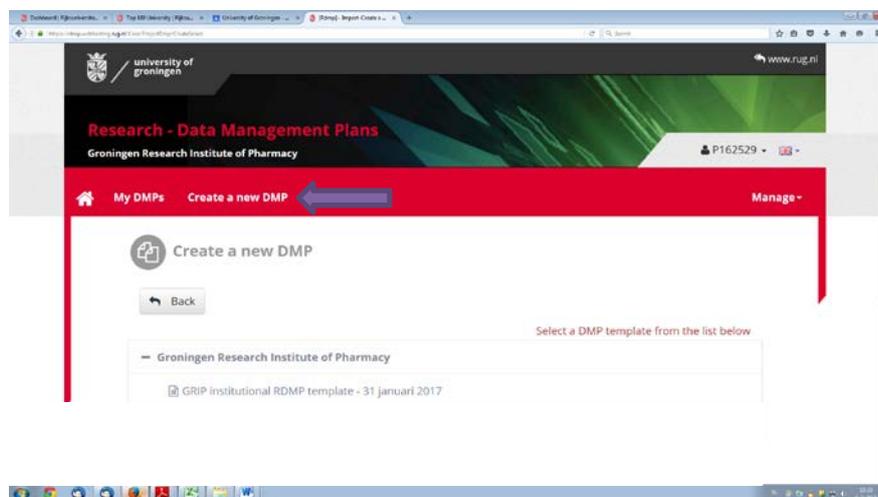
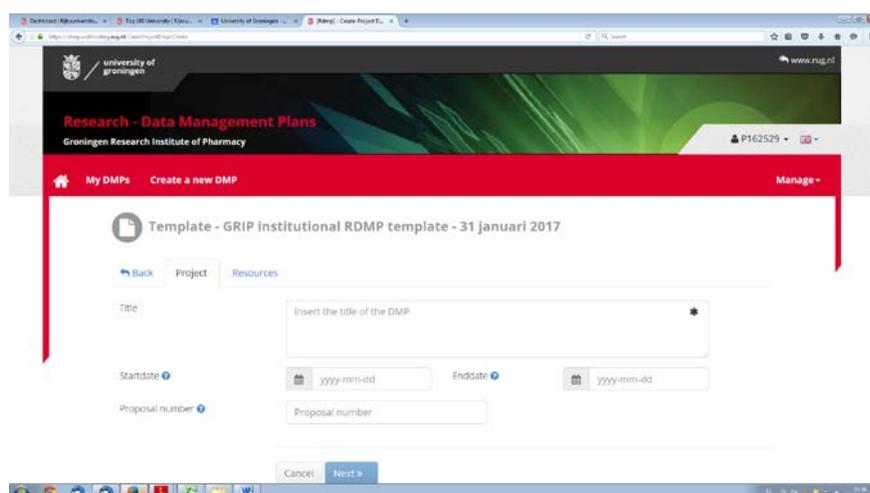


## Short instructions for RDMP web tool

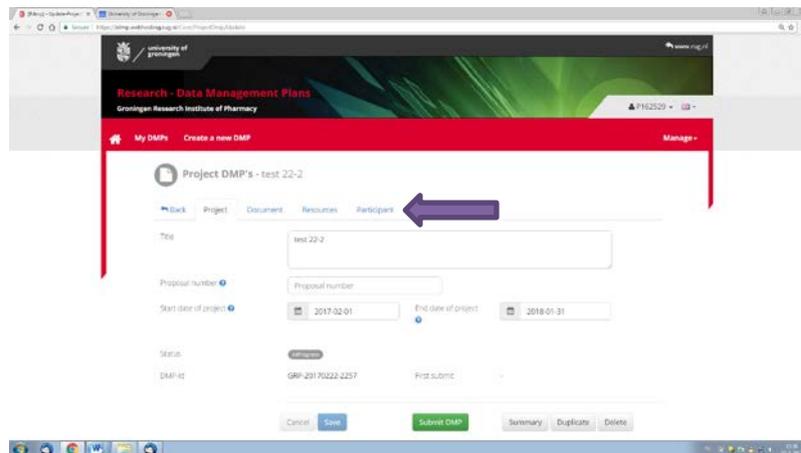
1. Go to <https://rdmp.webhosting.rug.nl> via Chrome or Firefox (problems may arise with other browsers).
2. Log on with your p- or s-number and your regular pass word. In case you cannot log on please contact Ralph van Calck (r.v.van.calck@rug.nl).
3. In the menu go to 'create a new DMP' (Data Management Plan) and click on 'GRIP institutional RDMP template - 3 march 2017'.



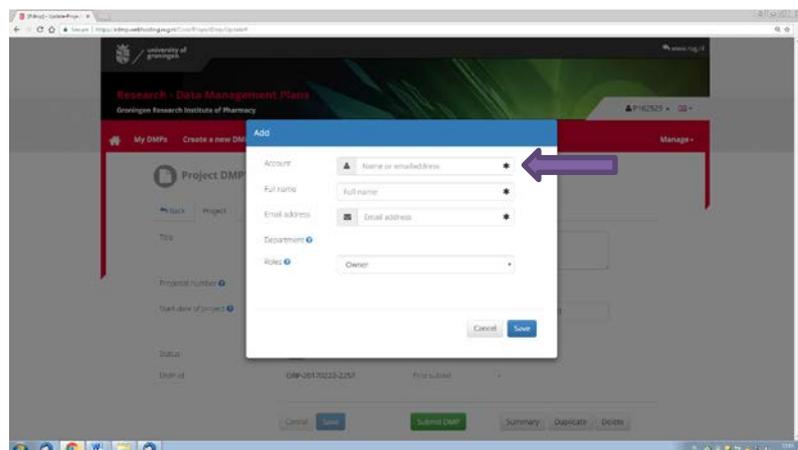
4. Give the document a title (e.g. the title of the research project). Also add the 'start date' and prospective 'end date' of the proposal. You do not need to fill in 'proposal number'. Click [next].



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

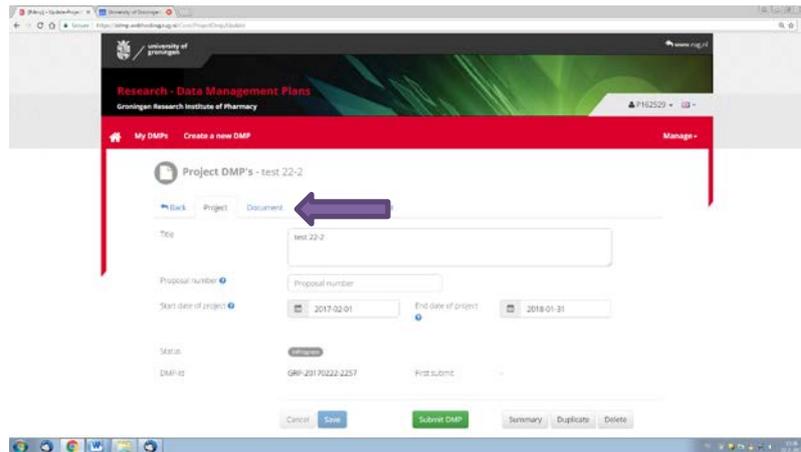


This will open a new window where you will see your name as participant. Click [+ Add participant]. Again a new window opens which looks like:



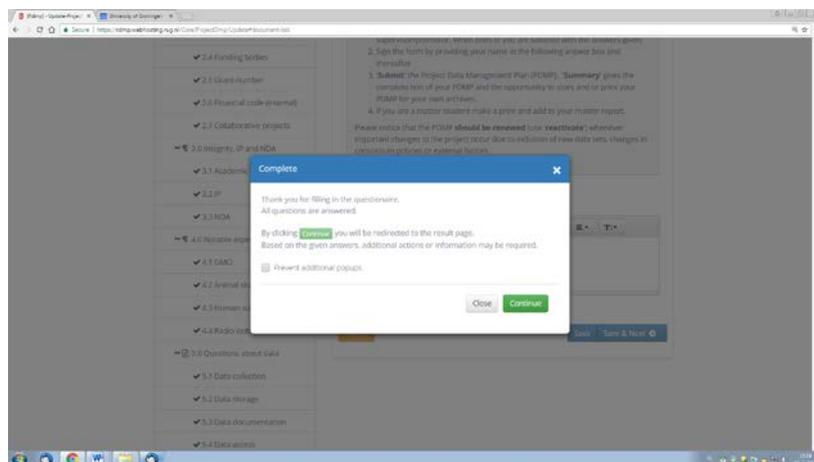
In the row 'Account', type the RUG e-mail address of your supervisor. The other details should then show automatically. Set the role of your supervisor to [Supervisor] and click [Save]. The idea of adding your supervisor here is that they have direct access to what you wrote and can give feedback.

6. In the menu, go to [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 remember 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 in one session. As long as you save your answers you can log in and out in between. After you filled in the last question you will see the following pop-up window:



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

8. You can create several DMPs and should create one for each research project you are involved in. Additionally, a DMP is not a fixed document and should be renewed whenever important changes to the project occur due to inclusion of new data sets, changes in consortium policies, external factors, etc. An easy way of making amendments 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].

