Decision to conduct field research:
Student and supervisor agree that field research is appropriate. This might happen in a supervisory committee meeting. Conferences and some other research-related activities do not require RMM 801: check the “scope section” of the policy to see exclusions.

Assessment of risk level:
Student and supervisor: check government of Canada travel advisory for risk levels (L1, L2…) and consider other risks.

L1 and low risk

Get written endorsement of department chair. Confirms that it is low risk and department approves

Significant risk: “hazards that are significantly greater than those likely to be encountered in their everyday lives”

L3 or L4? Extreme risk

Prepare a plan for EOHSS review and approval by Provost or VP International.
Two months lead time needed. This is the responsibility of the student and supervisor but departmental approval is required and the graduate administrator should keep copies of the relevant documentation.

Prepare risk plan and complete RMM 801 forms.
Requires signatures from supervisor and department chair. Forms are sent to EOHSS by graduate administrator.

Get EOHSS endorsement.
EOHSS returns approval form to department (which then gets it to the graduate administrator).

Submit FTOC form to SGS with documentation of chair’s risk endorsement. This should be done by the graduate administrator for the student.

When FOTC form approved, ready to travel!
Provide notice of travel, chair’s approval, contact information to graduate administrator.

Submit FTOC form to SGS with RMM 801 page with EOHSS approval. This should be done by the graduate administrator for the student.

Submit FTOC request to SGS with documentation of risk review and approval. This should be done by the graduate administrator for the student and supervisor.

When FTOC form approved, proceed to implement risk plan, and commence travel.
Provide notice of travel, contact information to graduate administrator.

Obtain EOHSS review and approval by Provost or VP International. Approvals can be documented with copies of emails.

If unforeseen significant risks occur during field research contact supervisor immediately. Supervisor should contact department chair and associate dean.

Notes: FTOC forms involving field research that arrive at SGS without documentation of risk approvals will be sent back to the student’s department. Some short-term field research may require RMM 801 but not the FTOC form: see the rules for the latter.