



Manual: Research Management Services (RMS)

February 2023

What?

RMS is the new portal for registering research projects, including all corresponding administrative procedures. Which are to be completed before data collection:

Research Preparation (to be completed before data collection)

| | |
|-----------------------------|--|
| Data Management Plan | Reviewed by the Data Steward(s). |
| Ethics Review | Reviewed by the Ethics Review Board. |
| Data Protection | Reviewed by the Data Steward(s) (in consultation with Legal Office where necessary). |

How?

You can register a new research project by selecting “Research Project” on the [starting page](#). After you have selected “Research Project”, you are asked to fill out the project form, containing some general questions about your project. After submitting your project form, you will continue to find the previously mentioned administrative procedures (e.g., data management plan). Some of which are ‘required’, and some of which are ‘optional’.

RMS handles different types of statuses for a research project, and different statuses for procedures. These will be listed, and shortly explained below.

Project statuses

| | |
|--------------------|--|
| Preparing | This means that the procedures still need to be completed by the researcher, and/or have not yet been reviewed by the Ethics Committee (EC), and the Data Stewards (DS). |
| In progress | This means that all ‘required’ procedures for the start of data collection have been reviewed and/or approved by the EC and DS. |
| Finished | This means that the complete project has been finished, and that all data have been archived. |

Procedure statuses

- Optional** This means that the procedure does not need to be completed before data collection, or before finalizing the project.
- Required** This means that the procedure does need to be completed before data collection, or before finalizing the project.
- In review** This means that the procedure is currently under review at the EC and the DS.
- Approved** This means that the procedure has been approved by the EC and/ or DS.