

GSI/FAIR RDMO Instructions

v. 1.0 February 2024

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.

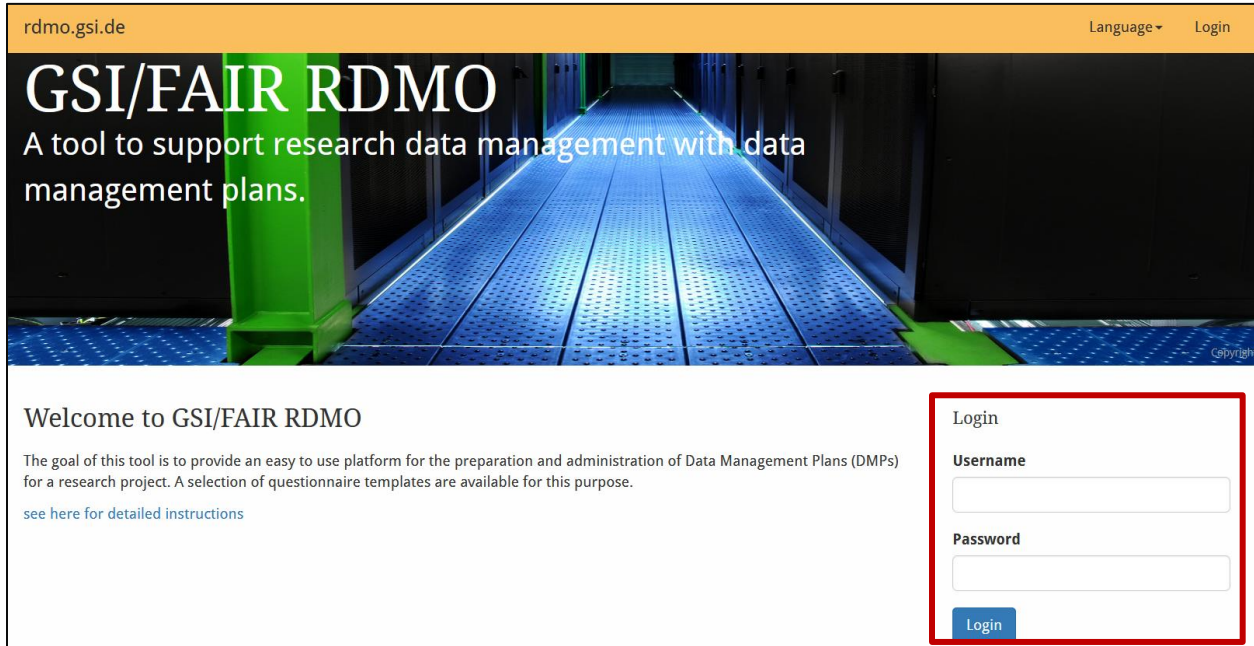
GSI/FAIR RDMO can be reached via <https://rdmo.gsi.de>

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



rdmo.gsi.de Language Login

GSI/FAIR RDMO

A tool to support research data management with data management plans.

Welcome to GSI/FAIR RDMO

The goal of this tool is to provide an easy to use platform for the preparation and administration of Data Management Plans (DMPs) for a research project. A selection of questionnaire templates are available for this purpose.

[see here for detailed instructions](#)

Login

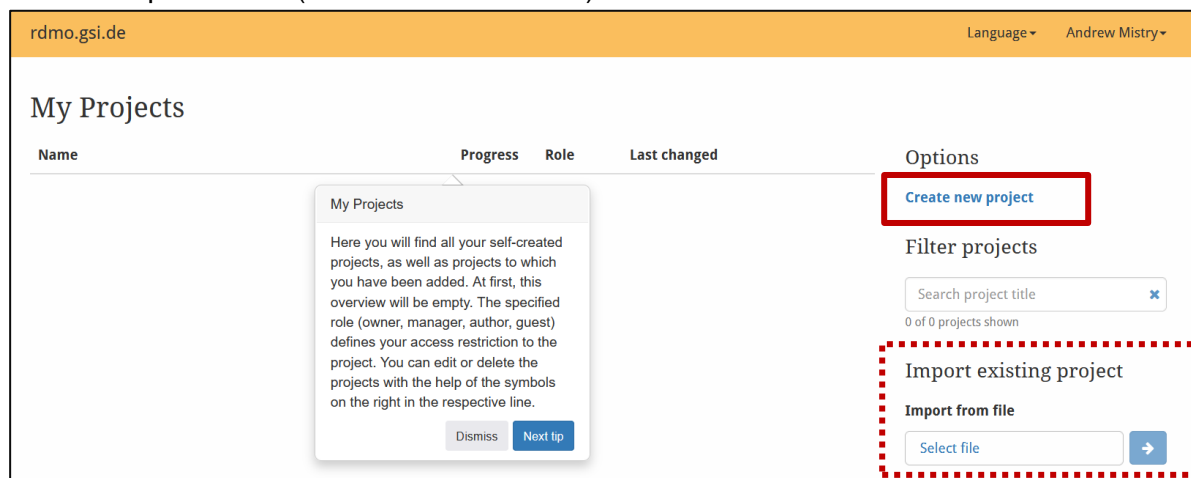
Username

Password

Login

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).



rdmo.gsi.de Language Andrew Mistry

My Projects

Name	Progress	Role	Last changed
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My Projects

Here you will find all your self-created projects, as well as projects to which you have been added. At first, this overview will be empty. The specified role (owner, manager, author, guest) defines your access restriction to the project. You can edit or delete the projects with the help of the symbols on the right in the respective line.

Dismiss Next tip

Options

Create new project

Filter projects

0 of 0 projects shown

Import existing project

Import from file

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.

Create new project

Title
The title for this project.

Description
A description for this project (optional).

Catalog
The catalog which will be used for this project.

GSI/FAIR Data Management Plan
The standard GSI/FAIR Data Management Plan for research projects

Horizon Europe

Parent project
The parent project of this project.

Project Overview Page

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

My Data Management Plan

Description This is my data management plan for my research project

Catalog **GSI/FAIR Data Management Plan**
The standard GSI/FAIR Data Management Plan for research projects

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
GSI Data Management Plan Template: Example Case 1_1, Beginning of project	This is a Data Management Plan prepared at the start of an example experimental project.
GSI Data Management Plan Template: Example Case 1_2 After Data Generation	This is a Data Management Plan prepared after the data generation period of an example experimental project

Options

- Answer questions
- View answers
- Update project information
- Update project catalog
- Update parent project
- Update project views
- Delete project
- Add member
- Create snapshot
- Back to projects overview

Export

- RDMO XML
- CSV (comma separated)
- CSV (semicolon separated)
- JSON

Import values

Import from file

Select file

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.

Name	E-Mail	Role
Andrew Mistry	a.k.mistry@gsi.de	Owner

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.

No snapshots found.

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.

[My Projects](#) / [My Data Management Plan](#) / [General](#)

General Project Information

A Data Management Plan (DMP) is a comprehensive document that outlines how data are to be handled both during a research project and after the project is completed. This includes how research data will be collected, processed, stored, and shared during and after a research project. The plan typically includes information on the types of data to be collected, data storage, data security and access protocols, and plans for sharing and preserving the data. The goal of a data management plan is to ensure that the data is well-organised, properly documented, and accessible to the research team and other authorised users, while also protecting the privacy and confidentiality of any sensitive information. As far as possible, research data should follow the [Findable, Accessible, Interoperable and Reusable \(FAIR\) principles](#), and this should be reflected in the Data Management Planning phases. The document can be updated throughout the project, and completed by one or more parties. Further information on research data publication can be found on the [GSI Open Science Webpage](#), and in the [GSI Instructions for Data/Software Uploads](#).

For further information, please see the [GSI/FAIR Policy on Research Data Management](#) and the [GSI/FAIR Open Science Webpage](#).
For comments, questions, and support please contact the Research Data Management Team open-science@gsi.de

Data Management Plan Version

Please give the version number of the DMP, e.g. v1

Principal Investigator(s)

Name of the Principal Investigator(s) of the project

Please enter your entries line by line. You can add lines using the green button and remove them using the blue cross (x).

Please provide your name

As the person filling out this plan

Overview

Project: [My Data Management Plan](#)
Catalog: [GSI/FAIR Data Management Plan](#)
[Reload page](#)
[Back to my projects](#)

Progress

0 of 13

Navigation

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

General
→ [General Project Information](#)
[Responsibilities](#)
[Data Set Description](#)
[Data Publication and Access](#)
[Data Findability and Metadata](#)
[Data Interoperability](#)
[Data Resuability](#)
[Ethics and Legal issues](#)
[Associated Costs](#)
[Additional Notes, Comments and/or Inf...](#)

Is there a collaboration based research data management policy for the project? If so please give details.

For example the AGATA collaboration has a Data Policy found [here](#)

Yes
 No

Provide a short description of the project

For example, proposal abstract could be copied here

Back Proceed

Navigation

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

General

- General Project Information
- Responsibilities
- Data Set Description
- Data Publication and Access
- Data Findability and Metadata
- Data Interoperability
- Data Resuability
- Ethics and Legal issues
- Associated Costs
- Additional Notes, Comments and/or Inf...

Back Proceed

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.

Options

[Back to project overview](#)

General

General Project Information

Data Management Plan Version

v1

Principal Investigator(s)

John Doe

Please provide your name

Jane Doe

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.

My Data Management Plan

Description	This is my data management plan for my research project	
Catalog	GSI/FAIR Data Management Plan The standard GSI/FAIR Data Management Plan for research projects	

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	
GSI Data Management Plan Template: Example Case 1_1, Beginning of project	This is a Data Management Plan prepared at the start of an example experimental project.	
GSI Data Management Plan Template: Example Case 1_2 After Data Generation	This is a Data Management Plan prepared after the data generation period of an example experimental project	

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	

Options

Answer questions

View answers

- Update project information
- Update project catalog
- Update parent project
- Update project views
- Delete project

Add member

Create snapshot

[Back to projects overview](#)

Export

- RDMO XML**
- CSV (comma separated)
- CSV (semicolon separated)
- JSON

Import values

Import from file

Select file

Select which of the answers should be imported to the new project

Import from My Data Management Plan.xml

Question	Current answer	Imported answer	<input type="checkbox"/>
Project ID	G22-01-0xx	G22-01-0xx	<input checked="" type="checkbox"/>
Principal Investigator(s)	John Doe	John Doe	<input checked="" type="checkbox"/>
Please provide your name	Jane Doe	Jane Doe	<input checked="" type="checkbox"/>



Import values

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>) and create a new project


My Projects

Name	Progress	Role	Last changed	
My Data Management Plan	8 of 50	Owner	Feb. 14, 2024, 3:59 p.m.	 

Options


[Create new project](#)

Filter projects

 
1 of 1 projects shown

Import existing project

Import from file

In the **Parent Project** dropdown list, select the project you are working on.

Create new project

Title
The title for this project.

Description
A description for this project (optional).

Catalog
The catalog which will be used for this project.

GSI/FAIR Data Management Plan
The standard GSI/FAIR Data Management Plan for research projects

Horizon Europe

Parent project
The parent project of this project.

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.

My Data Management Plan: After Data generation

Description	This is based on the data management plan at the start of the project with the answers updated.	
Catalog	GSI/FAIR Data Management Plan The standard GSI/FAIR Data Management Plan for research projects	
Project hierarchy	My Data Management Plan (8 of 50 progress) <ul style="list-style-type: none">My Data Management Plan: After Data generation	

Options

- Answer questions
- View answers
 - Update project information
 - Update project catalog
 - Update parent project
 - Update project views
 - Delete project
- Add member
- Create snapshot
- Back to projects overview

Export

- RDMO XML
- CSV (comma separated)
- CSV (semicolon separated)
- JSON

Import values

Import from file

Import from parent project

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).

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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	
Andrew Mistry	a.k.mistry@gsi.de	Owner	

- 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.

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	
After Data Generation	This was the DMP created after data generation	Feb. 14, 2024, 3:59 p.m.	
Beginning of Project	This was the DMP created at the beginning of the project	Feb. 14, 2024, 3:56 p.m.	