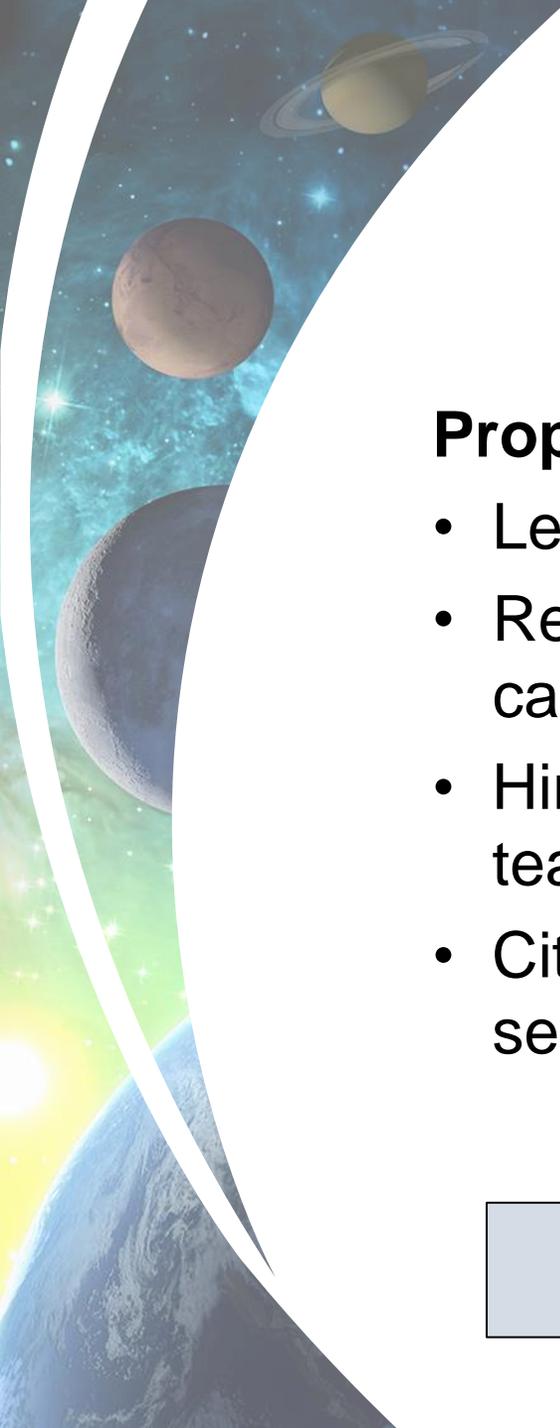
Standardized IP Language for ROSES-2023

Proposers are Encouraged to:

- Leverage institutional resources, if available.

- Request time or funded work effort for team members to carry out proposed IP activities.

- Hire IDEA experts as consultants to, for example, advise the team on the proposed IP activities.

- Cite references to appropriate literature in a references section separate from that of the S/T/M section.

> The full standardized language can be found in the ROSES-2023 NRA at
> http://solicitation.nasaprs.com/ROSES2023
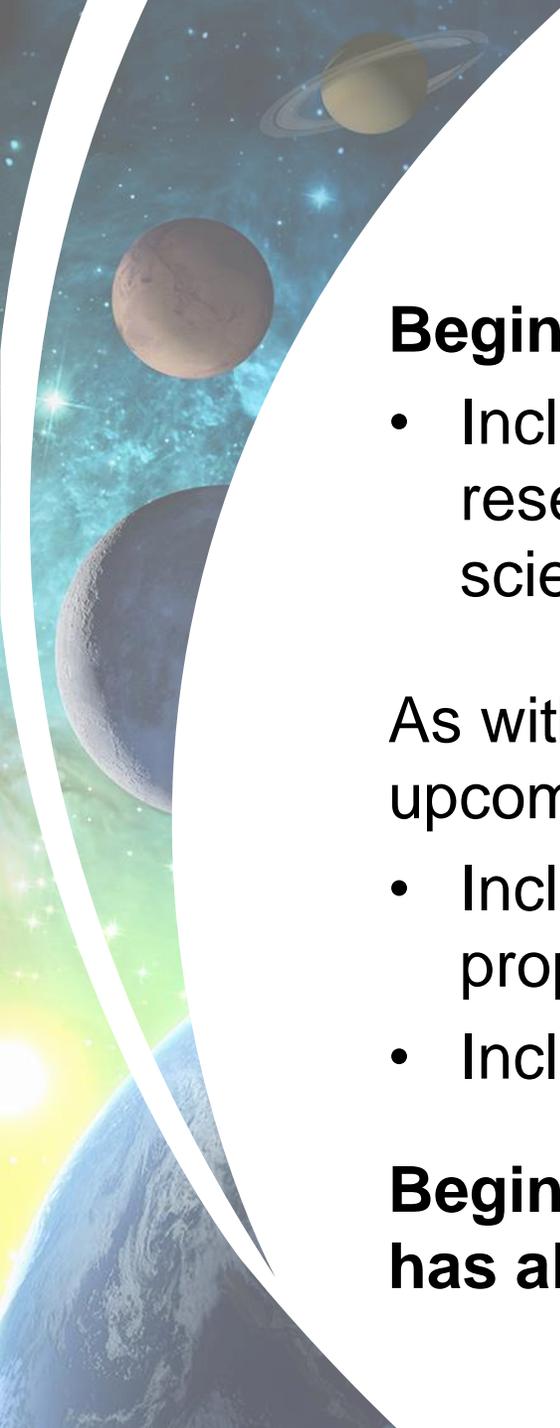
Evaluation of Inclusion Plans

Beginning in ROSES-23:

- Inclusion plans are reviewed by individuals with practical and/or research expertise in IDEA topics, from both within and outside the science community.

As with other evaluations within the Inclusion Plan pilot program, in the upcoming **HCSI 2023** panel evaluation:

- Inclusion plans will **not** be part of the adjectival rating for the proposals, and

- Inclusion plans will **not** inform the selection of proposals.

Beginning in ROSES-2024, the evaluation processes for these plans has also been standardized.
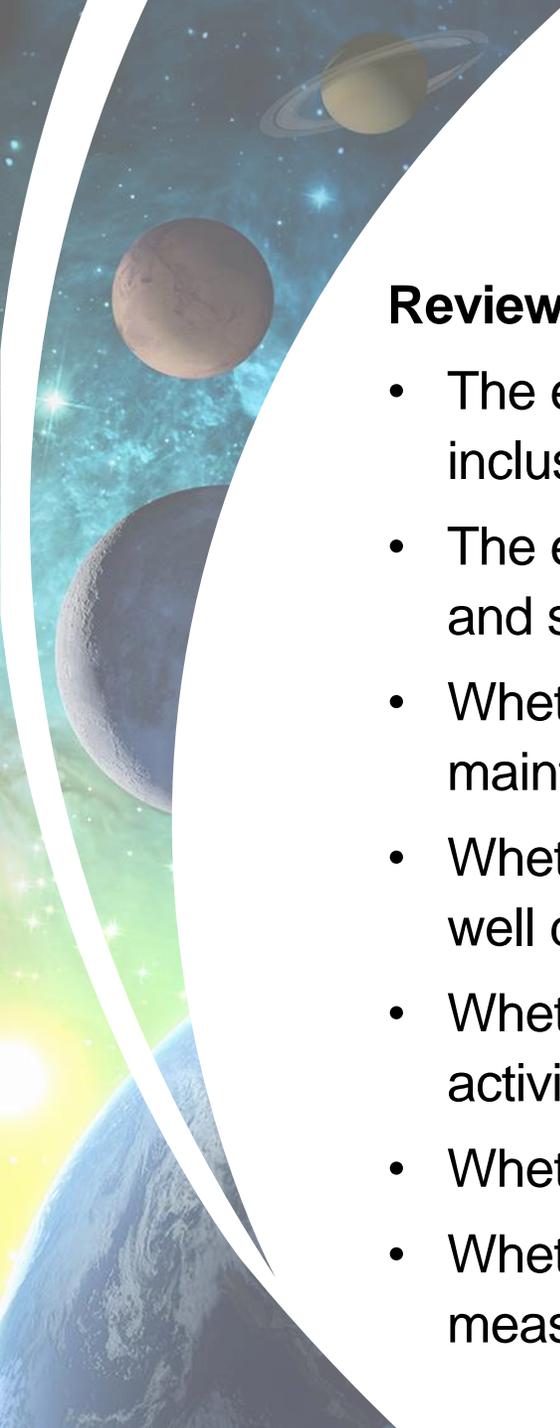
Evaluation of Inclusion Plans
(ROSES 2023)

Reviewers will be asked to assess:

- The extent to which the IP demonstrated awareness of systemic barriers to creating inclusive working environments that are specific to the proposal team

- The extent to which the IP provided appropriate processes and goals for both creating and sustaining a positive and inclusive working environment for the investigation team

- Whether the IP contained effective activities for equipping team members to build and maintain inclusive working environments

- Whether roles and responsibilities for those participating in the proposed activities were well described and justified

- Whether reasonable and realistic resources were requested to carry out the proposed activities, if funds were requested, with appropriate justification

- Whether the proposed timeline is reasonable for the proposed Inclusion Plan activities

- Whether the IP provided reasonable and appropriate assessment mechanisms for measuring progress in and success of the proposed activities
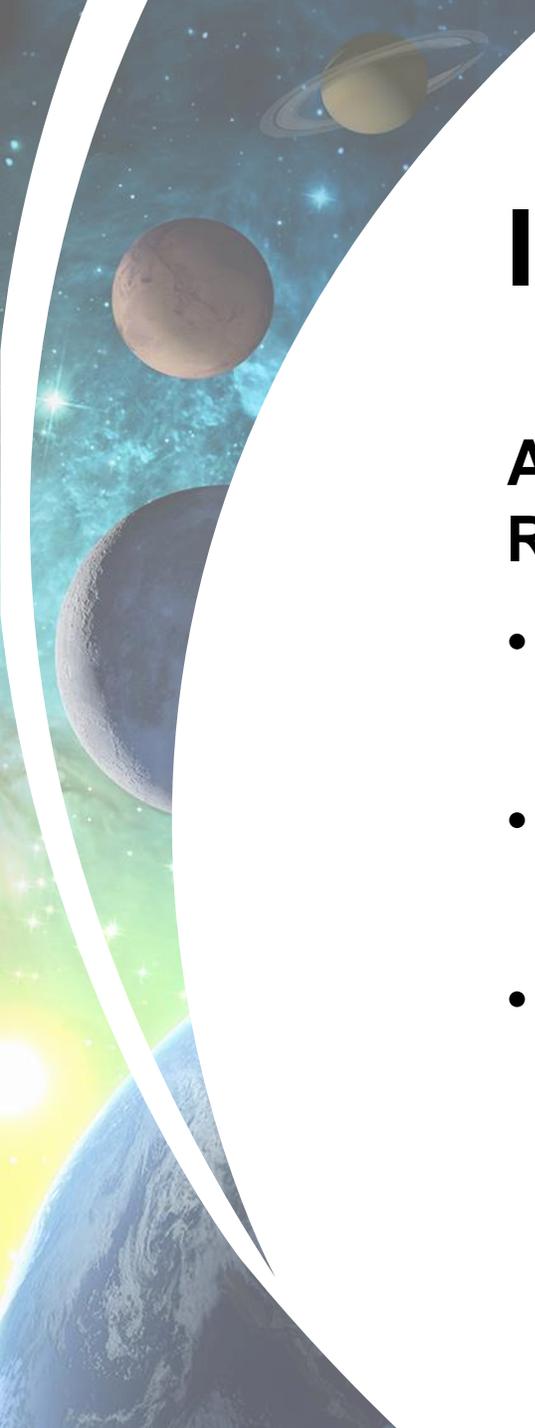
Inclusion Plan Pilot Program

Additional expectations from IP Panel Reviewers in ROSES 2023

- Evaluations of the plans to provide feedback to the proposers (and to NASA).

- Evaluations and recommendations on both the solicitation language and the review process.

- Feedback on the resources page, and/or additions that can improve the site.

Inclusion Plan Evaluation and Progress

- The assessment of the Inclusion Plan will not be part of the adjectival rating for the proposal and will not inform the selection of proposals.

- The Inclusion Plan will be assessed for adequacy, appropriateness, and completeness separately from the standard evaluation of the proposal.

- Feedback will be provided to proposers in a DEIA evaluation form.

- Progress in executing the investigation's Inclusion Plan shall be described in the annual progress report.

Resources for Proposers

In response to community feedback, SMD has developed a website with resources to support writing, revision, and implementations of Inclusion Plans. This website also contains the recordings from the first Inclusion Plan Best Practices Workshop, held in November 2022.

https://science.nasa.gov/researchers/inclusion

Inclusion Plan Resources

https://science.nasa.gov/researchers/inclusion

CONTENTS

- General

- IDEA definitions

- Challenges to Inclusive working environment

- Best practices

- Assessments/metrics

- Team dynamics/safety

- Policies/Laws/Eos

- Workshops

- Training
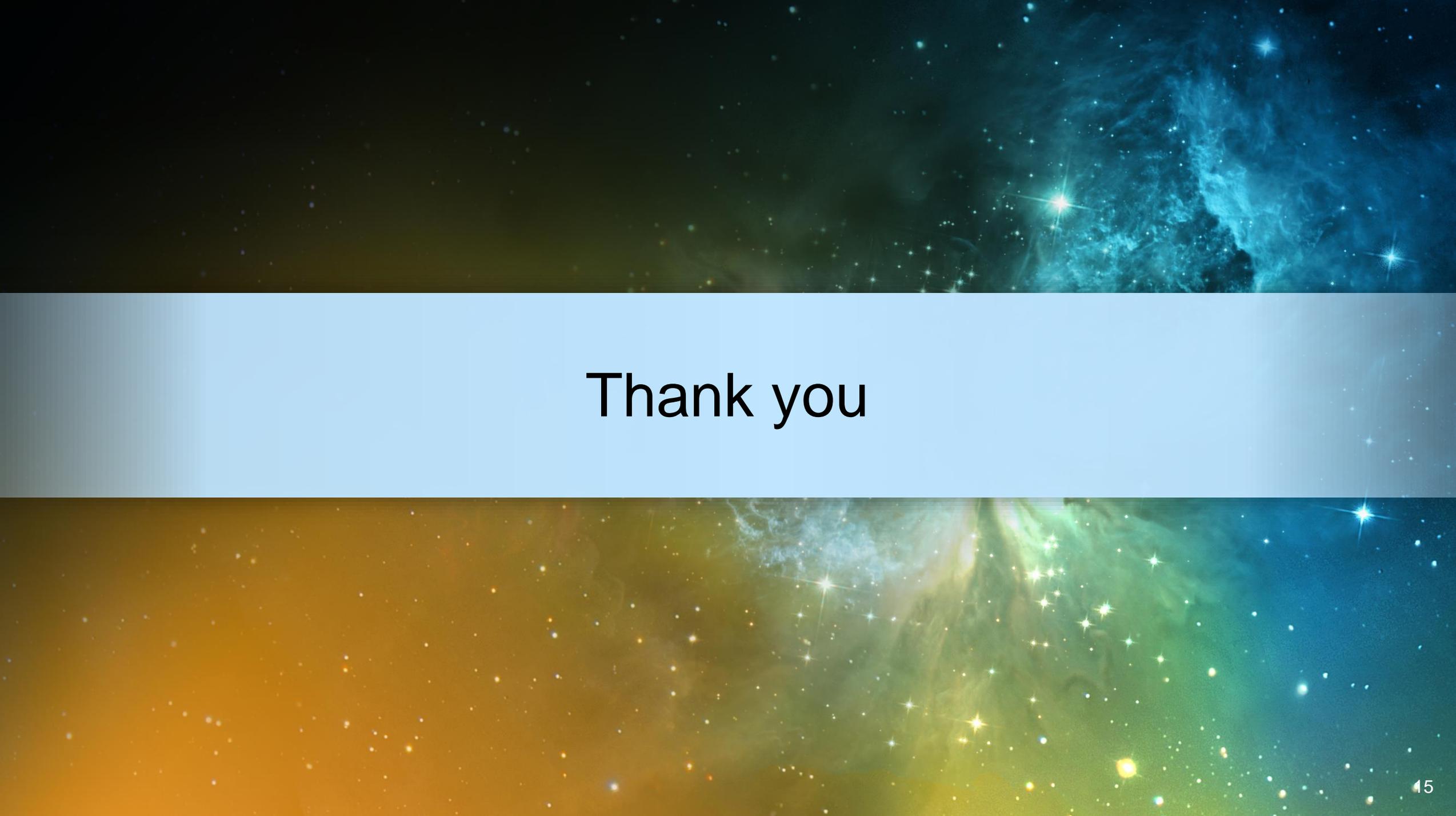
- Professional societies

- Frequently asked questions
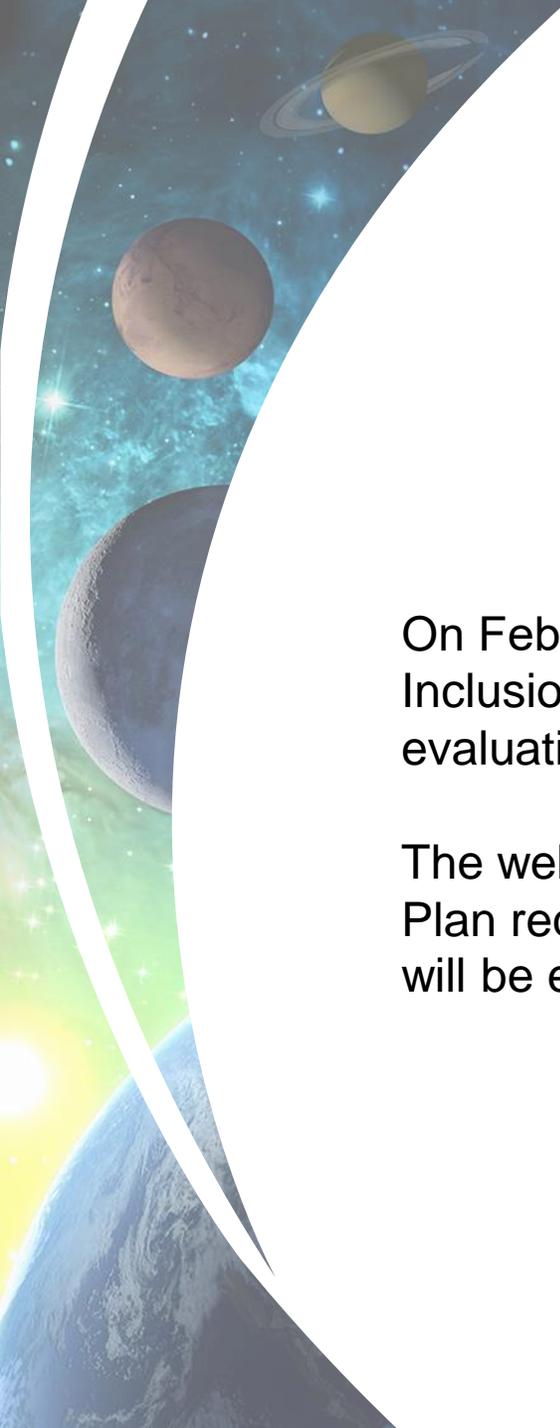
SMD Inclusion Plan Requirements Town Hall

February 20, 2024, 3 - 4:30 pm Eastern Time

On February 20, 2024, starting at 3 PM Eastern, NASA's Science Mission Directorate (SMD) Inclusion Plan Community of Practice will host a webinar to discuss requirements for and evaluation of Inclusion Plans in ROSES-2024.

The webinar will (1) discuss the motivation and goals of Inclusion Plans, (2) describe Inclusion Plan requirements and how they differ from previous years, and (3) discuss how Inclusion Plans will be evaluated.

https://science.nasa.gov/researchers/virtual-townhall/

Thank you