

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 [RMDO-Website](#).

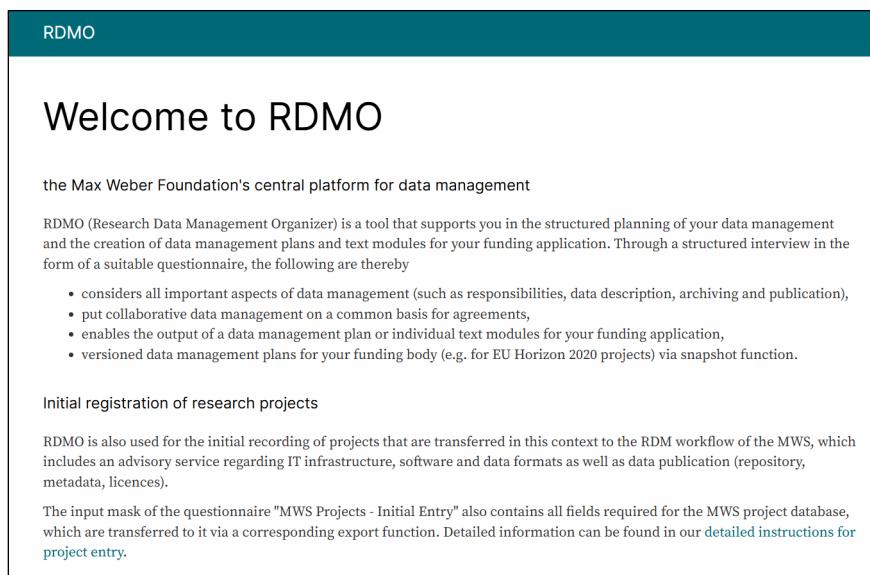
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Step 1: Login

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

RDMO has been integrated into the foundation-wide IAM so that no registration is necessary.

For external guests, please send a brief message to rdmo@maxweberstiftung.de to set up an RDMO account. We will then send you your login data.



The screenshot shows the RDMO login page. The top navigation bar is teal with the text 'RDMO'. The main content area has a white background. The title 'Welcome to RDMO' is in large, bold, black font. Below it, a sub-section titled 'the Max Weber Foundation's central platform for data management' is in smaller, bold, black font. A detailed description follows, mentioning RDMO's purpose: structured planning of data management, creation of data management plans and text modules for funding applications, and various features like snapshot functions. A bulleted list highlights these features: considering all important aspects of data management, enabling collaborative data management, enabling output of data management plans, and versioning data management plans. Below this, a section titled 'Initial registration of research projects' is described, mentioning its use for recording projects transferred to the RDM workflow and its advisory service. A note about the 'MWS Projects - Initial Entry' input mask is also present, linking to detailed instructions for project entry.

Step 2: Create a project

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



The screenshot shows the 'My projects' page. The top navigation bar is teal with the text 'My projects'. The main content area has a white background. It displays a message '1 of 1 projects are displayed'. A large teal arrow points to the right, containing a white plus sign and the text '+ New project'. Below this, there is a search bar with a 'Search' button and a 'Show filters' button.

Then assign a title and a short description to the new project and select the catalog "MWS Projects (First Registration)". The information on "Parent project" is optional and is used to transfer values that have already been filled in from an existing DMP.

Create new project

Title

The title for this project.

Description

*** A description for this project. Note: The answer to this question is relevant for the interface to the MWS project database.

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

DFG checklist

Catalog according to the DFG checklist of December 21, 2021

Parent project

The parent project of this project.

[Create project](#) [Cancel](#)

You can switch to another catalog 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.

Testproject xy

Description

This is a test project.

Catalog

[MWS Projects \(First Registration\)](#)

Tasks

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

No active tasks found.

Views

Options

[Answer questions](#)

[View answers](#)

[Leave project](#)

[Update project information](#)

[Update project catalog](#)

[Update parent project](#)

[Update project tasks](#)

[Update project views](#)

[Delete project](#)

[Add member](#)

If the new catalog 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 catalog, all answers that have already been entered are available again.

Explanatory notes on the catalogs that can be selected

Catalog	Description
MWS Projects (First Registration)	<p>This catalog is intended for the initial registration of projects. It contains the mandatory fields required for the MWS project database 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 FAIR Principles for research data.</p> <p>The catalog is structured according to the following main categories:</p> <ul style="list-style-type: none"> • General • Content classification • Technical classification • Metadata and referencing • Legal and ethics • Data usage and publication
Horizon Europe	<p>This catalog 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 catalog is structured according to the following main categories:</p> <ul style="list-style-type: none"> • General • Disciplinary and technical classification of data • FAIR data • Other research outputs • Allocation of resources • Data security • Ethics • Other aspects <p>Further links:</p> <ul style="list-style-type: none"> • Horizon DMP Template (PDF, version 1.0, 5/5/2021) • Website OpenAIRE, RDM in Horizon Europe Proposals (13/6/2022)
DFG checklist	This catalog contains all questions from the DFG checklist . These are essentially the same as those found in the MWS questionnaire.

Step 3: Fill in the data management plan

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

Testproject xy

Description This is a test project.

Catalog **MWS Projects (First Registration)**

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.

Views

Options

- Answer questions
- View answers
- Leave project
- Update project information
- Update project catalog
- Update parent project
- Update project tasks
- Update project views
- Delete project
- Add member

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 later.

My Projects / Testproject xy / General

Keywords

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*, *epochs* and *Institutes*. Please send a short message to rdmo@maxweberstiftung.de.

The questions marked with ******* are **relevant for filling in the MWS project database** ([Link to MWS project database](#)), **also includes the information "title" and "project description", which are requested when a new project is created.** The latter, as well as the fields **"MWS Institute (project coordination)", "responsible person (project coordination)"** and the answer **"No"** to the question **"Is the project still in the application phase?"** are mandatory for a successful synchronisation.

*** 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).
+ Keyword

Overview

Project: Testproject xy
Catalog: MWS Projects (First Registration)
Reload page
Back to my projects

Progress

2 of 43
Back Proceed

Navigation

Grey entries will be conditionally skipped based on your input.

[General \(1 of 16\)](#)
→ [Keywords](#)
Topic
Spatial reference
Temporal reference
Project schedule (1 of 3)
Funding
Additional project data
Other requirements
Project coordination
Project partners
Content classification (1 of 7)
Technical classification
Metadata and referencing
Legal and ethics
Data usage and publication

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	+
Version 1.0, Testproject xy	This is the first version of the DMP that was used for submitting the project application.	Oct. 23, 2025, 10:16 a.m.	eye edit

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 project and 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

The data management plan can be displayed in various ways. The "View answers" option provides a quick overview.

Testproject xy

Description	This is a test project.
Catalog	MWS Projects (First Registration)

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.

Views



- Options**
- [Answer questions](#)
- [View answers](#)
- [Leave project](#)
- [Update project information](#)
- [Update project catalog](#)
- [Update parent project](#)
- [Update project tasks](#)
- [Update project views](#)
- [Delete project](#)
- [Add member](#)

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

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 offers RDMO.

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

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	+
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Add member

Create snapshot

Back to projects overview

Export

RDMO XML

CSV (comma separated)

CSV (semicolon separated)

JSON

maDMP JSON

DataCite XML

RADAR XML

Zenodo

Project Database

Step 7: Export to project database

As soon as you have made all the necessary entries in the initial catalog (see the questions marked with ***, but at least the fields **title**, **description** (these are requested when creating a new project) as well as **MWS institute and responsible person** (under project coordination), 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. The project will only be transmitted if you have ticked "**No**" for the question "*Project schedule: Is the project still in the application phase?*".

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

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 catalog at any time and either wait for the next automatic export OR contact the RDMO administration via 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.

By clicking on the "Project Database" button, you can preview the update that will be made to the project database during the next export.

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)

Members

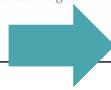
Here you can see who can access the project and invite additional members. You can use the user roles to manage which rights the benefits have. Unless you are the last owner, you can leave the project with the button next to your name.

User	E-Mail	Role
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Export

Add member
Create snapshot
Back to projects overview

RDMO XML
CSV (comma separated)
CSV (semicolon separated)
JSON
maDMP JSON
DataCite XML
RADAR XML
Zenodo
Project Database



Export to project database

Once a month, the project will be automatically exported to the project database.

The project will be created as a new entry in the project database.

	Export
Title	Testproject xy
Keywords	
Description	This is a test project.
Time	
Project start	
Project end	
Online resources	
Funder	
Partner person	
Partner institute	
Epochs	
Field	
Institutes	
Locations	
Persons	
Themes	