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.

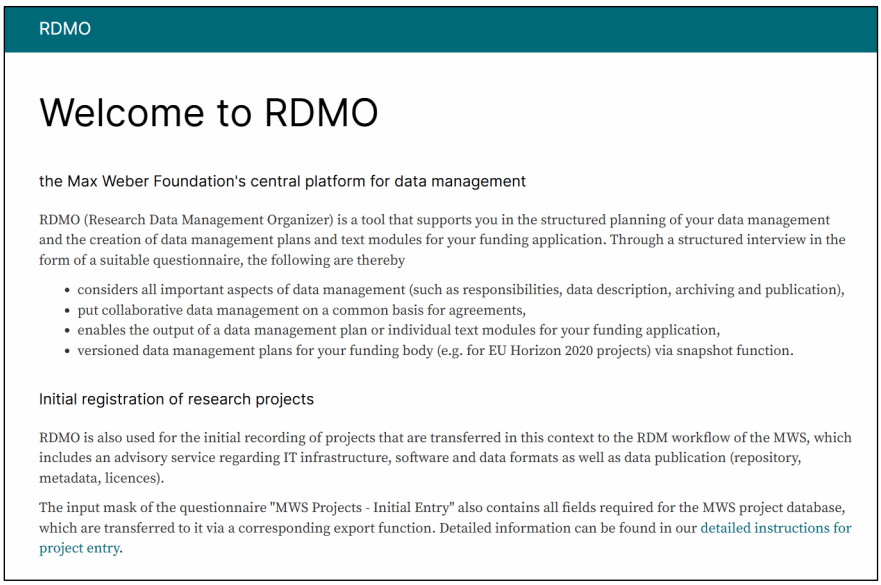
Last Update: 28.10.2025

Step 1: Login

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

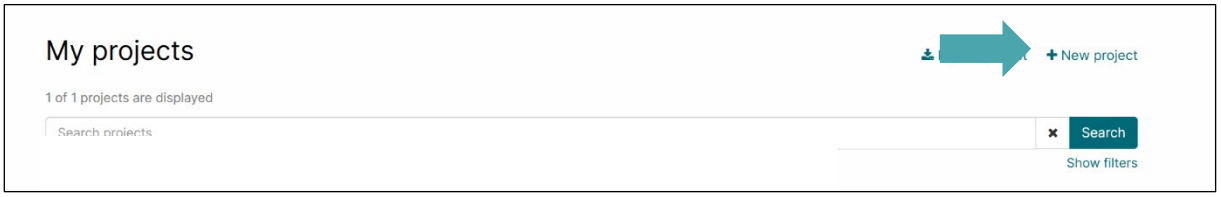
RDMO has been integrated into the foundation-wide IAM so that no registration is necessary.

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.

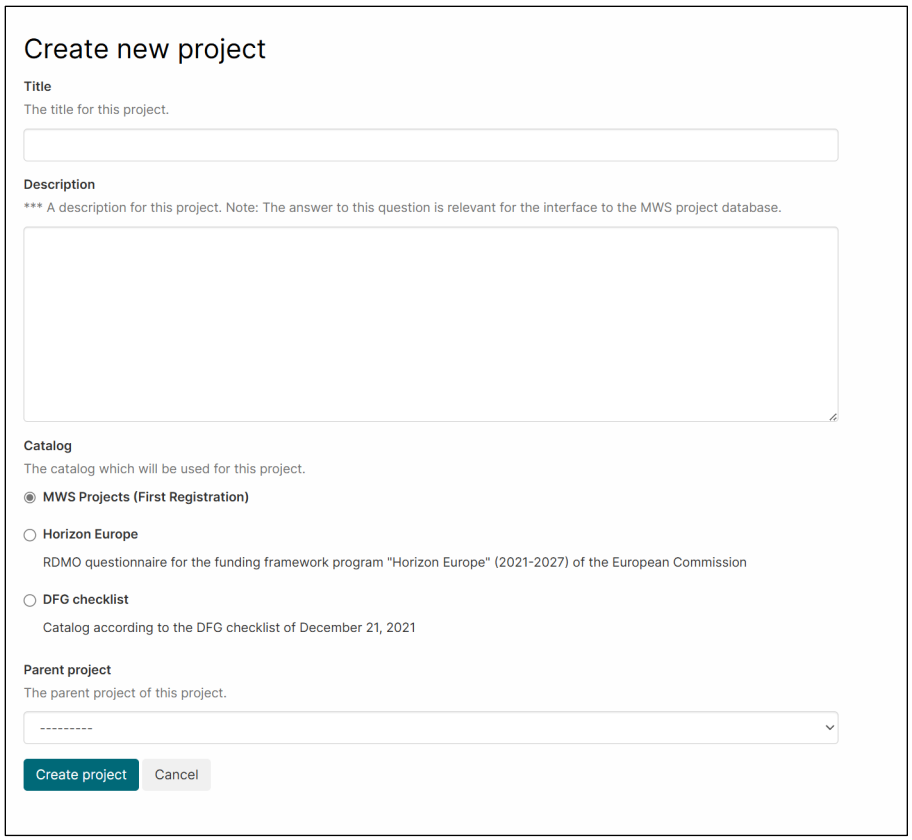


Step 2: Create a project

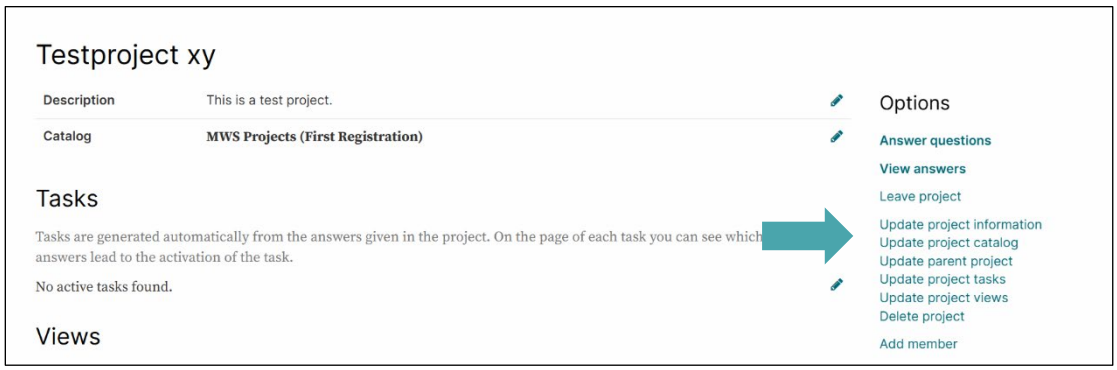
After the first login, the project list is empty. You can create a data management plan by clicking on "New project".



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.



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.



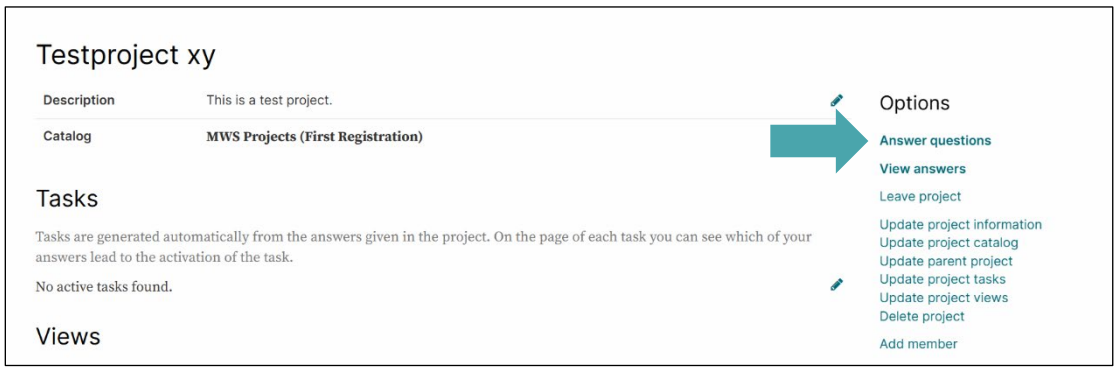
If the new catalog contains the corresponding questions, the associated answers are adopted. Otherwise, the answers from the previous catalogue are not displayed. These are not lost, however, but are stored in the database. After switching back to the original catalog, all answers that have already been entered are available again.

Explanatory notes on the catalogs that can be selected

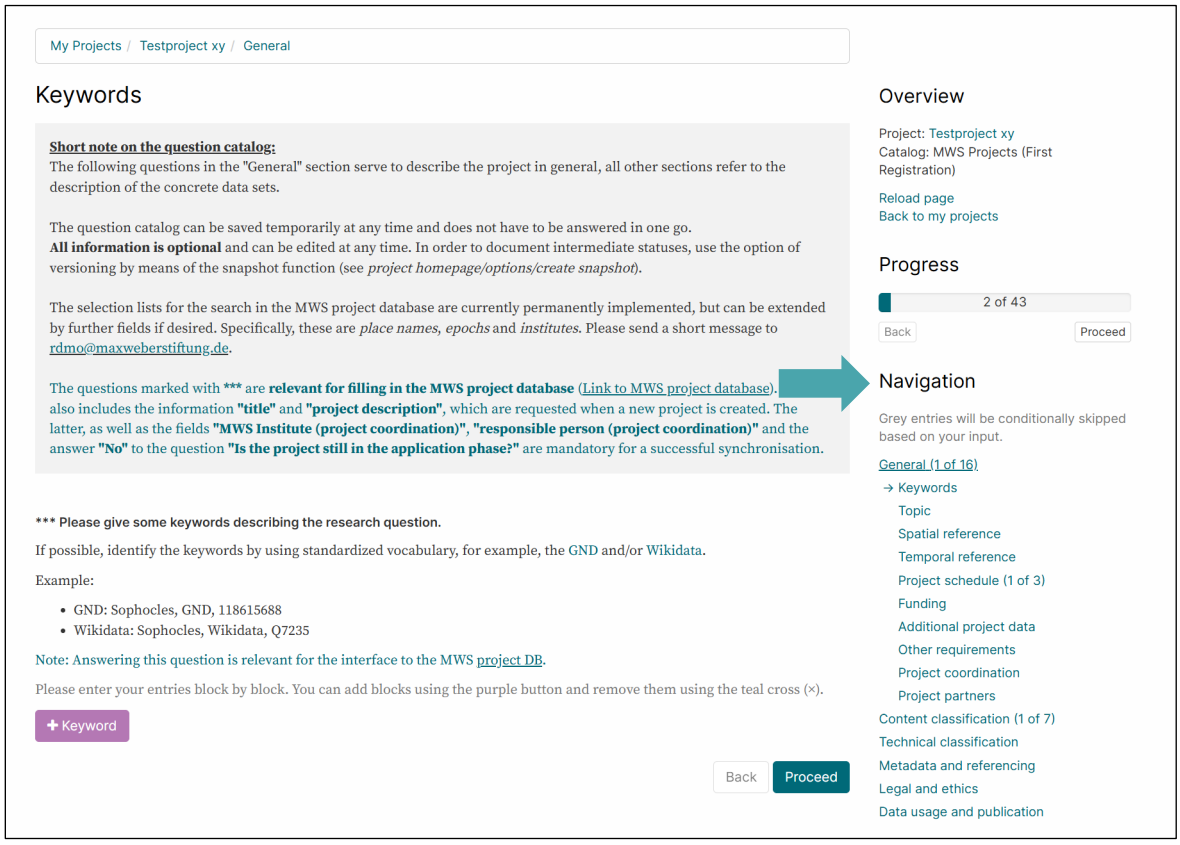
Catalog	Description
MWS Projects (First Registration)	This catalog is intended for the initial registration of projects. It contains the mandatory fields required for the MWS project database and, in addition, further general questions about the project and the planned handling of the research data during and after completion of the project. 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. The catalog is structured according to the following main categories: • General • Content classification • Technical classification • Metadata and referencing • Legal and ethics • Data usage and publication
Horizon Europe	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. The catalog is structured according to the following main categories: • General • Disciplinary and technical classification of data • FAIR data • Other research outputs • Allocation of resources • Data security • Ethics • Other aspects Further links: • 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.

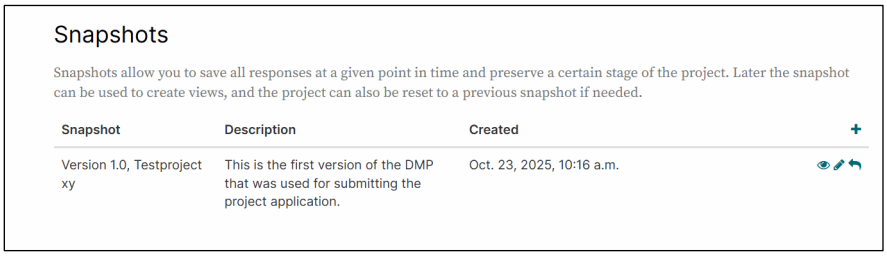


The questions can be answered in any order; to do so, simply jump to the desired category in the navigation on the right. It is also possible to omit questions that are not relevant for your project. You can save the plan at any time and continue the work later.



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".

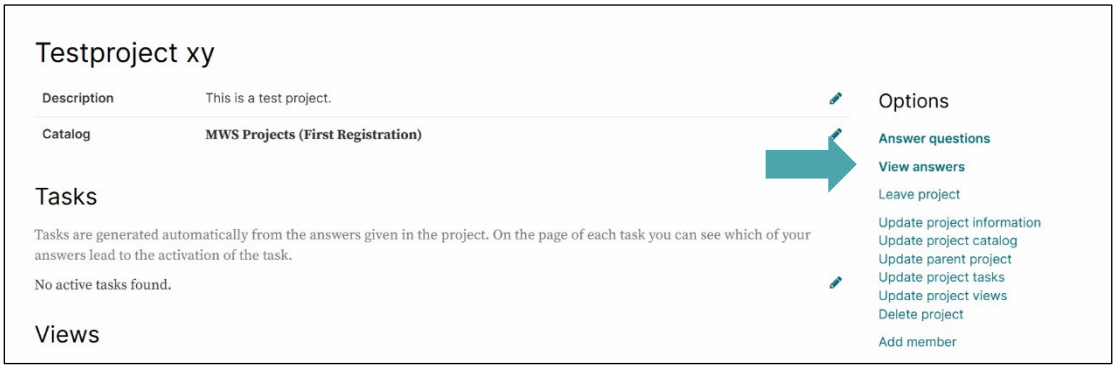


The function “Members” enables the owner of the project to add further persons for collaboration and assign them with the appropriate rights, whereby four different roles can be distinguished:

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)

Step 5: Output

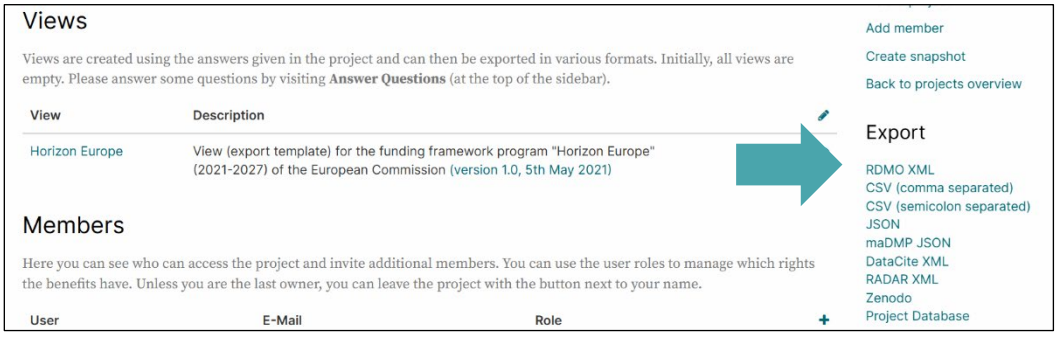
The data management plan can be displayed in various ways. The “View answers” option provides a quick overview.



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.

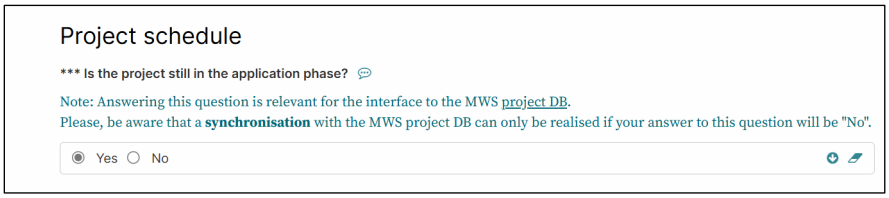
Step 6: Backup

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.



Step 7: Export to project database

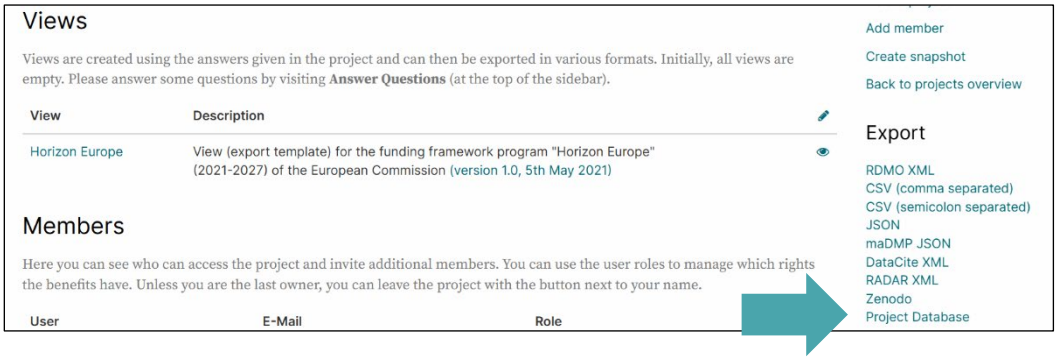
As soon as you have made all the necessary entries in the initial catalog (see the questions marked with ***, but at least the fields **title**, **description** (these are requested when creating a new project) as well as **MWS institute and responsible person** (under project coordination), you are 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?"*.

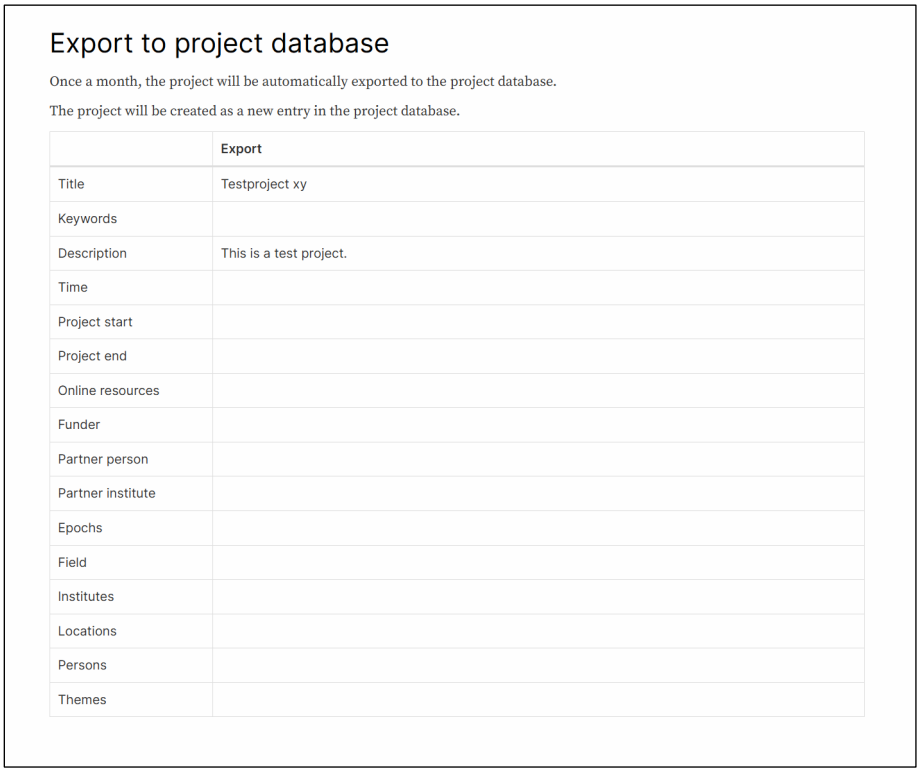


Please only carry out this step once your project has officially started. If there are any changes at a later date, you can enter them in your catalog at any time and either wait for the next automatic export OR contact the RDMO administration via rdmo@maxweberstiftung.de, who can then carry

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.





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	