

RDM-Workshop, September 10, 2026

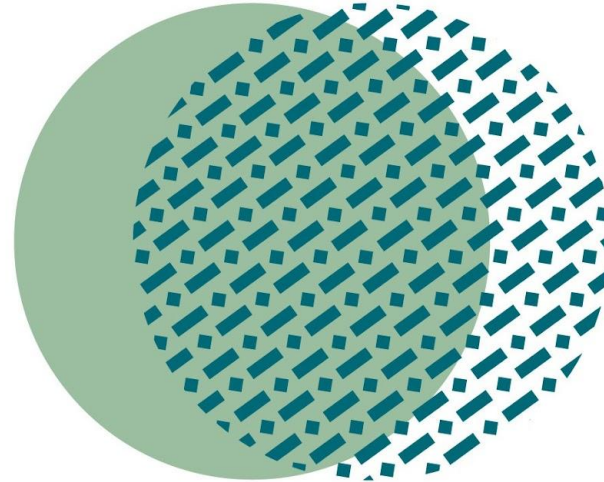
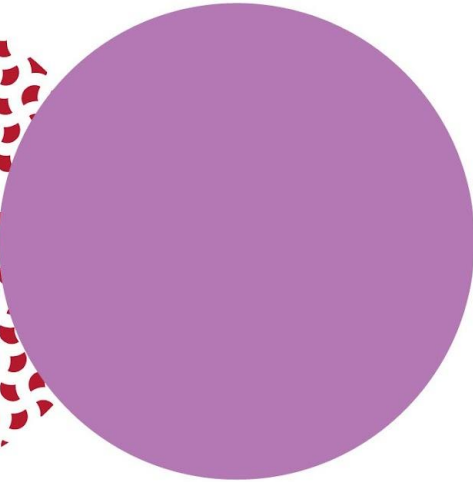
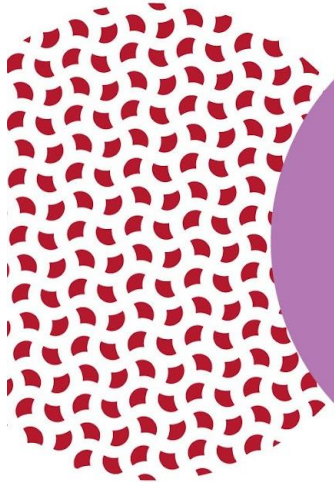
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Deutsche
Geisteswissenschaftliche
Institute im Ausland

How to Manage Research Data? An Introduction to RDMO

MWS Data Stewards Network & CMO Project
Zeynep Helvaci & Nanette Reißler-Pipka



Agenda

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10:00–10:45 Basics and Core Concepts

10:45–11:00 BREAK

11:00–12:00 Hands-on Session

12:00–13:00 LUNCH BREAK

Examples from Practice: CMO Project

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Source Edition / Corpus Musicae Ottomanicae

Source Edition 2027 CC BY-SA 4.0 Submitted

Corpus Musicae Ottomanicae : Critical Editions of Near Eastern Music Manuscripts

Jäger, Ralf Martin (ed.)

German English Turkish

From the early nineteenth century onwards, the courtly and urban music of Ottoman Istanbul was increasingly recorded in writing. The principal notation system used for this purpose was invented in around 1812 by the Ottoman Armenian musician Hambarjum Limōnčean (Tr.

lib sec Cosmetics Fix type/indentation
text Init Plugin
gitignore Init Plugin
README.md Update README
gulpfile.js Add gulp build
package-lock.json Update package-lock.json
package.json Init Plugin
pkgconf.js Add hatch export

37260 RISM Mapping

CMO-prototype-framework-text-edition

This is a prototype framework for the edition of ottoman lyric poetry.
The framework is oxygen-based. Add it as an external framework to your oxygen editor with * cmo.xml * cmo.xml * CMO.xml and * CMO.xml

Sibelius tools for CMO

+ add to list

Cite

✉ 🐦 📘 🗨️ [corpus Musicae Ottomanicae \(CMO\) Public](#) [hki](#) [On track](#)

copy citation

+ Widget

+
TASK

TYPE	STATUS	PRIORITY
	In progress	High

✉

✉ xslt
gitignore
README.md
cmo_symbolTable.xml
convertZcm.xml
convertZcm_test.xml

README

CMO_MEI

Transformation scripts and schema customization



Digital Research Infrastructure
for the Arts and Humanities

DOWNLOAD DOI:10.20375/0000-000E-5CAD-9

Descriptive Metadata Administrative Metadata Technical Metadata

VF OttoAneumatic 1.4

Creator Vladimir Faltus, Haig Utidjian
Creation Date 2021-07-01T13:41:42.888
Identifier doi:10.20375/0000-000E-5CAD-9
Identifier hdi:21.11113/0000-000E-5CAD-9
Rights CC BY-ND 4.0
Extent 386 bytes
Format text/vnd.dariah.dhrep.collection+turtle

Description

Die Hampartsum Truetype-Fonts VF OttoAneumatic wurden von Vladimir Faltus und Haig Utidjian entwickelt, unterstützt durch das Projektteam des DFG-Langzeitvorhabens „Corpus Musicae Ottomanicae (CMO) – Kritische Editionen vorderorientalischer Musikhandschriften“ (<https://corpus-musicae-ottomanicae.de/>). Die Fonten wurden für die Edition von CMO-Noten nach dem Standard der

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Overview

Project: **Corpus Musicae
Ottomanicae**
Catalog: MWS Projects (First
Registration)

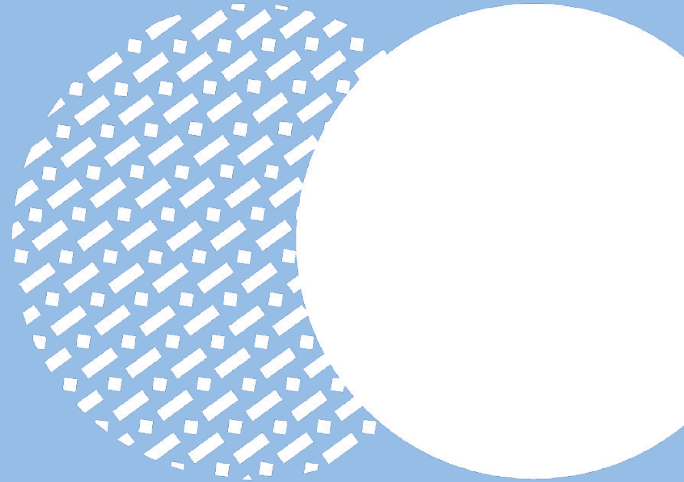
[Reload page](#)

[Back to my projects](#)

Progress

168 of 316

Where to start...
What is that again? A DMP?



What is a DMP and why do we need it?

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A **data management plan (DMP)** is a formal document that we develop at the start of our research project. It outlines:

- what data we use and collect
- how we and our institutions manage the data both *during* and *after* the completion of the project

Many funding organizations, for example, [Horizon Europe](#), version 5.1, 2025, p. 48, expect a DMP or at least some statements on the planned management of research data in an early phase of the application.

We should adapt the DMP in the course of our project as circumstances change. The data management plan is part of our project, whether large or small.



A DMP is a living document that we update on an ongoing basis!

What is a DMP and why do we need it?

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- Even if you are not applying for funding, a DMP is an essential and integral **part of good scholarly and scientific practice**, as it assists you in implementing **FAIR** and ethical (**CARE** principles) management of research data.
- It is a **creative tool** for designing the entire project process, providing you with ideas, inspiration and perspectives for data handling and subsequent publication.
- It is an important part of **sustainable data stewardship**, which helps us to ensure the long-term accessibility of our digital resources. In the digital age, archiving begins at the start of a research process and project, not at the end.

How do I create a DMP? How to start?

The MWS provides you with the foundation-wide [RDMO platform](https://www.gida-global.org/care).



More Information on DMP and RDMO

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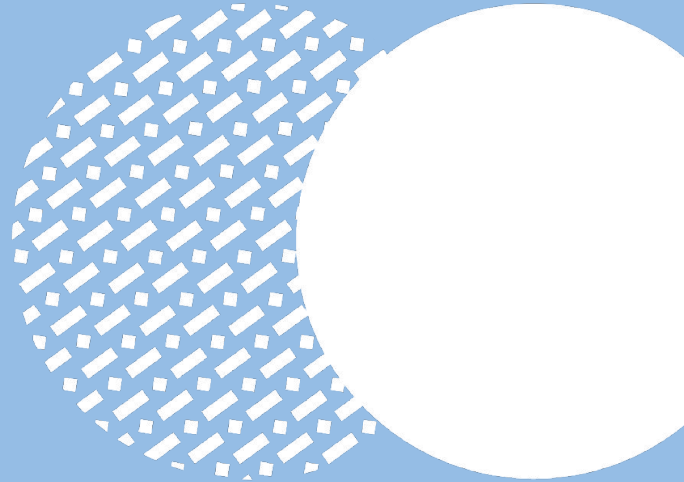
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- [MWS Best Practice Handbook on RDM: Data Management Plan and RDMO](#)
(in German, publicly accessible, living document)
- [General Guidance](#) on DMP and RDMO (13/02/2024)
- [Detailed Instructions](#) for the creation of RDMO projects (28/10/2025)
- [Training Materials](#) (more slides) and the [Video Tutorial](#)
- [Info Website on RDM at MWS](#)

Hands-On-Session

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Access to RDMO:

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

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- RDMO is connected to the foundation-wide **IAM** (Identity and Access Management) of the MWS
- External guests need to register with rdmo@maxweberstiftung.de

MWS members can login using
Single Sign-On.



The screenshot shows the login interface of the Max Weber Foundation. At the top, there is a dark teal header with 'Language' and 'Login' links. Below the header, the text 'Max Weber Foundation' is displayed in a large, black, sans-serif font, followed by a series of dots. The 'Login' section contains a 'Username' label and a light blue input field, a 'Password' label and a light grey input field, and a 'Remember Me' checkbox with the label 'Remember Me'. Below these is a dark teal 'Login' button. Further down, there is a section titled 'You can log in using the following account:' with a link for 'IAM (Single Sign-On)'. At the bottom, a paragraph states: 'External guests who are not connected to the foundation-wide IAM can register to set up an RDMO login. To do so, please send a short message to rdmo@maxweberstiftung.de.'

The RDMO Platform of the MWS

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- RDMO stands for „**R**esearch **D**ata **M**anagement **O**rganizer“
- RDMO assists you in the **creation of DMPs**
- **First registration** of projects and automatic transfer to the [MWS project database](#)

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](#).

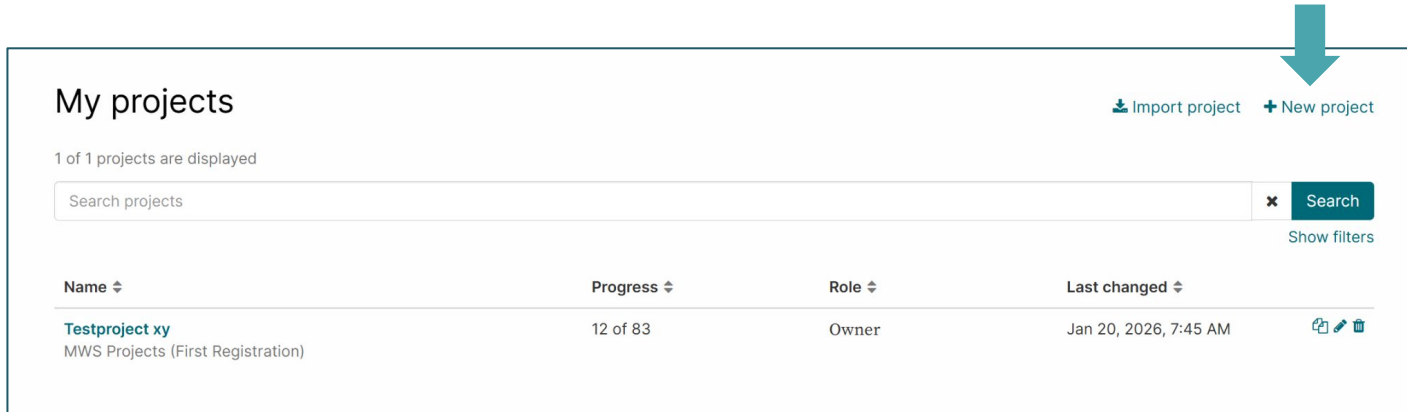
Further information on usage can be found in the [MWS Best Practice Handbook on Research Data Management](#).

Creating a new project

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- After the first login, the project list is usually empty.
- Click on „New project” (top right)



The screenshot shows a web interface titled "My projects". In the top right corner, there are two buttons: "Import project" (with a download icon) and "+ New project". A large blue arrow points directly to the "+ New project" button. Below the title, it says "1 of 1 projects are displayed". There is a search bar with the placeholder text "Search projects" and a "Search" button. Below the search bar is a "Show filters" link. The main content is a table with the following columns: "Name", "Progress", "Role", and "Last changed". The table contains one row for a project named "Testproject xy" with a progress of "12 of 83", role of "Owner", and last changed date of "Jan 20, 2026, 7:45 AM". Below the project name, it says "MWS Projects (First Registration)". There are also icons for a folder, edit, and delete.

Name	Progress	Role	Last changed
Testproject xy MWS Projects (First Registration)	12 of 83	Owner	Jan 20, 2026, 7:45 AM

Creating a new project (continuation)

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- Assign a title and a short description
- Select the catalog “MWS Projects (First registration)”
 - ◆ initial registration of projects
 - ◆ required for updating the project database
- The function “parent project” can be helpful if you want to reuse information from another existing DMP

The screenshot shows the 'Create new project' form in the RDMO system. The form has a teal header with 'RDMO Management Admin'. The main title is 'Create new project'. There are two input fields: 'Title' with the placeholder 'The title for this project.' and 'Description' with the placeholder '*** A description for this project. Note: The answer to this question is relevant for the interface to the MWS project database.' Below these fields is a 'Catalog' section with three radio button options: 'MWS Projects (First Registration)' (selected), 'Horizon Europe' (with subtext 'RDMO questionnaire for the funding framework program "Horizon Europe" (2021-2027) of the European Commission'), and 'DFG checklist' (with subtext 'Catalog according to the DFG checklist of December 21, 2021').

The screenshot shows the 'Parent project' form in the RDMO system. It has a teal header with 'RDMO Management Admin'. The main title is 'Parent project'. There is one input field with the placeholder 'The parent project of this project.' and a dropdown arrow. Below the field are two buttons: 'Create project' (teal) and 'Cancel' (gray).

Completing the RDMO catalog of the MWS

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Click on „Answer questions“

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

Navigation

Grey entries will be conditionally skipped based on your input.

[General \(8 of 25\)](#)

→ Keywords ✓

Topic

Spatial reference

Temporal reference

Project schedule (1 of 3)

Funding

Additional project data

Other requirements

Project coordination (4 of 6)

Project partners (1 of 2)

Content classification (4 of 20)

Technical classification

Metadata and referencing

Legal and ethics

Data usage and publication

Snapshot Function

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- The snapshot function enables you to save different versions of your DMP.
- You can read it, but not edit it any more.

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.	  

Collaborative Work - Invite Members

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→ The function “Members” enables the owner of the project to add further persons:

- ◆ Guests (can only read)
- ◆ Author (can answer questions)
- ◆ Manager (can additionally create snapshots)
- ◆ Owner (all rights, including the right to delete the 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 users have. Unless you are the last owner, you can leave the project with the button next to your name.

User	E-Mail	Role	+
<name 1>	<email 1>	Owner	 
<name 2>	<email 2>	Owner	 

Exporting your DMP - Output Functions

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- The “View answers” option provides a quick overview.
- Here, you can export your DMP in different format types.

Testproject xy

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

 Options

 Answer questions

 View answers

Export

- PDF
- Rich Text Format
- Open Office
- Microsoft Office
- HTML
- Markdown
- mediawiki
- LaTeX

Exporting your DMP - Output Functions (continuation)

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- Another export option is to use views, special "output filters" which are adapted to the specifications of the research funders and enable adaptation to certain corporate design specifications.
- Currently, only the view for the catalog "Horizon Europe" and the "DFG Checklist" 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	
Horizon Europe	View (export template) for the funding framework program "Horizon Europe" (2021-2027) of the European Commission (version 1.0, 5th May 2021)	
DFG Checklist (RDMO WG)	View for the DFG checklist about: "Handling of Research Data"	



Horizon Europe Data Management Plan Template

Action Number: Forderkennung
Action Acronym: Projekt-Kurztitel
Action title: Teilprojekt xy
Date: Nov. 3, 2022
DMP version: DMP-Version 1.0

The Horizon Europe Model Grant Agreement requires that a data management plan (DMP) is established and regularly updated. The use of this template is recommended for Horizon Europe beneficiaries. In completing the sections of the template, the requirements for research data management of Horizon Europe as described in article 17 and analysed in the Annotated Grant Agreement, article 17, must be addressed.

1. Data Summary

1a. Will you re-use any existing data and what will you re-use them for?

Dataset Interviews: This dataset is created.

Tasks

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- Tasks are generated automatically generated from the responses.
- They help you with planning further actions, if necessary, e.g. contacting the person that is responsible for data protection if you plan to manage personal data.

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.

Task	Description	Time frame	Status	
Inform data security officer	At least one dataset contains personal data . Please contact the data security officer in charge of the Max Weber Foundation.		open	 

Exporting to the MWS project database

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- The questions marked with *** are relevant for filling in the MWS project database.
- This includes:
 - ◆ Title (requested when a new project is created)
 - ◆ Project description (requested when a new project is created)
 - ◆ MWS Institute (see General/Project coordination)
 - ◆ Responsible person (see General/Project coordination)
 - ◆ and the answer "No" to the question "*Is the project still in the application phase?*" (see General/Project schedule)

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



Exporting to the MWS project database (continuation)

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- The synchronization is carried out once a month via an automatic script.
- Are your updates urgent?
 - ◆ Just contact the RDMO administration via rdmo@maxweberstiftung.de
(we can carry out a manual export)
- Please note that even after a successful export, the projects do not appear directly on the website as there is a quality control necessary (by the department "Quality Assessment, Public Relations, Support Opportunities")

Plugins for GND, Wikidata, ORCID and ROR

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→ Using standardized vocabulary for describing your data is the first step for **FAIR** data.

*** 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

Hildegard von Bingen [1274667437] ⓘ

Wikidata ⓘ

Optional

Select ... ⓘ

Free text ⓘ

Optional

+ Keyword

Hildegard von Bingen [1274667437] ⓘ

Hildegard von Bingen [1078298017]

Hildegard von Bingen [1274667437]

Hildegard von Bingen Choir [16328268-7]

Hildegard von Bingen Pilgerwanderweg [1156387213]

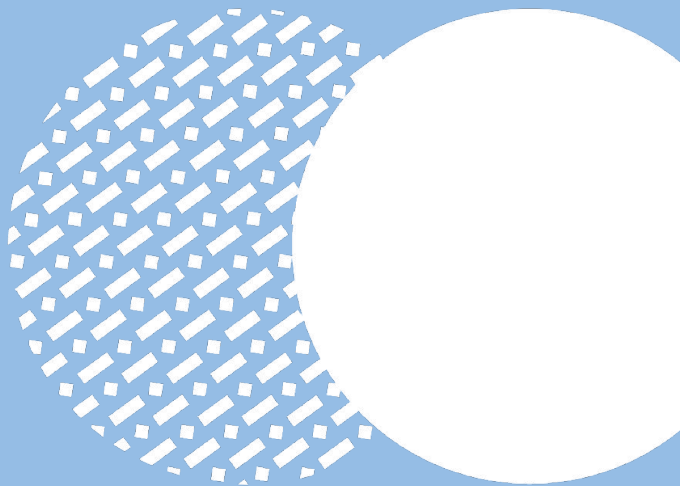
Hildegard-von-Bingen-Schule [16209561-2]

Hildegard, Bingen, Äbtissin, Heilige | Mystikerin [118550993]

Hildegard-von-Bingen-Gymnasium (Köln) [10342836-7]

Kuratorium Hildegard-von-Bingen-Preis [1232364711]

Wrap-up



Thank you - let's stay in touch

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