

**Document and Data Request**  
**University of Massachusetts Research Program Compliance Review**

*Please provide all data, documentation and other records that are responsive to the below requests. Please label all responsive records with the number of the request to which they are responsive. All responsive materials should be submitted electronically by the deadline specified in your scheduling letter to your designated NIFA Civil Rights point of contact. Documents should be submitted in PDF format and spreadsheet data in Excel format. If there are any requests for which University of Massachusetts (UMass) Research lacks responsive data or documentation, please explicitly state in your response which records are lacking and why.*

1. Provide a copy of staff listing and organizational chart for UMass's agricultural research program.
2. Provide the position description for the staff person designated to handle civil rights matters for UMass Research.
3. Provide copies of agendas for staff meetings, agendas, and/or conferences attended by UMass Research staff, faculty and/or management within the past three years that include civil rights-related updates or topics.
4. Provide copies of all written assurances of nondiscrimination utilized with UMass Research external partners and/or subrecipients within the past three years.
5. Provide copies of all UMass Research nondiscrimination policies, whether applicable to UMass Research employees, students, or program/event participants.
6. Provide copies of all power points, videos, and/or other training materials for any and all civil rights training provided to UMass Research staff, with the date(s) that the training(s) was conducted indicated on the training materials. Such trainings would include, but may not be limited to, trainings on the following topics:
  - a. Nondiscrimination and equal opportunity in programs and activities receiving federal financial assistance;
  - b. Reasonable accommodations and/or accessibility for individuals with disabilities;
  - c. Language access and assisting LEP individuals;
  - d. Sex discrimination and sexual harassment.
7. Provide copies of any policies, procedures, and/or checklists used in conducting internal civil rights reviews in the past five years.

8. Provide copies of any documentation and/or written communications resulting from internal civil rights reviews conducted of UMass Research in the past five years.
9. Provide copies of all written procedures for processing discrimination complaints.
10. Provide copies of all discrimination complaint forms.
11. Provide a spreadsheet of all external and internal research-related advisory and awarding committees, including the race, ethnicity, and gender data for the members of all such committees.
12. Provide copies of all written selection and recruitment procedures/criteria for positions on all internal and external research-related advisory and awarding committees.
13. Provide copies of all written policies and/or procedures outlining how graduate students apply, and are selected for, assistantships.
14. Provide spreadsheets of race, ethnicity, and gender (REG) data pertaining to graduate students, assistantships, research faculty, and information on research funding and distribution.

\*See Attachment: UMass Research Data Reporting Template listing specific data requested.

15. Provide copies of all written policies/criteria describing how the following resources are distributed to principal investigators:
  - a. Lab, office, or other research space;
  - b. Administrative assistance;
  - c. Overhead and/or startup costs;
  - d. Graduate assistantships.
16. Provide copies of all anti-harassment policies applicable to UMass Research.
17. Provide copies of all written procedures for responding to, and processing, sexual harassment complaints that are applicable to UMass Research.
18. Submit spreadsheet of all sexual harassment complaints made within the past five years by or against faculty, staff or students within UMass Research. Include the following information for each complaint:
  - a. Date of the complaint;
  - b. Full name and title of respondent to the complaint;
  - c. Dates of all relevant actions taken on the complaint;

- d. Final outcome of each complaint.
19. Provide copies of all training materials for UMass research faculty, staff, administrators, volunteers, students or program participants on the Title IX complaint process, and sexual harassment prevention topics, such as anti-sexual harassment policies and procedures to include:
    - a. PowerPoint presentations;
    - b. List of guest speakers;
    - c. Dates of training and list of those attending training;
    - d. Examples of any emails or other steps taken to notify faculty, staff, administrators, or students of upcoming trainings or Title IX policies.
  20. Provide all UMass procedures for reporting and processing sexual harassment complaints, outlining the following:
    - a. Timelines or deadlines required for reporting for prompt processing and disposition of complaints;
    - b. Flow charts or procedures for the reporting process;
    - c. Any internal investigation timelines and policy or procedures relating to the prompt processing and disposition of complaints;
  21. Submit copies of documentation or process checklists for internal Title IX and sexual harassment reviews in the past five years.
  22. Submit copies of any guidance issued to UMass committees or advisory boards that oversee data concerning Title IX complaints.
  23. Submit all documentation of Title IX notifications. This should include:
    - a. A list of any posters or brochures and where these are located;
    - b. Any website links with information pertaining to Title IX;
    - c. Advertisements.
  24. Provide any statements, policies or videos from the Office of the President concerning UMass policy on Title IX to include sexual harassment.
  25. Submit any policy or spreadsheet that outlines the frequency of anti-sexual harassment training.
  26. Provide any data from anonymous surveys given on sexual harassment policies/reporting/incidents at UMass.

27. Provide a copy of any “Assurance of Compliance” forms signed by faculty, staff, or administrators as part of an acknowledgment of Title IX and sexual harassment rules and regulations at UMass.
28. Provide any spreadsheet analyses or breakdowns of Title IX complaints, including sexual harassment, pertaining to UMass student body, staff, or administrators. (A copy of this information can be provided on the NIFA Title IX Report Template)
29. Provide information on UMass’s best practices with regard to Title IX or sexual harassment prevention.
30. Provide screenshots of any Title IX information provided on internal UMass websites, such as instructions and/or policies on Title IX or the sexual harassment complaint process.
31. Provide copies of all marketing materials for events organized or hosted by UMass Research in the past year. Such materials may include, but not necessarily be limited to:
  - a. Materials related to student recruitment and/or mentoring activities;
  - b. Outreach materials designed to increase participation in research-related events;
  - c. Announcements for research talks, programs, or other educational events open to the general public or university community as a whole.
32. Provide copies of all reasonable accommodation policies and/or procedures applicable to UMass Research.
33. Provide a spreadsheet of all reasonable accommodation requests made within the past five years, including the following information for each request:
  - a. Date of the request;
  - b. Full name and title of staff or faculty who handled the request;
  - c. Dates of all communications regarding the accommodation;
  - d. Date accommodation was provided;
  - e. Nature of the accommodation provided.
34. Provide copies of UMass Research’s language needs assessment and language access plan.
35. Provide copies of all UMass Research written materials translated into a language other than English.
36. Provide copies of all language access policies or written directives regarding language access provided to UMass Research staff.