The New RMM 801
Field Trips, Student Placements and Research Planning and Approval Program

November 2017
Agenda

- When is an RMM 801 form required?
- RMM 801 Approval Process
- Frequently Asked Questions
When is RMM 801 required?

- Field trips
- Student placements outside Canada
- Field research that falls within employment responsibilities or the academic program of the participant
- All of campus activities that are part of McMaster’s academic courses and programs
When is RMM 801 NOT required?

- Travel for conferences, seminars, meeting, or visits to academic or related institutions
- Student placements within Canada
- External activities that are NOT part of employment or academic responsibilities
- Travel or activities of a person who is not a member of the McMaster community
How it works

1. Determine if an RMM 801 is required
2. Complete Risk Assessment
3. Complete all required forms and documents
4. Obtain proper levels of approval
Determining Risk Level

Level of risk is determined by two factors:
Travel Advisory Ratings & Activity Assessments

Low Risk
- Destination is classified by Global Affairs Canada as an L1: Exercise normal security precautions or L2: Exercise a high degree of caution country/state.
- Risks involved in activities have been determined to be no greater than those encountered in everyday life.
- Example: Working in a museum in London

Significant Risk
- Destination is classified by Global Affairs Canada as an L1: Exercise normal security precautions or L2: Exercise a high degree of caution country/state.
- Risks involved in activities have been determined to be significantly greater than those encountered in everyday life.
- Example: Conducting research on an active Volcano in Hawaii

Extreme Risk
- Destination is classified by Global Affairs Canada as an L3: Avoid all non essential travel or L4: Avoid all travel country/state.
- Risks involved in activities have been determined to be significantly greater than those encountered in everyday life.
- One or both of these scenarios would be considered extreme risk.
- Example: Research in Hiroshima or Placement in Yemen
Required Forms and Approval

Level of risk is determined by two factors:
Travel Advisory Ratings & Activity Assessments

**Low Risk**

- Complete RMM 801:
  - Approval Form,
  - Statement of Responsibilities Checklist
  - Participant Waiver Agreement
  - Declaration of Health Status (activities outside of Ontario only)

- Receive Approval:
  - Supervisor
  - Department Chair/Director

**Significant Risk**

- Complete RMM 801:
  - Approval Form,
  - Statement of Responsibilities Checklist
  - Participant Waiver Agreement
  - Declaration of Health Status (activities outside of Ontario only)

- Receive Approval:
  - Supervisor
  - Department Chair/Director
  - EOHSS for FINAL approval

**Extreme Risk**

- Complete RMM 801:
  - Approval Form,
  - Statement of Responsibilities Checklist
  - Participant Waiver Agreement
  - Declaration of Health Status (activities outside of Ontario only)

- Receive Approval:
  - Supervisor
  - Department Chair/Director
  - EOHSS for FINAL approval
  - Provost/VP International Affairs gives final approval
Thank you