

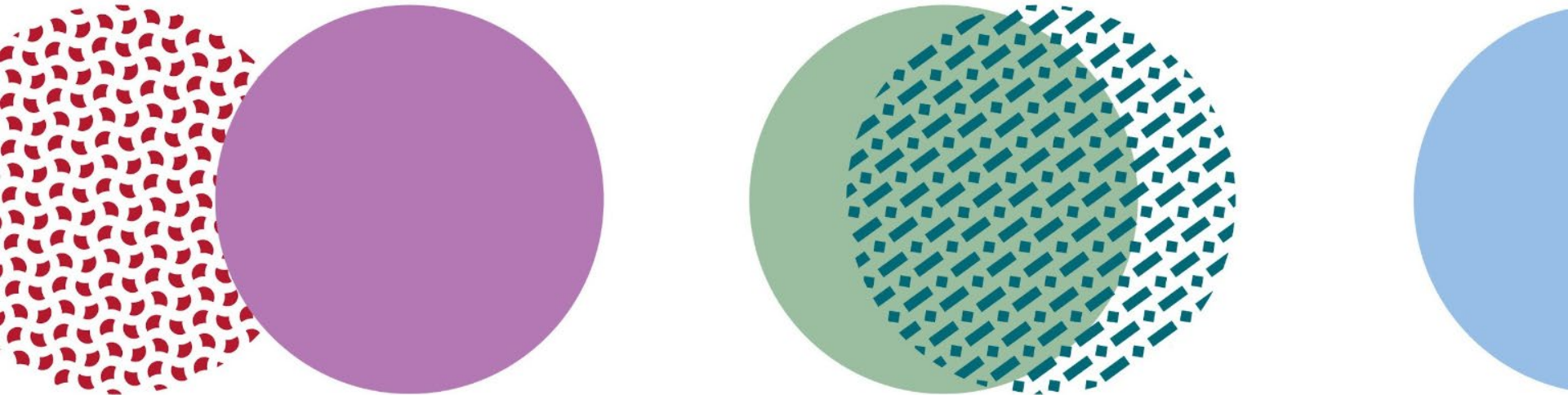
# RDM and Central Services at MWS with a Focus on Publication of (Closed/Restricted) Research Data

Nanette Reißler-Pipka / Eva-Maria Gerstner

Max Weber  
Stiftung

.....

Deutsche  
Geisteswissenschaftliche  
Institute im Ausland

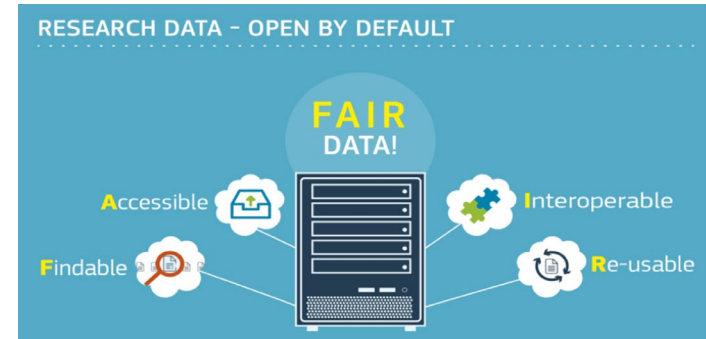


# Research Data Management (RDM)

Max Weber  
Stiftung

.....

- **RDM** describes all activities that occur along the so-called **research data life cycle**, beginning with the collection/creation of data, mainly concerns good documentation during the phase of data processing and extends to the archiving of research data.
- Research data should fulfil the **FAIR principles** right from the planning stage.



Source: Screenshot of OpenAire website: <https://www.openaire.eu/how-to-make-your-data-fair>

# Data Management Plan (DMP)

Max Weber  
Stiftung

.....

- Funding for research is linked to the demand for sustainable data management based on so-called **data management plans (DMP)**.
- A DMP is a formal document that outlines how data are to be handled both *during* a research project, and *after* the project is completed.
- It describes the (planned) collection, storage, processing and publication of data, as well as the necessary resources, legal framework and responsible persons.
- A DMP thus contributes to the **long-term** *findability, accessibility, interoperability* and *reusability* of data along the **FAIR** principles.



Topic  
Research field  
Spatial reference  
Temporal reference  
Project schedule  
Funding  
Metadata  
...

# RDM at MWS and Central Services

Max Weber  
Stiftung

.....

- **Guidelines for Handling Research Data within the MWS**<sup>1</sup>: procedures and responsibilities for the management of research data
- **Data stewards**: each institute has nominated at least one person that is responsible for RDM / regular meetings: at GHI Washington → Katharina Hering
- **RDM Knowledge Base**<sup>2</sup>: internal collection of relevant RDM themes (experience exchange, “train-the-trainer” principle)

<sup>1</sup> <https://doi.org/10.5281/zenodo.10225705>

<sup>2</sup> <https://projects.academiccloud.de/projects/fdm-beauftragte/wiki/rdm-knowledge-base-der-mws>

# RDM at MWS and Central Services

Max Weber  
Stiftung

• • • • •

## MWS Best Practice Handbook<sup>3</sup> on RDM

(in German, publicly accessible):

- specifies the RDM guidelines
- lists institutional specifications
- provides information on RDM topics
- is constantly updated (living document)

## Infrastructure services:

- [perspectivia.net](https://perspectivia.net)
- [ged.perspectivia.net](https://ged.perspectivia.net)
- [RDMO](https://rdmo.org)

### Praxishandbuch Forschungsdatenmanagement (FDM) der Max Weber Stiftung

Das vorliegende "Praxishandbuch Forschungsdatenmanagement" der Max Weber Stiftung – Deutsche Geisteswissenschaftliche Institute im Ausland – ist ein Handbuch für den Umgang mit Forschungsdaten innerhalb der MWS (veröffentlicht in deutscher und englischer Fassung auf Zenodo) sowie die aus dem "Open Access" resultierenden Verfahren und Verantwortlichkeiten näher.

Hier werden im Sinne eines Nutzerhandbuchs weitere Informationen zu den einzelnen Forschungsdateninfrastrukturangeboten der MWS und der Nationalen Forschungsdateninfrastruktur (NFDI) bereitgestellt. Durch die gute Anbindung und Vernetzung der MWS in die Nationalen Forschungsdateninfrastruktur (NFDI) und die Kulturwissenschaftliche Forschungsinfrastrukturen e. V. (GKFI), europäische Verbünde (wie DARIAH oder OPERAS) sowie übergreifende Informationen außerdem darüber hinaus gezielt auf deren Angebote verwiesen und diese nachgenutzt.

Das Praxishandbuch besitzt gleichermaßen wie die Leitlinie stiftungsweite Gültigkeit und Verbindlichkeit für alle Wissenschaftlerinnen und Wissenschaftler.

#### Inhalt

Das Inhaltsverzeichnis ist auch verfügbar unter diesem [Link](#)

#### A - Verantwortlichkeiten

Forschende

Institute

#### B - Zentrale FDM Services der Geschäftsstelle

Beratung und Schulung

Aktuelle Veranstaltungen

Angebote der NFDI

Angebote zu Data Literacy aus allen Verbünden

Künstliche Intelligenz, Large Language Models, Chatbots

Ökologische Aspekte - Grünes Datenmanagement

Q&A Forschungsdatenmanagement

Datenmanagement mit RDMO

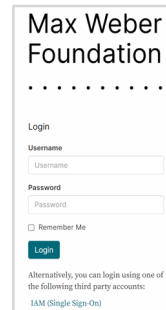
<sup>3</sup> <https://projects.academiccloud.de/projects/fdm-praxis-in-der-mws/wiki/fdm-praxishandbuch-mws>

# The RDMO Platform of the MWS

Max Weber  
Stiftung

.....

- **RDMO<sup>4</sup> (Research Data Management Organizer)**: open-source tool for the collaborative creation of DMPs - **customized for MWS**
- **RDMO platform of the MWS<sup>5</sup>**: no further registration necessary for MWS employees (SSO)
- Problems / Questions:  
**[rdmo@maxweberstiftung.de](mailto:rdmo@maxweberstiftung.de)**



Max Weber  
Foundation  
.....

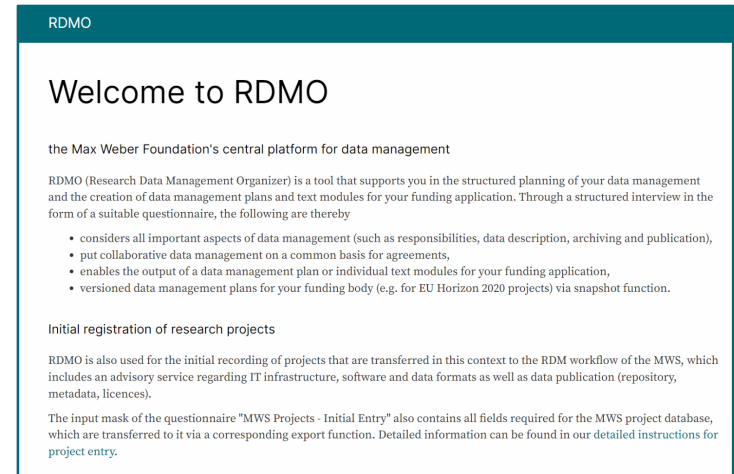
Login

Username

Password

☐ Remember Me

Alternatively, you can login using one of the following third party accounts:  
IAM (Single Sign-On)



RDMO

## 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](#).

<sup>4</sup> <https://rdmorganiser.github.io>

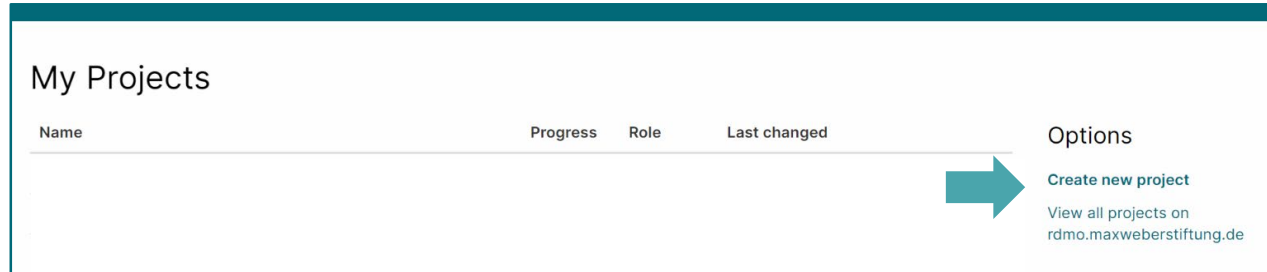
<sup>5</sup> <https://rdmo.maxweberstiftung.de>

# The RDMO Platform of the MWS

Max Weber  
Stiftung

.....

- After the first login, the project list is usually empty.
- You can create a DMP by clicking on "*Create new project*", entering a title and a short description and then clicking on "*Answer questions*".



# The RDMO Platform of the MWS

Max Weber  
Stiftung

• • • • •

The questionnaire is structured according to six main categories and several sub-categories (see navigation on the right side).

The screenshot displays the RDMO questionnaire interface. The main form area contains the following text:

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

Dies ist nur ein Testprojekt.

\*\*\* Please give some keywords describing the research question.  
If possible, identify the keywords by using standardized vocabulary, for example, the GND and/or Wikidata.  
*Example*  
GND: Sophocles, GND, 118615688  
Wikidata: Sophocles, Wikidata, Q7235

Note: Answering this question is relevant for the interface to the MWS [project DB](#).

Please enter your entries block by block. You can add blocks using the purple button and remove them using the teal cross (x).

GND (optional)

On the right side, there is a navigation sidebar with the following categories and sub-items:

- General
  - Topic (2 of 4)
    - Research field ✓
    - Spatial reference ✓
    - Temporal reference ✓
    - Project schedule ✓
    - Funding ✓
  - Additional project data
  - Other requirements ✓
  - Project coordination ✓
  - Project partners (5 of 6)
- Content classification
- Technical classification
- Metadata and referencing
- Legal and ethics
- Data usage and publication

Grey entries will be conditionally skipped based on your input.

The questions can be answered in any order.

Skip irrelevant questions.



# Why is this important for endangered, sensitive and restricted research data?

Max Weber  
Stiftung  
.....

- Describe your specific data and data origin (e.g. Russia)
- **Awareness** and **planning** of further actions
- Plan how to store and publish sensitive data **together with your data steward**
- See also [datenschutz@maxweberstiftung.de](mailto:datenschutz@maxweberstiftung.de)

The screenshot shows the RDMO (Research Data Management Online) interface. The top navigation bar includes 'RDMO', 'Back to project', 'Management', and 'Admin'. Below this, a breadcrumb trail reads 'My Projects / Beispiel1 / Legal and ethics'. The main section is titled 'Other sensitive data' and contains the question: 'Does this dataset contain sensitive data other than personal data?'. It provides examples: 'Examples of this include data that is considered problematic for political or ethical reasons in the country of origin or in Germany; or the disclosure of company or business secrets or location details of threatened areas (e.g. military installations, refugee accommodation, shelters for people under threat, etc.)'. There are two radio buttons: 'Yes' (selected) and 'No'. Below this, a text box is labeled 'If yes, please describe the non-personal sensitive data used in the project.' At the bottom right, there are 'Back' and 'Proceed' buttons.

# Background Information on DMP and RDMO

Max Weber  
Stiftung

.....

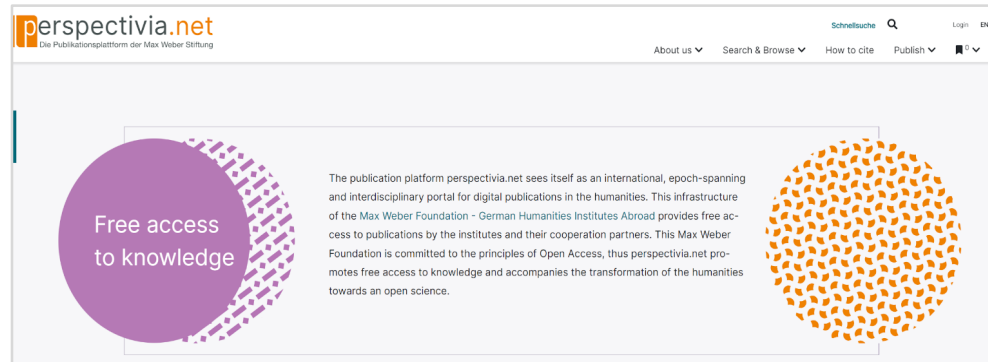
- **Guidance on DMP and RDMO:**  
<https://projects.academiccloud.de/api/v3/attachments/71542/content>
- **Instructions for project registration and DMP creation with RDMO:**  
<https://projects.academiccloud.de/api/v3/attachments/78198/content>
- **Training:**  
<https://projects.academiccloud.de/projects/fdm-praxis-in-der-mws/wiki/rdmo-schulungsmaterialien>

# OA Publication Platform [perspectivia.net](https://perspectivia.net)

Max Weber  
Stiftung

.....

- Since 2008: digital **Open Access publication platform** [perspectivia.net](https://perspectivia.net)
- Since 2017: based on MyCoRe, operated together with VZG
- Publication type: mainly journals (data format: PDF/A, metadata format: [MODS](https://www.loc.gov/standards/mods/))



# OA Publication Platform [qed.perspectivia.net](https://qed.perspectivia.net)

Max Weber  
Stiftung

.....

- Publication and presentation of **digital collections of sources and editions**
- Currently work in progress, see **MWS Best Practice Handbook on RDM:**  
[Portal für Quellen und Editionen](#)



# Publication of Research Data

Max Weber  
Stiftung

.....

- **Open Access** publication of Research Data
- Publication of Research Data that are **permanently protected** (or protected with an **embargo deadline**)
- Publication of Research Data that **have to be deleted** (after a period of 10 years or earlier)

# Publication of Research Data

Max Weber  
Stiftung

.....

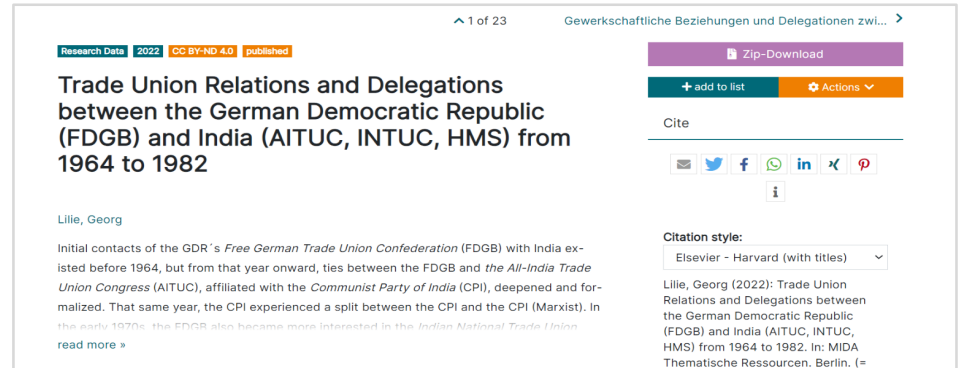
- In accordance with the RDM guidelines of the MWS, all researchers should **make** their **data** that are the basis of scholarly findings **available in a suitable repository** and use open and widespread licenses, assumed that this is legally possible.
- There are already several well-proofed and certified external repositories that can be recommended for the humanities.
- Information on this you can find in the **Best Practice Handbook on RDM: [Datenpublikation, Empfohlene Forschungsdatenrepositorien](#)** or by **individual consulting**
- Store only those RD in perspectivia.net for which no suitable external repository can be found
- **Note:** research data published in external repositories can be linked with a metadata entry in perspectivia.net, see **MWS Best Practice Handbook on RDM: [Nachweis in perspectivia.net](#)**

# Publication of Research Data in perspectivia.net

Max Weber  
Stiftung

.....

- Since 2023, some research data have also been published in perspectivia.net.
- Filtering by “Search & Browse” > “Genres” > “Research Data”: 23 results



# Solutions for Sensitive or Restricted Research Data

Max Weber  
Stiftung

.....

- Even data that are not suitable for publication may receive a DOI and can thus be referenced and linked with metadata, see **MWS Best Practice Handbook on RDM: Closed or restricted Access**
- In principle, it is already possible to store restricted data in perspectivia.net
- Adaptations are necessary



# Solutions for Sensitive or Restricted Research Data

Max Weber  
Stiftung

.....

Currently, **technical adjustments** are ongoing:

- Revise and activate a webform for submission
- Define mandatory elements (e.g. *“title”*, *“author”*, *“licence”*, *“resource type”*, *“description”*, etc.)
- Add missing elements (e.g. *“related source”*, *“data structure”*, etc.)

The screenshot shows the 'Submission form for Research Data' on the Perspectivia.net website. The form is organized into several sections with various input fields and dropdown menus. At the top, there's a header with the logo and navigation links. The main form area includes fields for Title, Author, Surname, Forename, and Creator. Below these are sections for Project Information (OpenAIRE) and a large text area for the Abstract. The form also features a 'Created at' dropdown, a 'Type of resource' dropdown, and several 'Epoch' and 'DDC' dropdowns. A 'Keywords' field with a search button is also present. The bottom of the form has a rich text editor for the Abstract. On the right side of the form, there are several information icons and a set of plus, minus, and plus buttons for each section.

perspectivia.net  
Die Publikationsplattform der Max Weber Stiftung

Schnellsuche 🔍

About us ▾ Search & Browse ▾ How to cite

Feedback

### Submission form for Research Data

\* Title:

Author:  Surname, Forename

Creator:  Surname, Forename

#### Project Information (OpenAIRE)

Project name:

Project Acronym:

Grant ID  Program-ID  Organization-ID

Created at:  YYYY-MM-DD

Type of resource:  Text

DOI:

Epoch:  (please select)

DDC:  (please select)

Keywords:

DDC Time:  (please select)

DDC Geo:  (please select)

Abstract:

# Solutions for Sensitive or Restricted Research Data

Max Weber  
Stiftung  
.....

## Workflow:

- General instructions in **MWS Best Practice Handbook on RDM**
- RDM data stewards carry out a first check and directly enter the metadata in [perspectivia.net](https://perspectivia.net) – they can also reserve a DOI before publication
- Data transfer will be organised in close cooperation of IT departments (central office and institute)
- Preview by editorial team at central office and final data check by the authors
- Publication in [perspectivia.net](https://perspectivia.net)

# Solutions for Sensitive or Restricted Research Data

Max Weber  
Stiftung

.....

- Sensitive data should be handed over to the **central office of MWS** at the latest after the end of the project.
- Thus, all data that may not be published for legal, political or ethical reasons get a DOI and will be findable (while not accessible **for now**).
- Researchers can register their requirements via RDMO
- Write to [fdm-perspectivia@maxweberstiftung.de](mailto:fdm-perspectivia@maxweberstiftung.de) for advice

# Special Case: personal data protection

Max Weber  
Stiftung

.....

- Research data for which **deletion is required after 10 years** (if you do not say otherwise in the consent form!): **Please, make sure to adapt the consent form!**
- Contact [fdm-perspectivia@maxweberstiftung.de](mailto:fdm-perspectivia@maxweberstiftung.de) and data protection officer [datenschutz@maxweberstiftung.de](mailto:datenschutz@maxweberstiftung.de)
- in-house archive solution (storage on slow storage media with a low backup frequency) and process for deletion after 10 years if required; more info here: <https://projects.academiccloud.de/projects/fdm-praxis-in-der-mws/wiki/losungen-fur-sensitive-oder-geschutzte-daten>

Max Weber  
Stiftung

.....

Thank you!  
Questions?

Contact us: [fdm-  
perspectivia@maxweberstiftung.de](mailto:fdm-perspectivia@maxweberstiftung.de)  
[rdmo@maxweberstiftung.de](mailto:rdmo@maxweberstiftung.de)

