Research Data Management Organiser (RDMO) is a tool designed to assist researchers in the planning and management of their research data generated during a research project. The software is open source (https://rdmorganiser.github.io) and maintained by a community of users. GSI/FAIR hosts its own instance of RDMO for users of the facility.

GSI/FAIR RDMO can be reached via https://rdmo.gsi.de

RDMO contains a series of questionnaires about how data will be treated over the course of the project that can be filled out and exported as a Data Management Plan (DMP). GSI/FAIR strongly encourages the preparation of the DMP, and in addition it is now a requirement of many funding agencies. The DMP should be prepared at the start of the project and updated throughout to reflect any changes. Further information about Research Data Management can be found in the GSI/FAIR Research Data Management Policy and GSI/FAIR Research Data Management Guidelines.

This document is a basic guide to support the use of GSI/FAIR RDMO. Further help can be found through rdmo-help@gsi.de
Creating first Data Management Plan Project

At https://rdmo.gsi.de enter your GSI weblogin details

Projects Page

At the first time of logging in, some tips will appear which can be read through

Click on the “Create new Project” button. If you already have a previous RDMO Project, you can also import it here (in RDMO XML format).
Creating a new Project

On the Create new project page, enter the title of the project and an optional small description for future reference. Select which questionnaire catalog will be used. In this example, we will go through the GSI/FAIR Data Management Plan. The DMP for Horizon Europe projects is also available. Leave the ‘Parent Project’ field blank.
Project Overview Page

The project overview page gives a number of options. Some are described in this portion of the instructions and others later.

Views: There are two example data management plans for a generic experimental project: the start of a project and after data taking. These can be used for reference when filling out the form if needed.

Members: Other users can be assigned to the project in the members. **Please note that before adding a new member they should have logged into RDMO at least once before!**

New members can be added using the ‘+’ icon under the Members section of the project overview. There are 4 authorisation levels available.
- **Owner** has permissions to edit the project and add new members
- **Manager** has permissions to create snapshots but not add new members
- **Author** can edit answers
- **Guest** can only view answers and questions

Snapshots allow for versions of your data management plan to be explicitly saved at a given point in time. This will be described later in this document.
Questions from the catalogue can be answered or viewed in the **Options** menu.

**Answering Catalogue questions**

After clicking on **“Answer questions”** from the **Options** menu, the questionnaire starts. For the GSI/FAIR DMP, information is provided at the header of each page. To continue through the catalogue, use the “Proceed” button at the base of the page, or in the “Progress” panel. You can return to the previous section using the “Back” button. the Navigation pane can be used to go to different sections of the questionnaire.
Exporting Answers

At the end of the questionnaire, the answers can be exported in a variety of formats.

Answers for My Data Management Plan

In the following, we have summarized the information about the project as given by you and your collaborators.

General

General Project Information

Data Management Plan Version

v1

Principal Investigator(s)

John Doe

Jane Doe

Please provide your name

Project Name

Export

PDF
Rich Text Format
Open Office
Microsoft Office
HTML
Markdown
mediawiki
LaTeX
Project export and import

Returning to the project overview page, the complete project can also be exported. Exporting this as **RDMO XML** allows answers to be imported between projects. Export the RDMO XML file and save it locally. Import from file can be used, for example, in a separate project to import the answers.

Select which of the answers should be imported to the new project.
**Updating the data management plan**

As the project progresses, the DMP should also be updated. This can be done in two different ways:

1. *Creating a new project and using the hierarchy function*: Return to the projects overview pages ([https://rdmo.gsi.de](https://rdmo.gsi.de)) and create a new project.
In the **Parent Project** dropdown list, select the project you are working on.

After creating the project, in the Project overview screen, you can import the answers you wish from the parent project. You can also access the parent project via the project hierarchy.
2. **Using Snapshots:** A snapshot of the project can be taken at a given point in time (e.g., after filling out the questionnaire at the beginning). When returning to update the DMP at a later date, the answers in the current version can then be modified, and another new snapshot can be created. The snapshot can then be viewed and edited, however, it should be noted that using the “Revert” option will result in the deletion of snapshots made after the snapshot that is reverted to. In the example below, if the “Beginning of the Project” Snapshot is reverted to, the “After Data generation” snapshot would be permanently lost.