RDMO

A tool to support the planning, implementation, and organisation of research data management.

RUHR-UNIVERSITY BOCHUM

Research **D**ata **M**anagement **O**rganiser

Tutorial

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What is RDMO?

The **Research Data Management Organiser** (RDMO) uses a structured interview to guide you through all the important aspects of your data management. Your answers will be then turned into a data management plan.
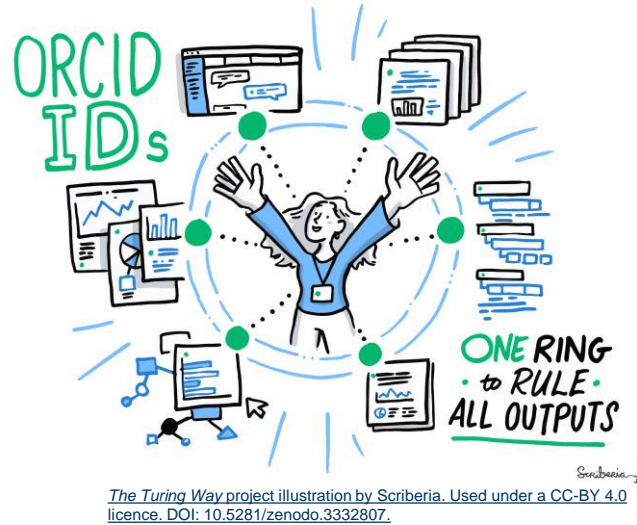
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First steps: Log in to RDMO

RDMO login via ORCID

Login to RDMO takes place via ORCID.org. You therefore need an ORCID account to use it.

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It enables a shared use among three UA Ruhr universities. Information on ORCID and account creation can be found on the ORCID website of the University Library.

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RDMO login via ORCID

1. Click on the Orcid.org button on the <u>front page</u>.

2. You are redirected to the ORCID service. Select **"Access through your institution"** to log in with your university ID.

3. *Only at the first login*: You are then guided through the linking process. If you do not have an ORCID yet, you can register one.

4. You are redirected back to RDMO. Confirm the Terms of Use and create an account on RDMO by entering your email address and username.

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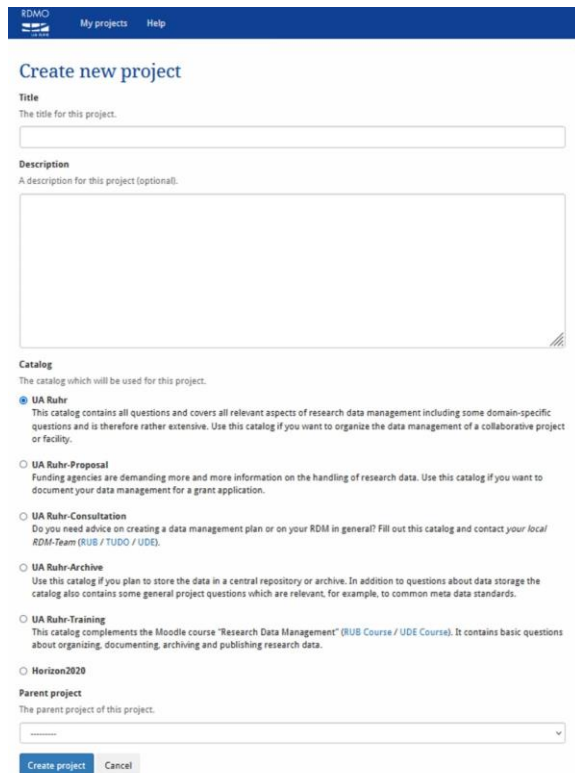
Create your first project

Create your first project

1. After logging in, choose the option "Create new project".

2. Enter a title and a short description of the project.

3. Choose the **preferred catalogue** (more information on slide 30). You can change the chosen catalogue at any time later, by editing the project information.

4. Optional: Select a parent project out of your existing projects to take over its content. You can find more information about that under **Select a parent project** (Slide 22).

5. Confirm your settings with the "Create project" button.

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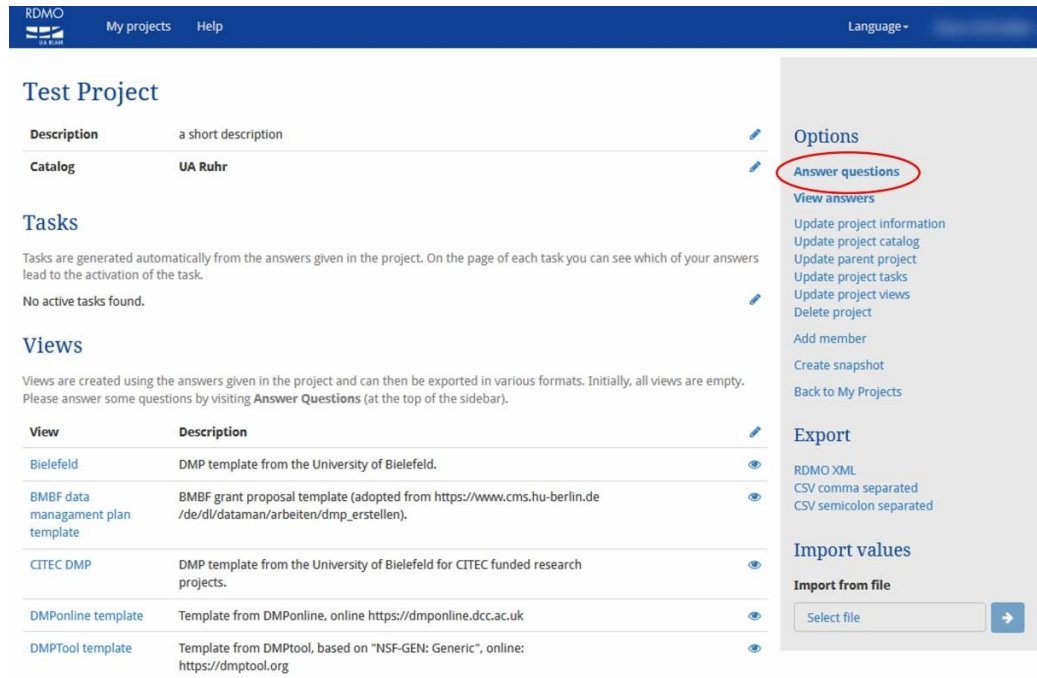
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- Start the interview
- View the DMP
- Use snapshots

Start the interview

1. Select a project from the front page.

2. In the menu on the right, select "Answer questions".

3. The interview starts.

You can skip any question that is either irrelevant to your project or not answerable at this point and come back at a later time.

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Start the interview

- With a structured interview, RDMO helps you to process all the important parts of your data management in a simple way.

- Questions can be skipped / answered later.

Navigation panel

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Create a data management plan

1. Select a project from the front page.

2. You can find a list of different templates under **"Views",** for example a template for a Horizon or a BMBF data management plan.

3. Open the desired template by clicking the eye icon next to it.

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Create a data management plan

➤ You can see the result in the following window.

➤ It is also possible to export the template in different file formats (e.g. Microsoft Word, LaTeX, rtf, pdf) using the menu on the right.

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Using snapshots

Snapshots save your answers at a specific time. You can therefore create **different versions** of your project and generate updated versions, as for instance required for Horizon projects. If necessary, you can also reset your project **to previous snapshots.**
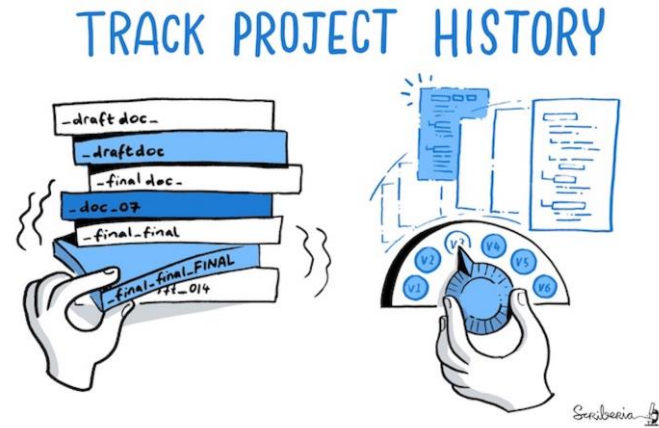
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Using snapshots

1. Select a project from the front page.

2. Choose the option "Create snapshot" from the menu on the right.

3. Next, enter a name and a description.

4. You can then find a list of your snapshots with their respective creation dates under "Snapshots" on the project page.

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View snapshots

You can view your previous snapshots with the snapshot overview. It is also possible to view the different versions of your data management plan.

1. Select a project from the front page.

2. Scroll down to the snapshot overview.

3. Select the eye-symbol next to the snapshot you would like to view.

4. On the following page, you can switch between the snapshot and the present view.

5. If you would rather see the data management plan of a previous snapshot you can open the corresponding **view**. Here you can switch between current version and snapshot, too.

Snapshots

Snapshot	Description	Created	
Version 1		May 24, 2019, 4:27 p.m.	👁✏↩

Restore a snapshot

In addition to viewing an earlier version of a project, you can also reset the project to a specific state.

❗ **Warning:** Resetting a project will delete all changes since the latest snapshot.

1. Go to the snapshot overview.

2. Select the arrow-symbol next to the snapshot to restore the project.

3. Confirm the recovery.

Snapshots
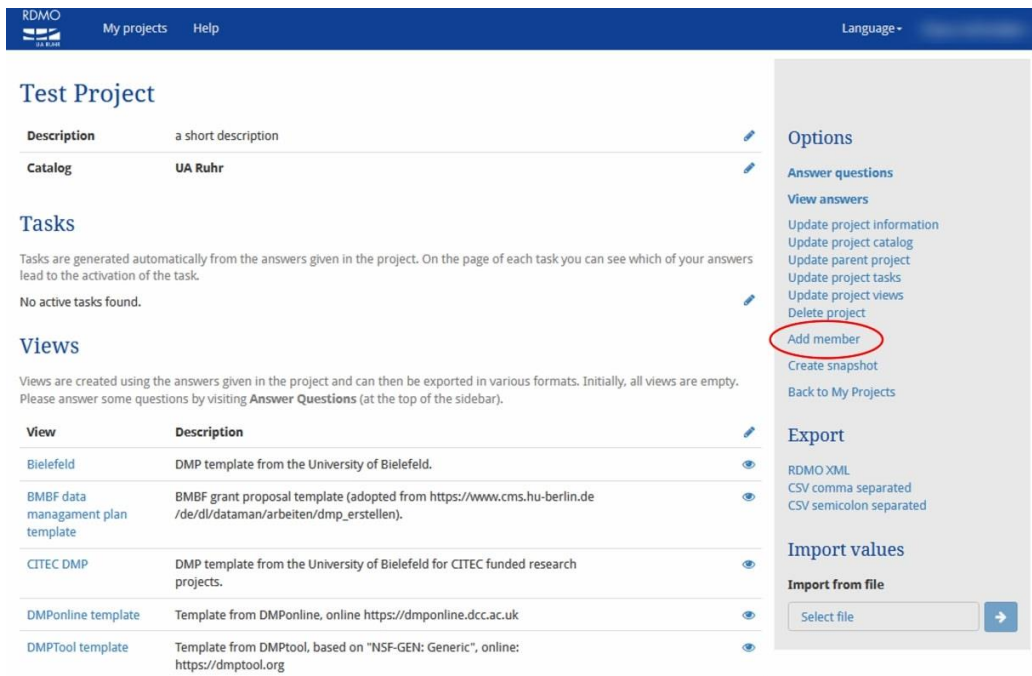
Snapshot	Description	Created	
Version 1		May 24, 2019, 4:27 p.m.	👁 ✏ ↩

Handle members

Handle members

Invite a new member

1. Select a project from the front page.

2. Choose the option "Add member" from the menu on the right.

3. On the next page, enter the e-mail address of the new member and select the desired role for them.

Only users registered in RDMO can be invited as project members.

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User rights

- **Guest**: All answers are displayed as read-only.

- **Author**: Can edit questions and answers, but can't change any project settings.

- **Manager**: Can change all settings, invite new members, export the project, and create snapshots.

- **Owner**: Owners may also delete the project.

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Edit or remove members

1. Select a project from the front page.

2. Scroll down to the list of project members.

Members

User	E-Mail	Role	
		Author	✏ ✖
		Owner	✏ ✖
		Author	✏ ✖
		Guest	

You can adjust the rights of each member by selecting the pen-symbol or remove a member with "X".

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Select a parental project

Select a parental project

To transfer your answers from one of your existing projects to your current project, you can define a parent project.

1. Select one of your projects either by creating a new project (point 4) or in the menu on the right under **"Update parent project".**

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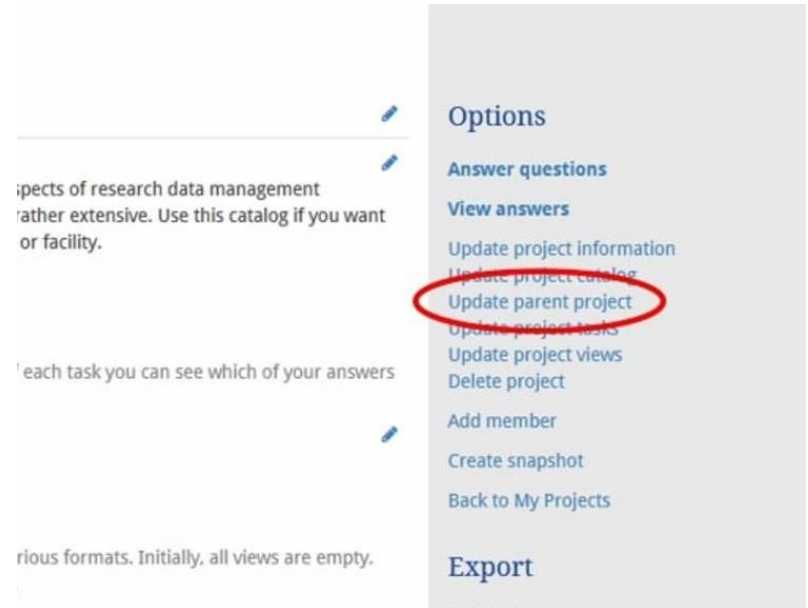
Select a parental project

2. Confirm importing the content of your parent project in the menu on the right under "Import from parent project".

3. Import answers from the parental project.

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Import / export a project

Export a project

You can import or export your RDMO projects at any time to create a local backup or to use it in other instances of RDMO.

1. Select a project from the front page.

2. Navigate to the option "Export" from the menu on the right and choose "RDMO XML".

3. Save the XML file in a directory of your choice.

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Import a project

1. Go to the front page.

2. Navigate to the option "Import existing project" from the menu on the right. Click on "Select file" and open the XML file that contains your project.

3. Click on the "Upload" button to import your project.

Projects with the same name are not replaced during import instead a new project is created.

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Import the projects from another RDMO instance

In general, an import of a project from another RDMO instance is possible. However, upon import **only answers to the questions** are transferred, not the question catalog itself, i.e. only the answers that are available in both instances are taken into account.

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Delete a project

By deleting a project, all information about the project is removed from the database.

1. Select a project from the front page.
2. In the menu on the right, select "Delete project" to delete the project.
3. Confirm that you agree with completely deleting the project.

! Deleting a project cannot be reversed. If necessary, create a backup of your project by exporting your project data.

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Which catalogue is the best for you?

Which catalogue is the best for you?

Short description

UA Ruhr-Consultation	Do you need advice on creating a data management plan or on your RDM in general? Fill out this catalogue and contact us.
UA Ruhr-Application	Funding agencies are demanding more and more information on the handling of research data. Use this catalogue if you want to document your data management for a grant application.
UA Ruhr-Archiving	Use this catalogue if you plan to store the data in a central repository or archive. In addition to questions about data storage the catalog also contains some general project questions which are relevant, for example, to common meta data standards.
UA Ruhr-Training	This catalogue complements the Moodle course "Research Data Management". It contains basic questions about organizing, documenting, archiving and publishing research data.

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Which catalogue is the best for you?

Short description

UA Ruhr	This catalogue contains all questions and covers all relevant aspects of research data management including some domain-specific questions and is therefore rather extensive. Use this catalog if you want to organize the data management of a collaborative project or facility.
Horizon Europe	This catalog is specifically adapted to EU funding applications under Horizon Europe.
DFG-Checklist	Catalogue according to the DFG checklist of 21.12.2021.

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Contact

Services for research data

- **E-Mail:** researchdata@ruhr-uni-bochum.de

- **Phone:** +49 (0)234 32-24800

- Mailing list on topic of research data

- More information under **https://www.ruhr-uni-bochum.de/researchdata/contact.html**

Do you need technical support for RDMO?

Contact our team at fdm-helpdesk@ruhr-uni-bochum.de

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- **Screenshots**: https://www.ruhr-uni-bochum.de/researchdata/de/rdmo_guide.html

- **Thoughtful expression:** by *iconsy*, https://www.canva.com/icons/MAD1osR0ZWA-emoji-thoughtful-expression-isolated-icon/

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