

## **Reminder about Required Nondiscrimination Notice in Federally Funded Conferences**

Sept. 14, 2020 -- A reminder that nondiscrimination notices must be included in federally funded conferences/experiences. This requirement went into effect July 1, 2020 and the Office of Institutional Equity has provided guidance.

### **Expectations for Nondiscrimination Notice: Federally Funded Conferences and Experiences**

#### **Procedure**

Pursuant to federal requirements from federal grant agencies, all attendees or participants in federal grant-supported conferences, symposia, workshops, or field experiences, whether in-person or virtually, must be provided the following written notice prior to and during these experiences. If you are unsure if written notice must be provided, please contact the Office of Research Integrity & Compliance (<https://www.research.ucf.edu/compliance.html>) or the Office of Institutional Equity (<https://oie.ucf.edu/>).

#### ***For conferences, workshops, or symposia:***

The following written notice should be placed on conference, workshop, or symposia registration forms. Additionally, this notice should be placed in a prominent location in the conference or symposia program or guidebook.

#### ***For field experiences:***

The following written notice should be placed in recruitment and application materials for field experiences. Additionally, this notice should be provided in writing at the beginning of a field experience to all personnel (e.g. students participating in the field experience and employees or other personnel supervising or working in conjunction with the field experience).

## **Expectations for Nondiscrimination Notice: Federally Funded Conferences and Experiences**

### **Written Notice**

#### **Nondiscrimination and Anti-Harassment Agreement**

By participating in conferences, symposia, workshops, field work, or other programs sponsored by federal funds awarded to the University of Central Florida, you are agreeing to abide by policies in place to ensure a safe and productive academic research environment. These include UCF Policy 2-004.1 (Nondiscrimination Policy) and Regulation UCF-3.001 (Nondiscrimination Regulation). The University of Central Florida prohibits unlawful discrimination in any of its education or employment programs and activities on the basis of an individual's race, color, ethnicity, national origin, religion, or non-religion, age, genetic information, sex (including pregnancy and parental status), gender identity or expression, sexual orientation, marital status, physical or mental disability (including learning disabilities, intellectual disabilities, and past or present history of mental illness), political affiliations, veteran's status (as protected under the Vietnam Era Veterans' Readjustment Assistant Act), or membership in any other protected classes as set forth in state or federal law. Retaliation for making a good faith report or assisting another in making a good faith report under the Nondiscrimination Policy is also prohibited.

#### ***Reporting Sexual Harassment and Other Forms of Discrimination***

To file a report of discrimination, discriminatory harassment (including sexual harassment), or retaliation, please visit <https://oie.ucf.edu> (Office of Institutional Equity) or <https://letsbeclear.ucf.edu> (Let's Be Clear/Title IX). You may contact the Office of Institutional Equity directly at 407-823-1336 or [oie@ucf.edu](mailto:oie@ucf.edu).

All employees are expected to immediately report to the Title IX Coordinator any information regarding possible sex discrimination, sexual harassment, or sexual or interpersonal violence involving a UCF student, and can do so by visiting <https://letsbeclear.ucf.edu>.