ENTEG Short instructions for RDMP web tool

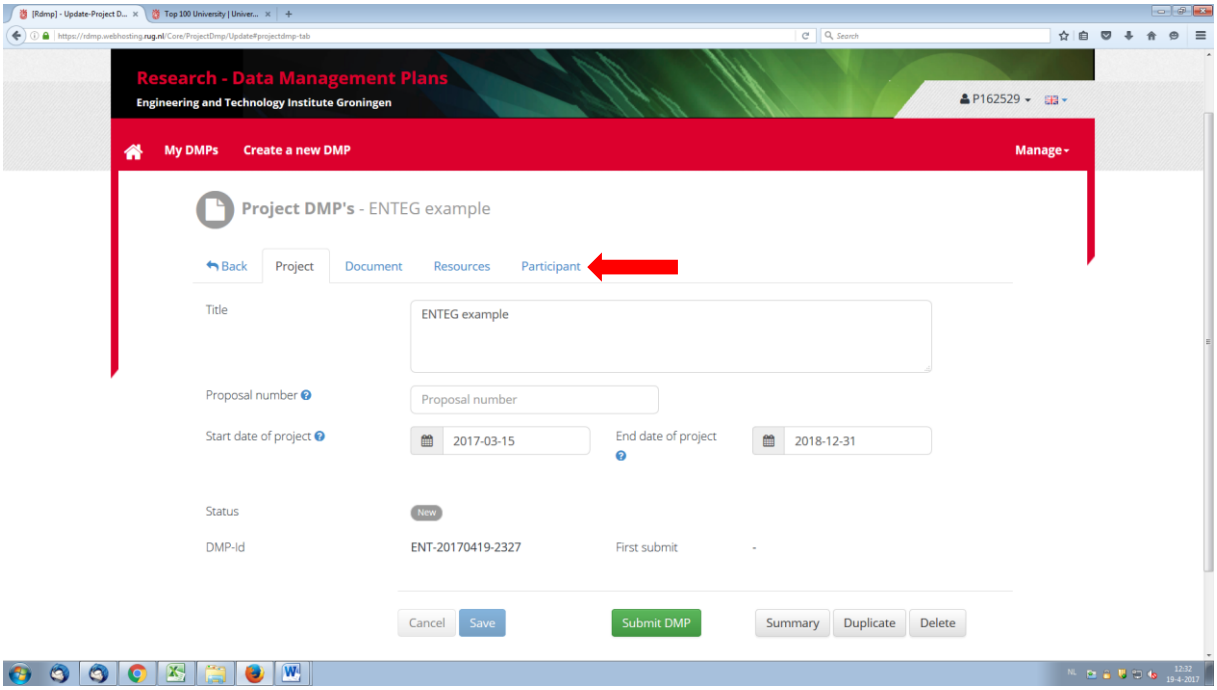
1. Go to https://rdmp.webhosting.rug.nl via Chrome or Firefox (other browsers might give features).

2. Log on with your p- or s-number and your regular pass word. In case you cannot logon please contact k.e.voskamp@rug.nl.

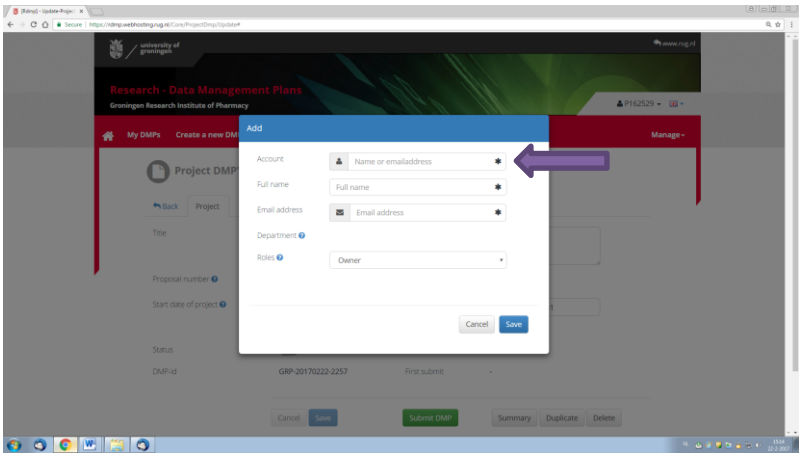
3. In the menu go to 'create a new DMP' (Data Management Plan) and click on 'ENTEG institutional RDMP template - 15 March 2017' (or a version with a more recent date).

4. Give your document a title (f.e. the title of the research project). Also add the 'start' and foreseen 'end date' of the proposal. You do not need to fill [proposal number], just leave blanc. Than [save].

5. The second step is to add your supervisor as participant to your DMP. In the menu at the top click on [Participant].

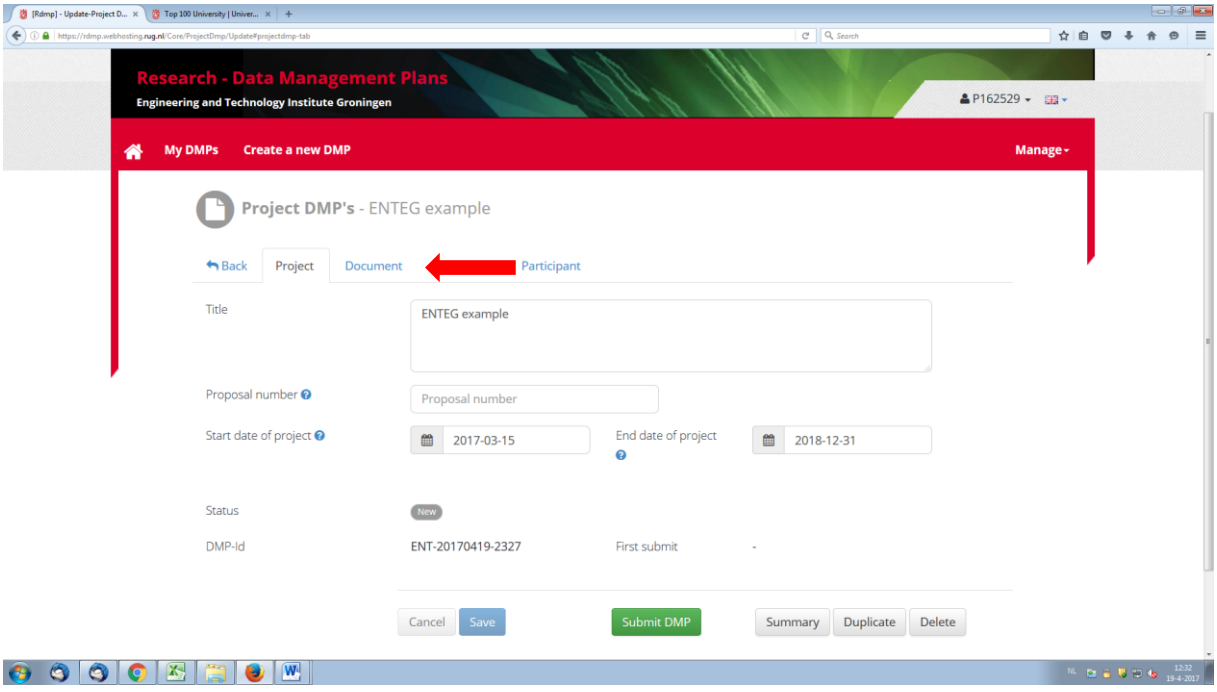


This will open a new window where you will see your name as participant. Click [+ Add participant]. Again a new window opens which looks like:



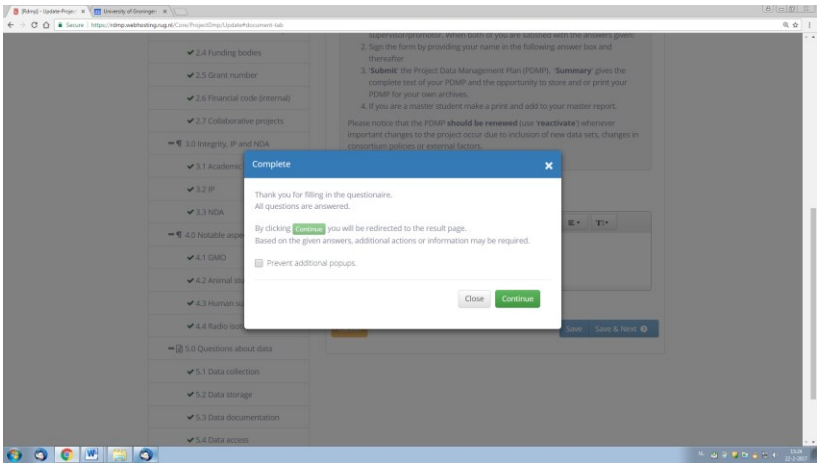
In the block ‘account’, type the work e-mail address of your supervisor. The rest of the details should show thereafter automatically. The role of your supervisor might be [Owner] instead of [Participant]. Do not worry about this and click [Save].
The idea of adding your supervisor here is that he/she has direct access to what you wrote and can give feedback.

6. In the menu, go [Document].



Now you have arrived at the section with questions about data that you will collect, and how and where you will store your data (so the core of the DMP). Answer these questions and do not forget to save in between. Some questions have a ‘help’ function or might give a link to a relevant website where you can find more information.

7. You do not need to fill the document all at once. As long as you save your answers you can log in and out in between. After you filled all questions you are shown the following pop-up



By clicking [Continue] you will be redirected to the result page. Your DMP is then saved and registered under a certain number. By clicking [Submit DMP] your DMP gets the status *Completed*.

8. You can create several DMPs. For each research project you are involved in you make a separate DMP. Additionally, a DMP should be renewed whenever important changes to the project occur due to inclusion of new data sets, changes in consortium policies or external factors. An easy way of doing this is to make your DMP editable by clicking [Reactivate] on the project tab [my DMPs].

9. In case you would like to have a print or copy for your own archive, go to [My DMPs], click on the DMP you would like to print and then click on [summary].