



Manual: Research Management Services (RMS)

For researchers of the Faculty of Humanities

August 2023

What?

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

Research Preparation Procedures



Data Management Plan Reviewed by a Data Steward.



Privacy Protection Review Reviewed by a Data Steward (in consultation with the privacy officer if necessary).



Ethics Review Reviewed by the Ethics Committee (EC).

How to use RMS?

You can register a new research project by selecting “My Research” on the Humanities (FGw) [main page](#) of RMS. After you have selected “My Research”, you are asked to fill out the project form, containing some general questions about your project. After submitting your project form, the administrative 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’.

Research Procedures

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

Who can submit?

Anyone with an UvA ID can submit, including external PhD candidates. However, for BA and MA students, **the supervisor needs to check and (re-)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, 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 by the Ethics Committee (EC), and the Data Stewards (DS).

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.

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 before 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.