UNIVERSITY OF AMSTERDAM
Humanities

Manual: Research Management Services (RMS)
For researchers of the Faculty of Humanities
August 2024

What?

Since 2023, RMS is the portal for registering research projects at our faculty, including all related preparatory procedures which are to be completed before data collection:

(1) Basic procedures available for all projects

Data Management Plan   Reviewed by a Data Steward (DS).

Privacy Protection Review Reviewed by a Data Steward (DS).

Ethics Review   Reviewed by the Ethics Committee (EC).

(2) Extra procedure for personal data exchange with third parties

Privacy Agreement   Reviewed by the Privacy Officer (PO).

How to use RMS?

1. Go to the Humanities RMS and log in with your UvAnetID. An active 2-factor authentication using the Tiqr App will be needed.
2. Register a new research project by selecting "My Research" on the Humanities (FGw) main page of RMS. You will be asked to fill out the project form, containing some general questions about your project.
3. After submitting your project form, the procedures mentioned above (e.g., Data Management Plan) will appear at the bottom of the page. Some of which are 'required', and some of which are 'recommended' or 'not required' depending on the type of project. Note that the privacy agreement procedure only appears after you have indicated in the privacy protection review to exchange personal data with third parties.

Research Procedures

Forms	Status
Privacy Protection Review (FGW-1489_2023)	REQUIRED
Data Management Plan (FGW-1489_2023)	RECOMMENDED
Ethics Review (FGW-1489_2023)	REQUIRED

4. FOR STUDENTS: Once you have completed the Privacy Protection Review and/or Ethics Review, share the project with your supervisor (on the project page, click 'Share' and look for the name of your supervisor). Note that your supervisor needs to have logged in once to RMS, before they can be added. Also see FAQ 3 below.

5. FOR STUDENTS: Your supervisor can then review and submit the completed forms via ('Edit' and) 'Submit'.

6. After submitting a procedure for review you will most likely receive follow-up questions. Make sure to address these and resubmit the forms afterwards.

Who can submit?

Anyone with an UvAnetID, except for BA/MA students, can submit procedures for review. This includes also external PhD candidates.

For BA/MA students, **the supervisor needs to check and submit the forms**. The student or the supervisor can register the project in RMS, and then share it with the other one. The student and the supervisor can edit the forms and upload documents for each procedure, but the supervisor needs to be one who submits.

Overview of statuses

In RMS, there are two types of statuses, one for a research project as a whole, and one for each of the procedures (e.g. Ethics Review). These are:

⊞ Project statuses

PREPARING   The procedures still need to be submitted by the researcher, and/or have not yet been reviewed.

IN PROGRESS   All 'required' procedures for the start of data collection have been reviewed and approved by the EC or DS.

🗄 🛡 ⚖ Procedure statuses

RECOMMENDED   The procedure is recommended but does not need to be completed to obtain ethics approval. The procedure may be required by external funders.

REQUIRED   The procedure needs to be completed before data collection starts.

IN REVIEW   The procedure is currently under review at the EC or the DS.

WAITING FOR RESEARCHER   An action (e.g. change in the form and resubmit) by the researcher is needed for the procedure to continue.

APPROVED	The procedure has been approved by the EC or the DS.
DISMISSED	The procedure for the research is no longer relevant or cannot be approved.
COMPLETED	The privacy agreement is signed by all parties and uploaded to RMS.
NOT APPLICABLE	The PO has assessed the request for a privacy agreement and evaluated it as not applicable in the given context.
POSTPONED	The drawing up of a privacy agreement has been postponed. Personal data cannot yet be shared with third parties.

Frequently Asked Questions (FAQ)

1. *How do I obtain Ethics Approval?*

    When both, the Ethics Review and the Privacy Protection Review, are approved, you will receive a Letter of Approval by the Ethics Committee. Ethics Approval is needed for projects with human participants and/or personal data <u>before</u> data collection starts.

2. *Can I register my research project in RMS when I don't need Ethics Approval?*

    Yes, all projects can be registered in RMS. If you don't need Ethics Approval you can draw up a Data Management Plan in RMS which can be relevant for all projects.

3. *How can I share my project with collaborators?*

    Click on the share symbol ⤳ Share on the project page and search for the name of an UvA staff member or student. Note that UvA members need to have logged into RMS at least once before they can be found in the list. To add external partners type in their e-mail address. External partners need to create an EDU ID to log in to RMS.

4. *What are third parties?*

    Third parties can be researchers at other universities, but also companies or other institutions, such as government agencies, schools or NGOs. If third parties gain access to personal data from UvA researchers, a privacy agreement needs to be drawn up.

5. *How can I duplicate a project?*

    Click on 'Duplicate' on the right side of the project page. Make sure to give the copied project a different title, to avoid confusion. The system will automatically generate a new project, duplicating the content of the fields and the answers to questions you have already entered. Some fields may be empty if the questions were added to the form after your original project was created. The duplication process takes approximately **ten minutes**. Once it's complete, refresh the page to access the copied project. You can then edit the copied project and submit

the required forms. Using the 'Requests' button at the top right, you can navigate between the original project and the copy.