

# Instructions for project registration and DMP creation via the central RDMO platform of the Max Weber Foundation

Note: A general documentation on RDMO can be found on the [RDMO-Website](#).

## Step 1: Login

Login to the RDMO platform of the Max Weber Foundation: <https://rdmo.maxweberstiftung.de>

In the future, RDMO will be integrated into the Foundation-wide IAM so that registration is no longer necessary. Currently, we ask you to send a short message to [rdmo@maxweberstiftung.de](mailto:rdmo@maxweberstiftung.de) in order to set up an RDMO account. We will then send you your login data.

RDMO

Language Login

## Welcome to RDMO

the Max Weber Foundation's central platform for data management

RDMO (Research Data Management Organizer) is a tool that supports you in the structured planning of your data management and the creation of data management plans and text modules for your funding application. Through a structured interview in the form of a suitable questionnaire, the following are thereby

- considers all important aspects of data management (such as responsibilities, data description, archiving and publication),
- put collaborative data management on a common basis for agreements,
- enables the output of a data management plan or individual text modules for your funding application,
- versioned data management plans for your funding body (e.g. for EU Horizon 2020 projects) via snapshot function.

### Initial registration of research projects

RDMO is also used for the initial recording of projects that are transferred in this context to the RDM workflow of the MWS, which includes an advisory service regarding IT infrastructure, software and data formats as well as data publication (repository, metadata, licences).

The input mask of the questionnaire "MWS Projects - Initial Entry" also contains all fields required for the MWS project database, which are transferred to it via a corresponding export function. Detailed information can be found in our [detailed instructions for project entry](#).

### Metadata for your research data publication

For the publication of data sets previously documented in RDMO, another questionnaire is available ("MWS Publication - DataCite"), which covers the minimum requirements of the DataCite schema. A corresponding export function enables easy connection to relevant repositories, e.g. [perspectiva.net](#), which are based on this metadata schema.

In this way, information about the one-time, central input in RDMO can be reused in different contexts.

## Max Weber Foundation

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### Login

**Username**

**Password**

Remember Me

**Login**

Alternatively, you can login using one of the following third party accounts:

[IAM \(Single Sign-On\)](#)

Currently, registration is required to set up an RDMO login. To do so, please send a short message to [rdmo@maxweberstiftung.de](mailto:rdmo@maxweberstiftung.de).

In the future, registration will no longer be necessary, as RDMO will be integrated into the Foundation-wide IAM (Single Sign-On).

## Step 2: Create a project

After the first login, the project list is empty. You can create a data management plan by clicking on "Create new project".

## My Projects

Name	Progress	Role	Last changed	Options
				<p><b>Create new project</b></p> <p><b>Filter projects</b></p> <input type="text" value="Search project title"/> <p>1 of 1 projects shown</p> <p><b>Import existing project</b></p> <p>Import from file</p> <input type="text" value="Select file"/>

Then enter a title, optionally a short description for the new project, and select the questionnaire "MWS Projects (First Registration)". The entry for "Parent project" is optional and is used to transfer already completed fields from an existing DMP.

## Create new project

**Title**  
The title for this project.

**Description**  
A description for this project.

**Catalog**  
The catalog which will be used for this project.

**MWS Projects (First Registration)**

**Horizon Europe**  
RDMO questionnaire for the funding framework program "Horizon Europe" (2021-2027) of the European Commission

**Parent project**  
The parent project of this project.

You can switch to another questionnaire at any time by going back to the project overview, selecting the relevant project and then clicking on "Update project catalog" under "Options" on the right.

## Musterprojekt XY

<b>Description</b>	Dies ist ein Test für den automatisierten Import von RDMO-Projekten in die MWS Projektdatenbank.		<b>Options</b>
<b>Catalog</b>	MWS Projects (First Registration)		<b>Answer questions</b>
<b>Tasks</b>	<p>Tasks are generated automatically from the answers given in the project. On the page of each task you can see which of your answers lead to the activation of the task.</p> <p>No active tasks found.</p>		<b>View answers</b> Update project information Update project catalog Update parent project Update project tasks Update project views Delete project Add member

If the new questionnaire contains the corresponding questions, the associated answers are adopted. Otherwise, the answers from the previous catalogue are not displayed. These are not lost, however, but are stored in the database. After switching back to the original questionnaire, all answers that have already been entered are available again.

### Explanatory notes on the questionnaires that can be selected

Questionnaire	Description
<b>MWS Projects</b> (First Registration)	<p>This questionnaire is intended for the initial registration of projects. It contains the mandatory fields required for the <a href="#">MWS project database</a> and, in addition, further general questions about the project and the planned handling of the research data during and after completion of the project.</p> <p>Information on all stages of the research data life cycle, e.g. collection, preparation, storage, archiving and publication of the data is recorded, thus supporting compliance with the <a href="#">FAIR Principles</a> for research data.</p> <p>The questionnaire is structured according to the following main categories:</p> <ul style="list-style-type: none"> <li>• General</li> <li>• Content classification</li> <li>• Technical classification</li> <li>• Metadata and referencing</li> <li>• Legal and ethics</li> <li>• Data usage and publication</li> </ul>
Horizon Europe	<p>This questionnaire contains all questions relevant for funding in the EU Framework Programme "Horizon Europe" (2021-2027) where information on open science and research data management is mandatory.</p> <p>The questionnaire is structured according to the following main categories:</p> <ul style="list-style-type: none"> <li>• General</li> <li>• Disciplinary and technical classification of data</li> <li>• FAIR data</li> <li>• Other research outputs</li> <li>• Allocation of resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Data security</li> <li>• Ethics</li> <li>• Other aspects</li> </ul> <p>Further links:</p> <ul style="list-style-type: none"> <li>• <a href="#">Horizon DMP Template</a> (docx, version 1.1, 1/4/2022)</li> <li>• Website OpenAIRE, <a href="#">RDM in Horizon Europe Proposals</a> (13/6/2022)</li> </ul>
Perspectively: MWS publication DataCite	This questionnaire contains all relevant information covering the minimum requirements for the DataCite scheme, thus enabling a seamless connection to the MWS persepectivia.net data repository.

### Step 3: Fill in the data management plan

After successfully creating a new project, click on "Answer questions" to complete the data management plan.

## Musterprojekt XY

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<b>Catalog</b>	MWS Projects (First Registration)		<a href="#">Answer questions</a> <a href="#">View answers</a> <a href="#">Update project information</a> <a href="#">Update project catalog</a> <a href="#">Update parent project</a> <a href="#">Update project tasks</a> <a href="#">Update project views</a> <a href="#">Delete project</a>

**Tasks**

Tasks are generated automatically from the answers given in the project. On the page of each task you can see which of your answers lead to the activation of the task.

No active tasks found.
  | [Add member](#)  [Create snapshot](#)  [Back to projects overview](#) || **Views** | Views are created using the answers given in the project and can then be exported in various formats. Initially, all views are empty. Please answer some questions by visiting **Answer Questions** (at the top of the sidebar). |  | **Export** |

My Projects / Musterprojekt XY / General

## Topic

**Short note on the question catalog:**  
 The following questions in the "General" section serve to describe the project in general, all other sections refer to the description of the concrete data sets.

The question catalog can be saved temporarily at any time and does not have to be answered in one go. **All information is optional** and can be edited at any time. In order to document intermediate statuses, use the option of versioning by means of the snapshot function (see *project homepage/options/create snapshot*).

The selection lists for the search in the MWS project database are currently permanently implemented, but can be extended by further fields if desired. Specifically, these are *place names*, *subject disciplines*, *subject areas*, *epochs* and *institutes*. Please send a short message to [rdmo@maxweberstiftung.de](mailto:rdmo@maxweberstiftung.de).

The questions marked with \*\*\* are **relevant for filling in the MWS project database** ([Link to MWS project database](#)). This also includes the information "title" and "project description", which are requested when a new project is created.

**What is the main research question of the project?**  
 Describe briefly the project and its aims.

Test

### Overview

Project: **Musterprojekt XY**  
 Catalog: MWS Projects (First Registration)

[Reload page](#)  
[Back to my projects](#)

### Progress

19 of 57

Back
Proceed

### Navigation

Using the navigation will save your input.  
 Grey entries will be conditionally skipped based on your input.

General

- Topic (2 of 3)
- Research field (2 of 3)
- Spatial reference ✓
- Temporal reference
- Project schedule ✓
- Funding (1 of 2)
- Additional project data
- Other requirements (1 of 2)
- Project coordination (9 of 13)

The questions can be answered in any order; to do so, simply jump to the desired category in the navigation on the right. It is also possible to omit questions that are not relevant for your project. You can save the plan at any time and continue the work at a later time.

#### Step 4: Versions and project members

The snapshot function enables you to save different versions of your data management plan. It is possible to return to an earlier version. This can be helpful if funding bodies expect several, updated versions of a data management plan over the course of the project (as is the case with Horizon Europe, for example). The saved version is given a date and archived under "Snapshots".

## Snapshots

Snapshots allow you to save all responses at a given point in time and preserve a certain stage of the project. Later the snapshot can be used to create views, and the project can also be reset to a previous snapshot if needed.

Snapshot	Description	Created	+
Musterprojekt		March 15, 2024, 11:55 a.m.	

The function "Members" enables the owner of the project to add further persons for collaboration and assign them with the appropriate rights, whereby four different roles can be distinguished:

1. Guest (can only read)
2. Author (can answer questions)
3. Manager (can additionally create snapshots)
4. Owner (all rights, including the right to delete the data management plan und to assign rights to further project members)

### Members

Here you can see who can access the project and invite additional members. You can use the user roles to manage which rights the benefits have. Unless you are the last owner, you can leave the project with the button next to your name.

User	E-Mail	Role	
		Owner	

## Step 5: Output

Another option is to use views, special "output filters", which are adapted to the specifications of the research funders or enable adaptation to certain corporate design specifications. However, views must be created or imported beforehand. Currently, only the view for "Horizon Europe" can be selected.

### Views

Views are created using the answers given in the project and can then be exported in various formats. Initially, all views are empty. Please answer some questions by visiting **Answer Questions** (at the top of the sidebar).

View	Description	
Horizon Europe	View (export template) for the funding framework program "Horizon Europe" (2021-2027) of the European Commission (version 1.0, 5th May 2021)	

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## Step 6: Backup

RDMO is continuously being developed further, which is why updates are regularly installed on the server. Despite all precautions, data loss cannot be completely ruled out. If you save your data management plans locally as XML (export: "RDMO XML"), you can easily restore individual projects using the import function of RDMO. In this way, data management plans can also be transferred to another institution that also offers RDMO.

## Views

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View	Description
Horizon Europe	View (export template) for the funding framework program "Horizon Europe" (2021-2027) of the European Commission (version 1.0, 5th May 2021)

## Members

Add member  
Create snapshot  
Back to projects overview

## Export

RDMO XML  
CSV (comma separated)  
CSV (semicolon separated)  
JSON  
to Zenodo  
as maDMP JSON  
as DataCite XML  
as RADAR XML



## Step 7: Export to project database

As soon as you have made all the necessary entries in the initial questionnaire (see the questions marked with \*\*\*, but at least the fields **title**, **description** and **MWS institute** under Project schedule), you are free to register your project for the MWS project database. This is done via an automatic export, which is carried out once a month via cron job. However, the project will only be transmitted if you have ticked "**No**" for the question "*Project process: Is the project still in the application phase?*". Please only carry out this step once your project has officially started. If there are any changes at a later date, you can enter them in your questionnaire at any time and either wait for the next automatic export OR contact the RDMO administration via [rdmo@maxweberstiftung.de](mailto:rdmo@maxweberstiftung.de), who can then carry out a manual export. Please note that even after a successful export, the projects still have to be activated by the department "Quality Assessment, Public Relations, Support Opportunities", i.e. they do not appear directly on the website.

My Projects / Musterprojekt XY / General

### Project schedule

\*\*\* Is the project still in the application phase?

Note: Answering this question is relevant for the interface to the MWS [project DB](#). Please, be aware that a synchronisation with the MWS [project DB](#) can only be realised if your answer to this question will be "No".

Yes  No ✎