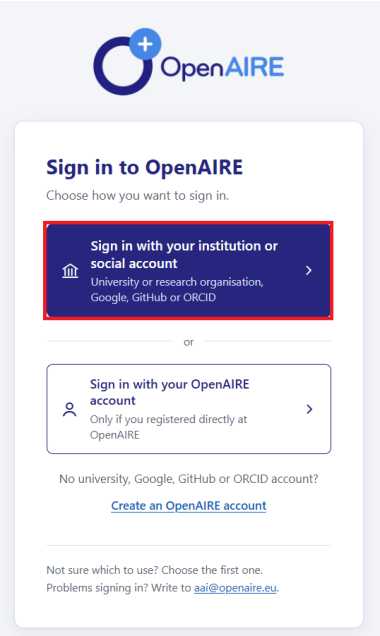
USER MANUAL FOR THE DATA MANAGEMENT PLAN ONLINE TOOL
ARGOS

TABLE OF CONTENTS

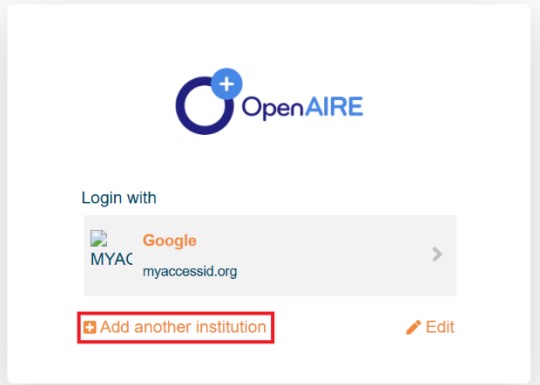
FIRST TIME SIGN UP 2
REPEATED AUTHORISATION 5
CREATING A NEW DATA MANAGEMENT PLAN 6
MAIN INFORMATION TO INCLUDE IN THE DATA MANAGEMENT PLAN 7
1. Main Info 7
2. Funding 9
3. License 11
4. Templates 12
FINALISING THE DATA MANAGEMENT PLAN 15
CREATING A NEW VERSION OF THE DATA MANAGEMENT PLAN 16
SHARING THE DATA MANAGEMENT PLAN 17

FIRST TIME SIGN UP

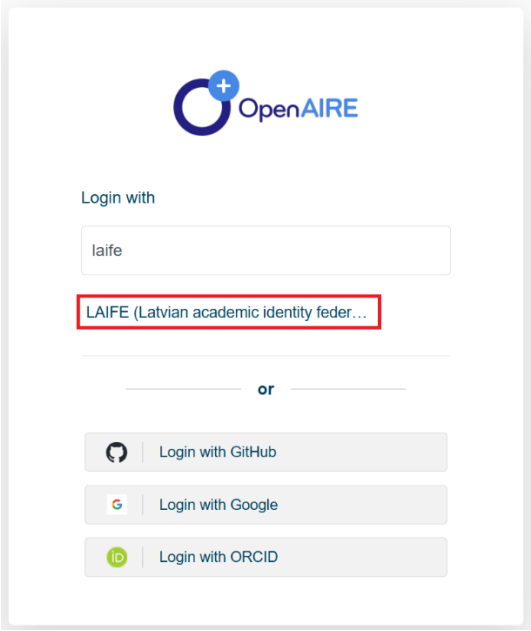
Go to ARGOS via the link https://argos.openaire.eu/login and select the login option “Sign in with your institution or social account”.



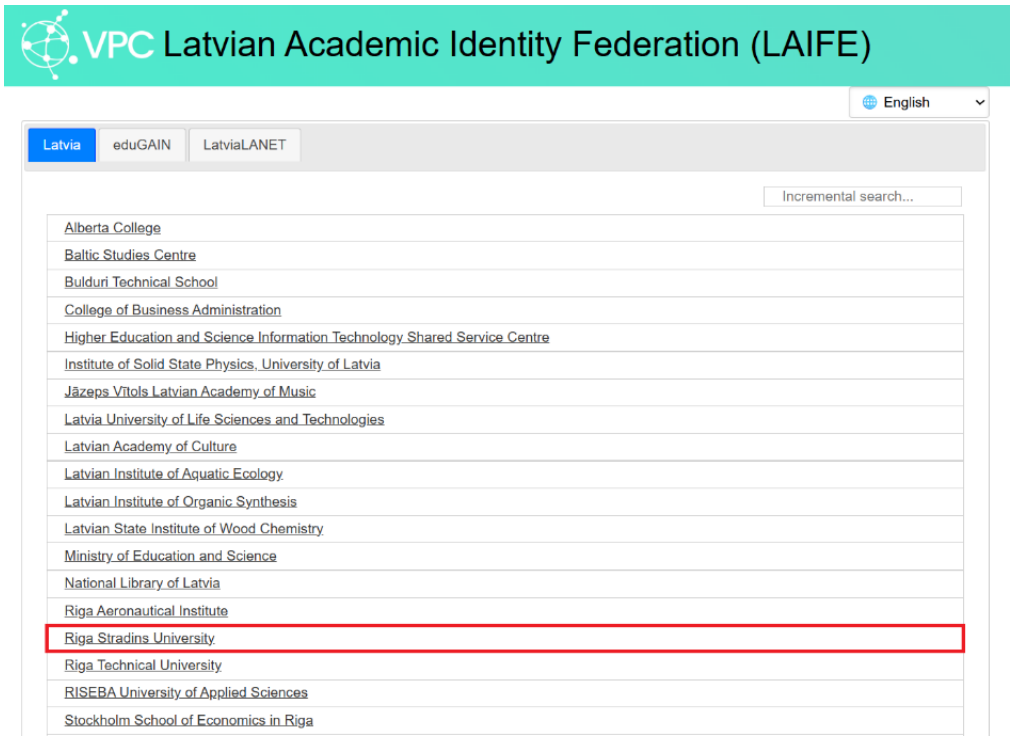
Choose the option “Add another institution”.



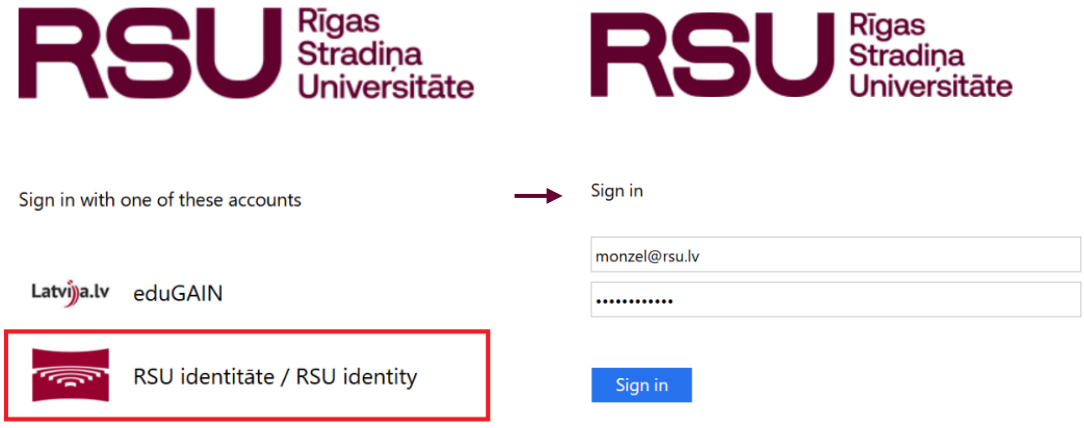
Enter “laife” in the search box and select “LAIFE (Latvian academic identity federation (LAIFE)”.



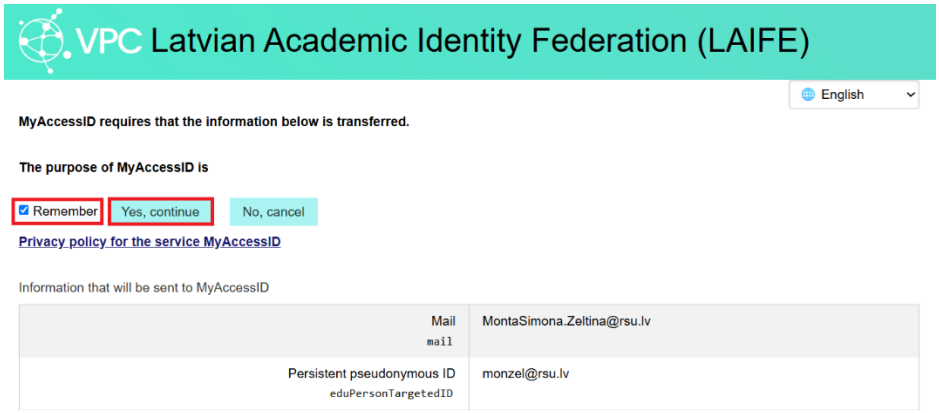
Select Rīga Stradiņš University from the available list of institutions.



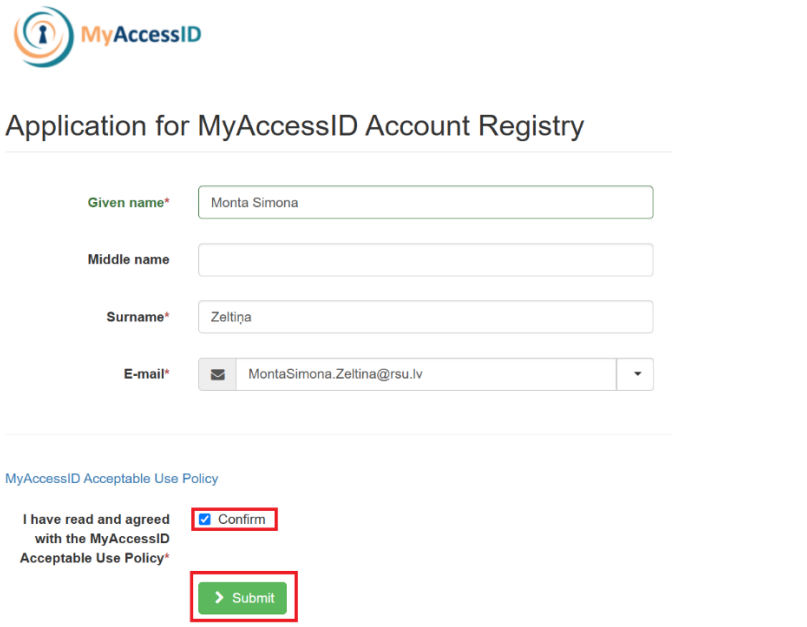
Select the option to sign in with your RSU identity, and enter your email and password.



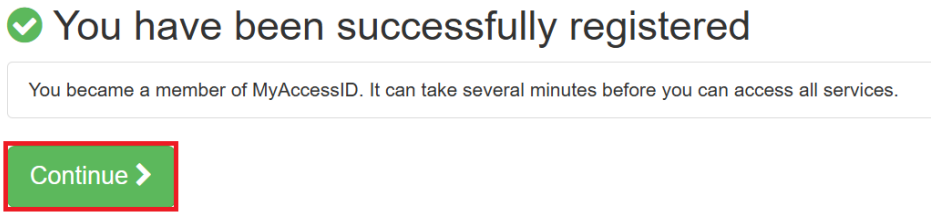
Grant My AccessID permission to access your profile data and contact information.



Register your MyAccessID account by providing your first name, last name, and institutional email address.

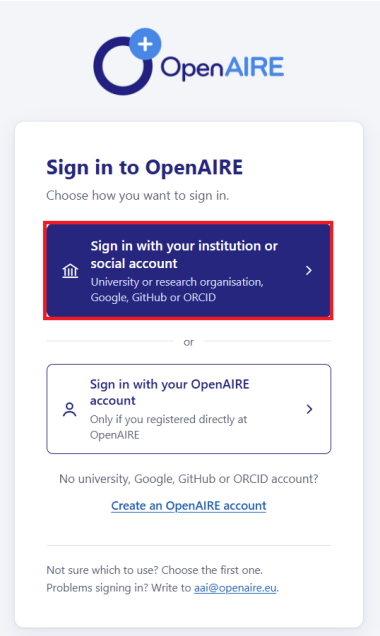


After successful registration, proceed to the main page.



REPEATED AUTHORISATION

Go to ARGOS via the link https://argos.openaire.eu/login and select the login option “Sign in with your institution or social account”.

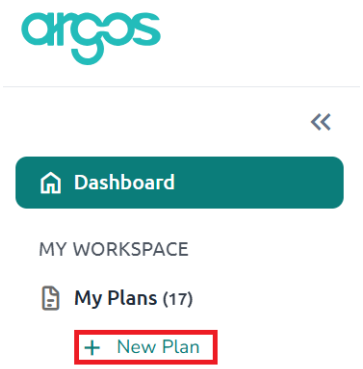


Select the option “LAIFE (Latvian Academic Identity Federation)”, after which you will be automatically redirected to the main page.



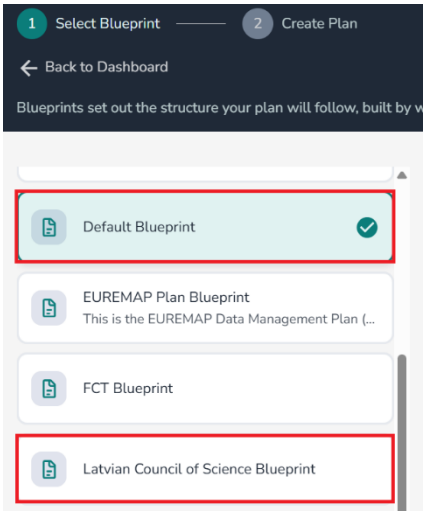
CREATING A NEW DATA MANAGEMENT PLAN

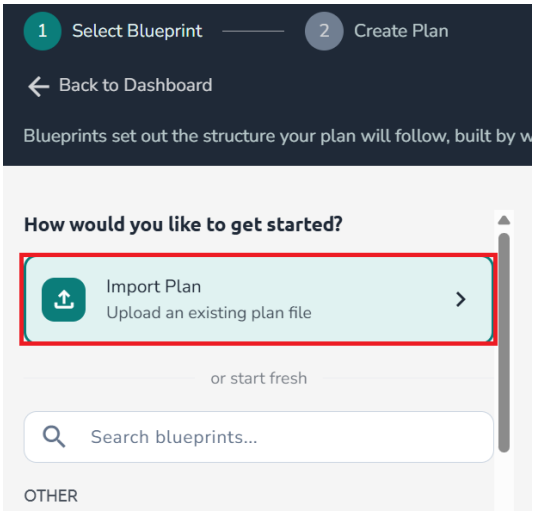
Select the “+ New Plan” option in the left-hand toolbar.



Choose the default blueprint or upload an existing plan.

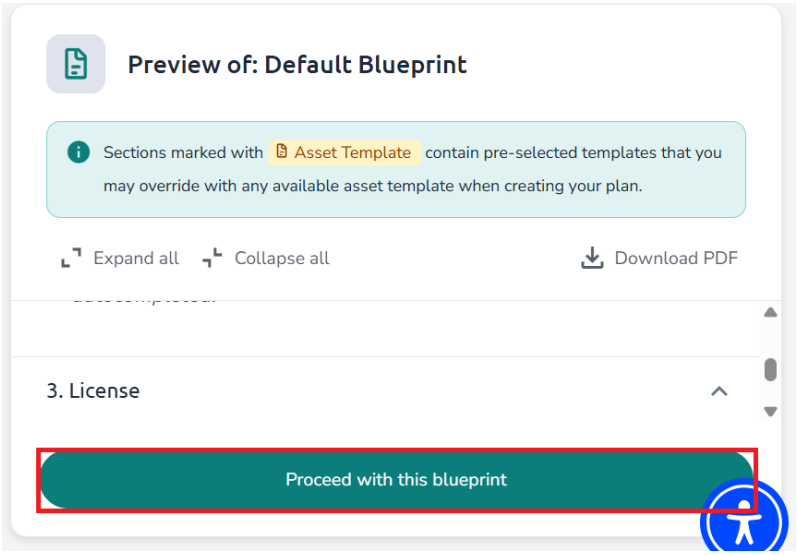
! If your project is funded by the Latvian Council of Science, you can also choose the blueprint made by them (Latvian Council of Science Blueprint). This does not significantly affect the structure of the plan.





! If you want to upload an already existing data management plan, make sure it is in .json format and complies with the Resource Descriptions and Access (RDA) standarts.

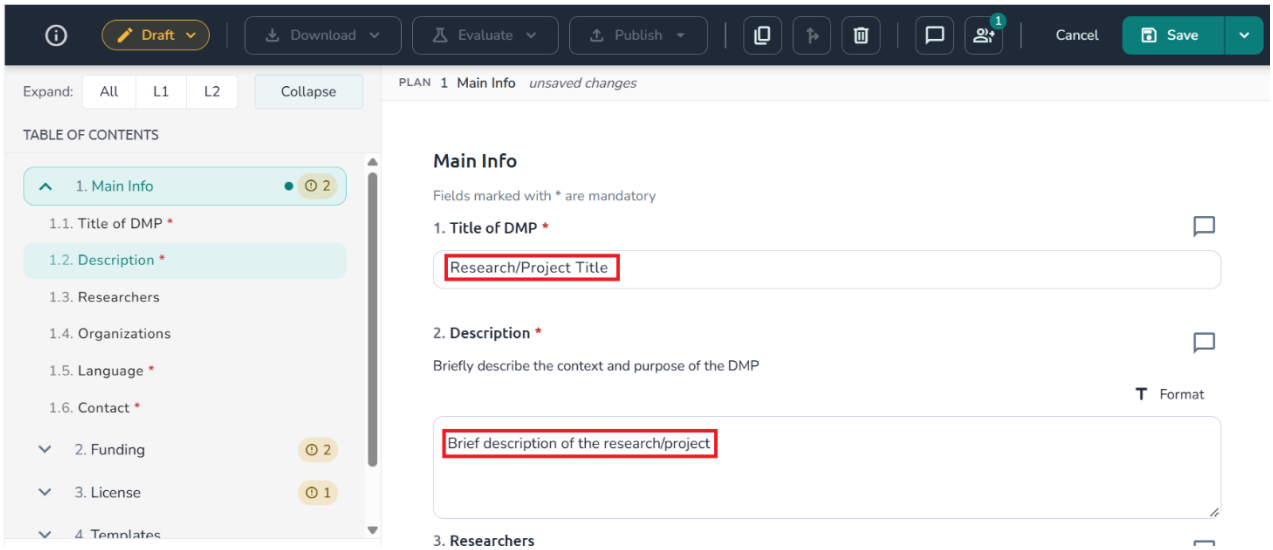
To start the plan, select the option “Proceed with this blueprint”.



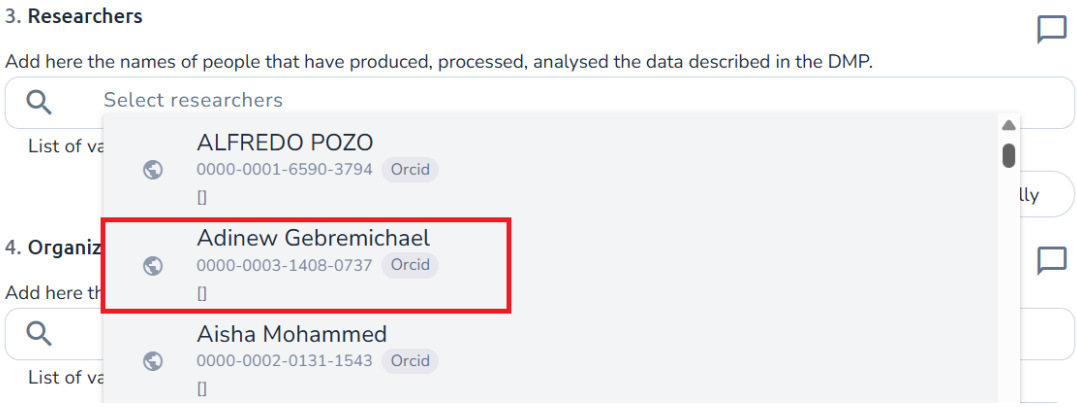
MAIN INFORMATION TO INCLUDE IN THE DATA MANAGEMENT PLAN

1. Main Info

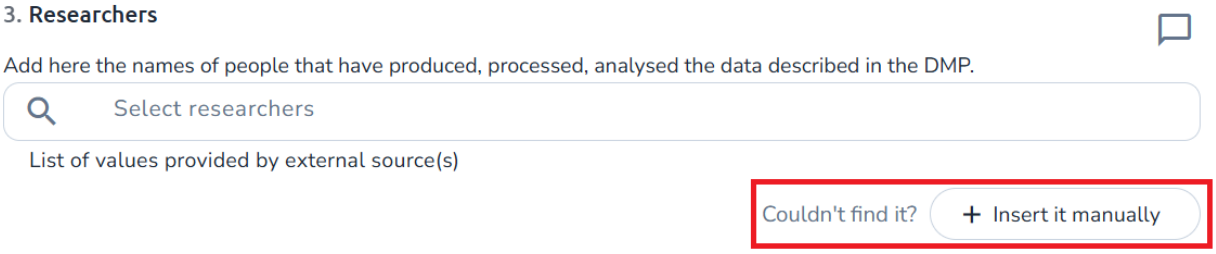
1.1. Title of DMP is a mandatory field that requires the name of the research or project.
1.2. Description is a mandatory field that requires a brief description of the research or project.



1.3. Researchers must indicate the researchers involved in the project who generated, processed, and analysed the data described in the data management plan.
To add the person you want, enter their ORCID ID or first and last names without diacritic marks (e.g., type "Zanis" instead of "Žanis") in the search box and select the corresponding one from the drop-down list.

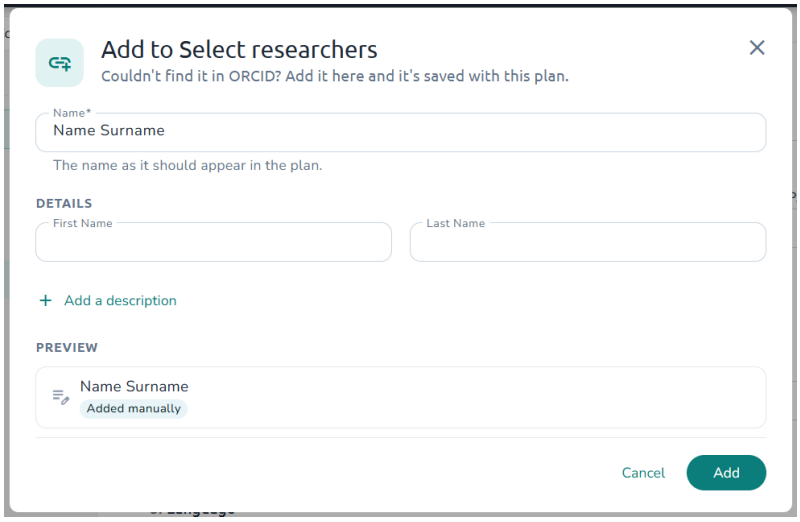


If you are unable to find a person by ORCID ID or first and last name in the search box, you can also add them manually.

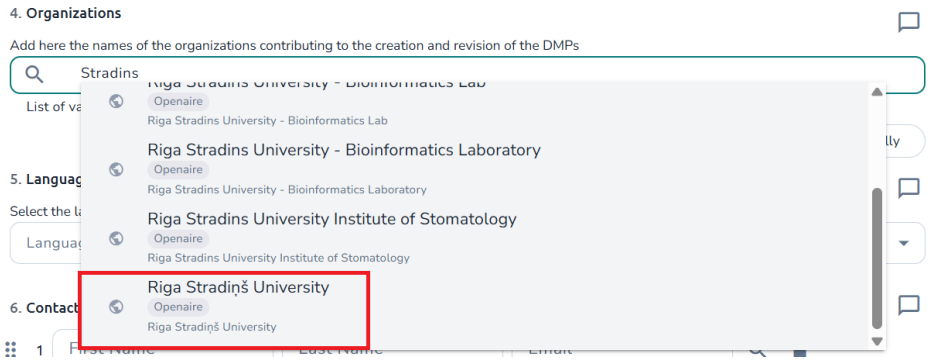


In the pop-up window, you must provide the person's full name, which will also appear in the data management plan.

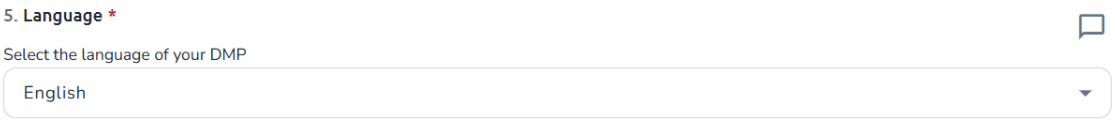
Additionally, you may specify first name and surname separately as well as a description, e.g., the researcher's role in the project.



1.4. Organizations field displays institutions that participate in the creation and review of the data management plan.
To add your organisation, enter its name in the search box and select the corresponding one from the drop-down list.



1.5. Language is a mandatory field that requires specifying the language of the data management plan (mostly English).



1.6. Contact is a mandatory field that requires contact information of at least one person to be able to contact about the project and its data management plan.

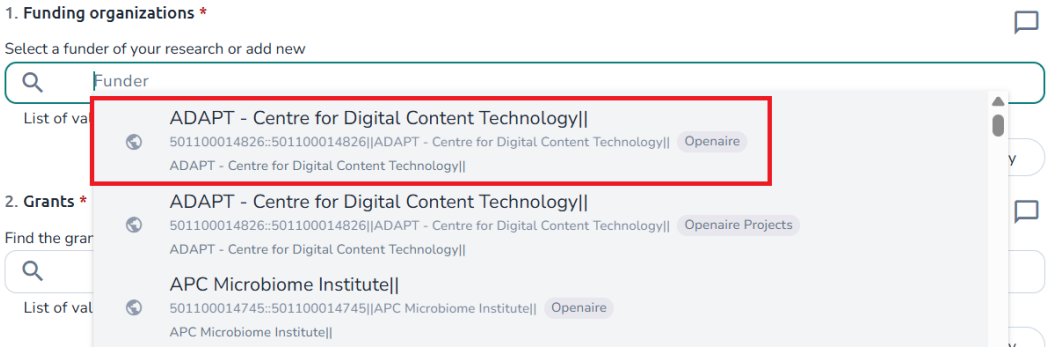


After completing all fields, select the "Next" option to proceed to the next section of the data management plan.

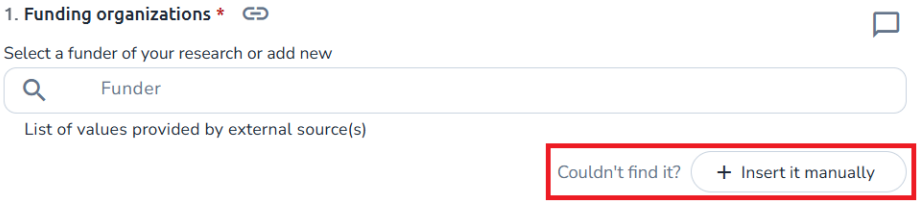


2. Funding

2.1. Funding organizations is a mandatory field that requires specifying the organisation funding the research.
To add your organisation, enter its name in the search box and select the corresponding one from the drop-down list.

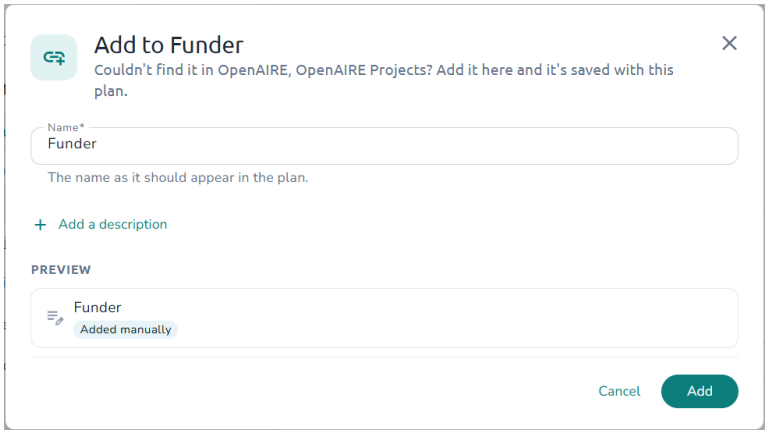


In case you are unable to find an institution by name in the search box, you can also add it manually.

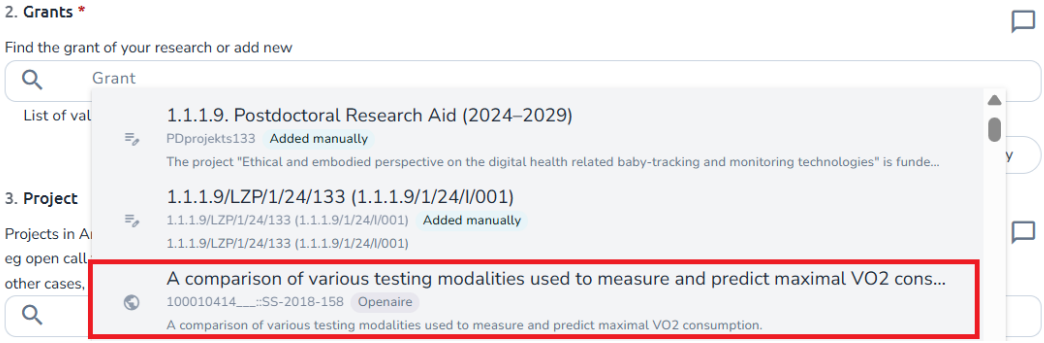


In the pop-up window, you must provide the full name of the funding institution, which will also appear in the data management plan.

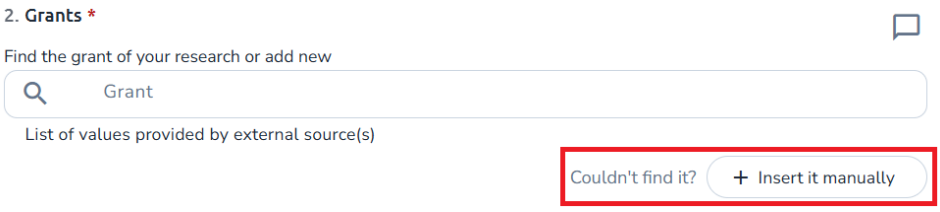
Additionally, you may provide a description.



2.2. Grants is a mandatory field that requires specifying the research project.
To add your project, enter its name in the search box and select the corresponding one from the drop-down list.

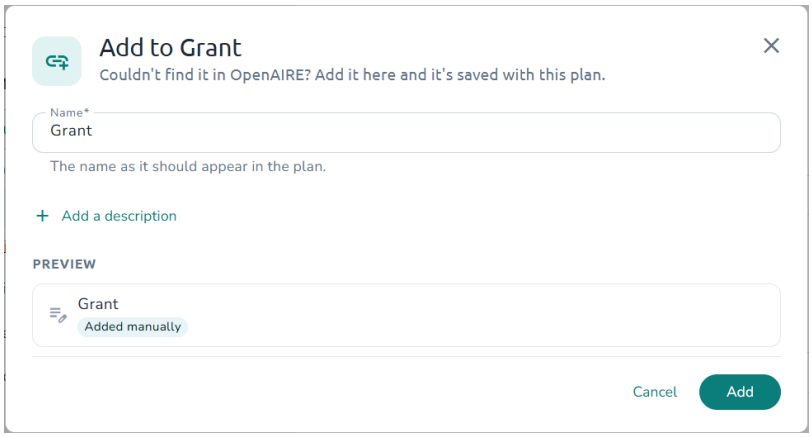


In case you are unable to find a project by name in the search box, you can also add it manually.

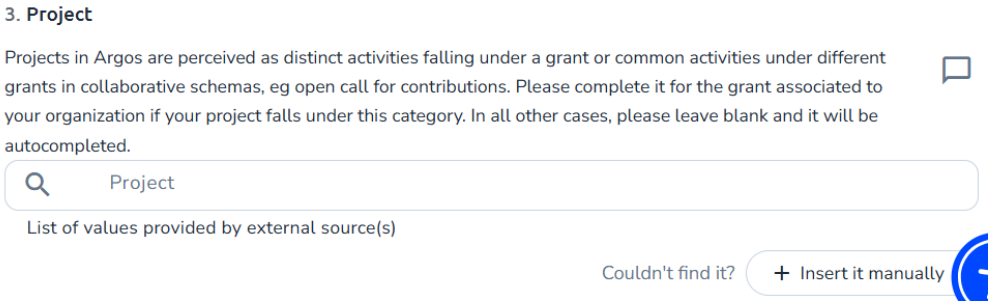


In the pop-up window, you must provide the full name or number of the grant, which will also appear in the data management plan.

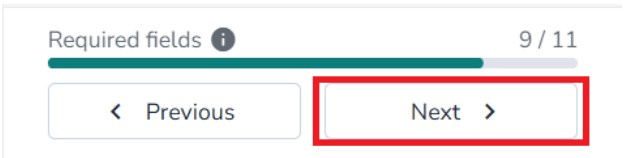
Additionally, you may provide a description.



2.3. Project field should only be filled in if the data collection and maintenance goes beyond the boundaries of a single study.
In the case of Fundamental and Applied Research projects, this field does not need to be filled in, but it can be done in the case of the State Research Programme or other large-scale projects to describe sub-projects or large work packages.



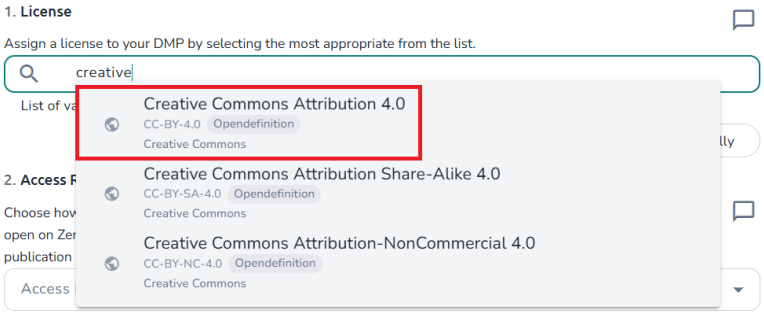
After completing all fields, select the “Next” option to proceed to the next section of the data management plan.



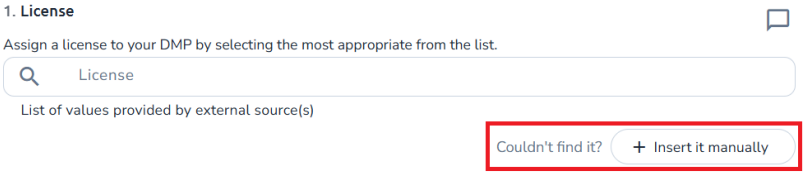
3. License

3.1. License field displays the license you want to assign to your **data management plan**.
To add the license of your choice, enter its name in the search box and select the corresponding one from the drop-down list.

! It is recommended to use one of the options offered by Creative Commons or “(Other) Public Domain”.

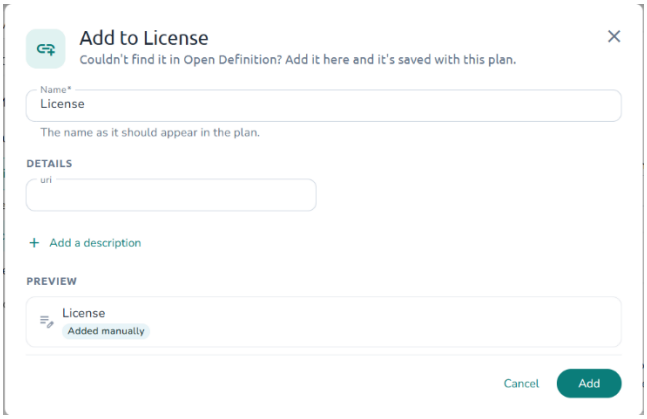


In case you are unable to find a license by name in the search box, you can also add it manually.



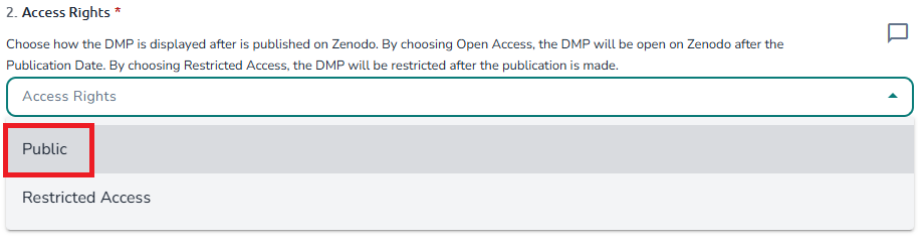
In the pop-up window, you must provide the name of the licence, which will also appear in the data management plan.

Additionally, you may provide a link and a description.



3.2. Access Rights is a mandatory field that requires specifying what kind of access you want to grant to your data management plan - open or closed.

! Please make sure if the project regulations specify what access has been determined by the project funder.

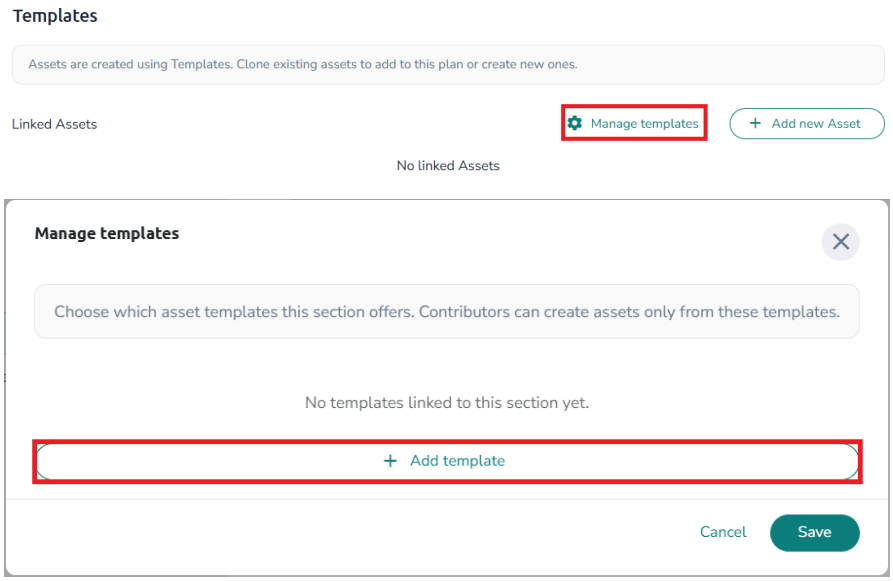


After completing all fields, select the “Next” option to proceed to the next section of the data management plan.

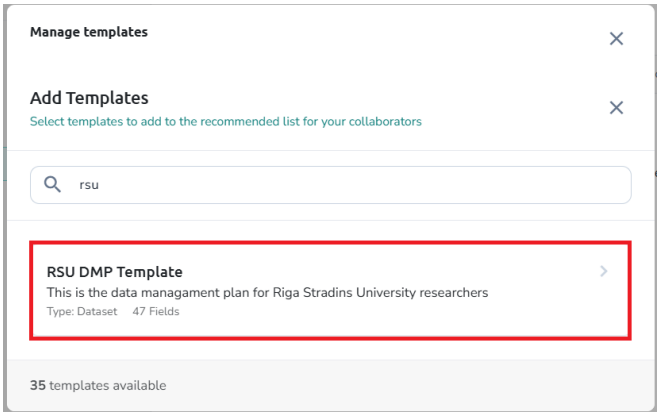


4. Templates

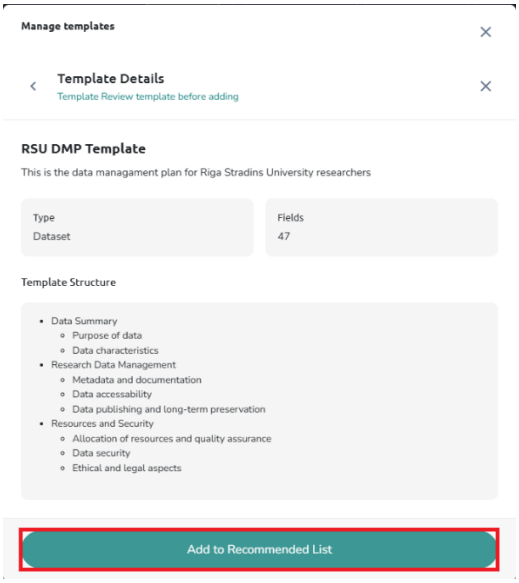
Templates is a mandatory field that requires specifying which template you want to use as the basis for your data management plan.
To add the RSU institutional DPP template, select the “Manage templates” option and then “+ Add template”.

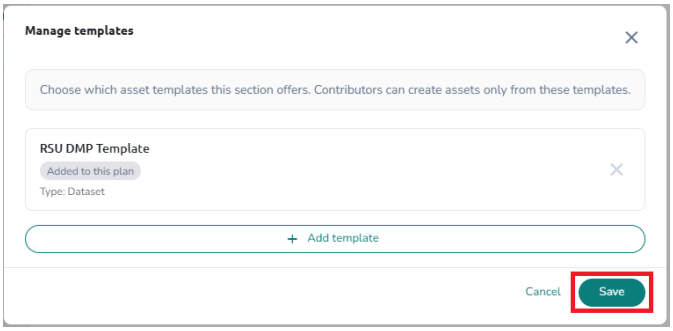


In the pop-up window enter “rsu” and select the template named “RSU DMP Template”.



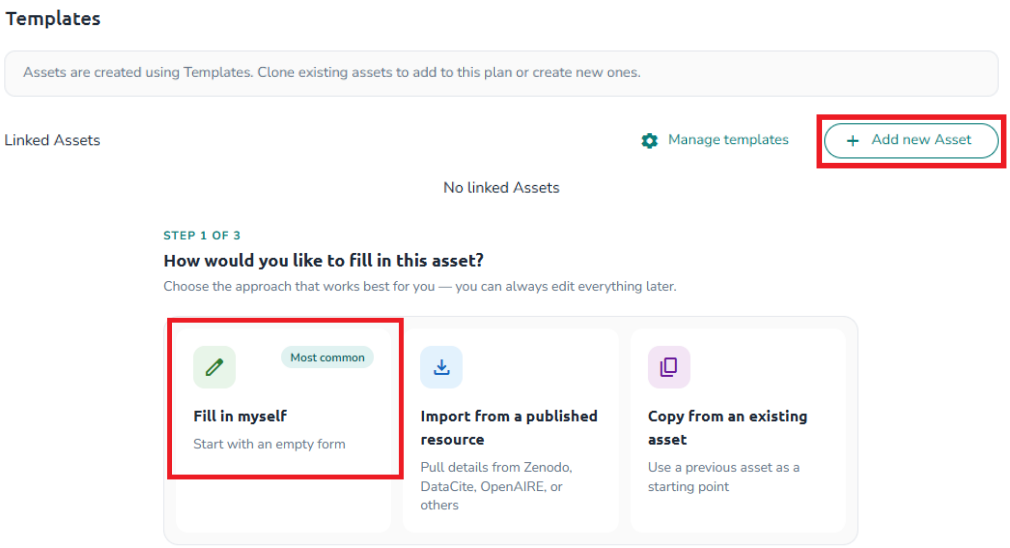
To save the selected template, select the “Add to Recommended List” option and then “Save”.



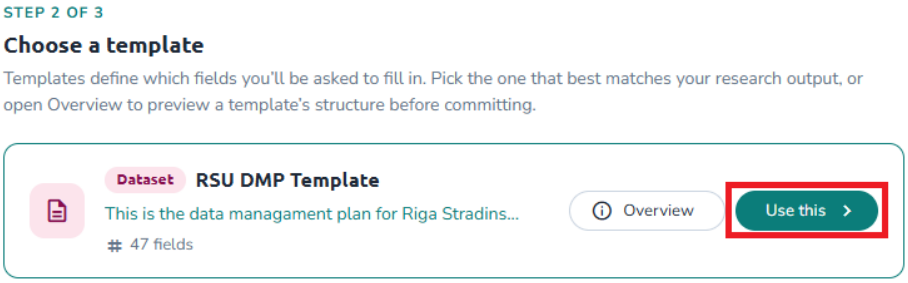


Add a dataset description by selecting the option “+ Add new Asset” and then “Fill in myself”.

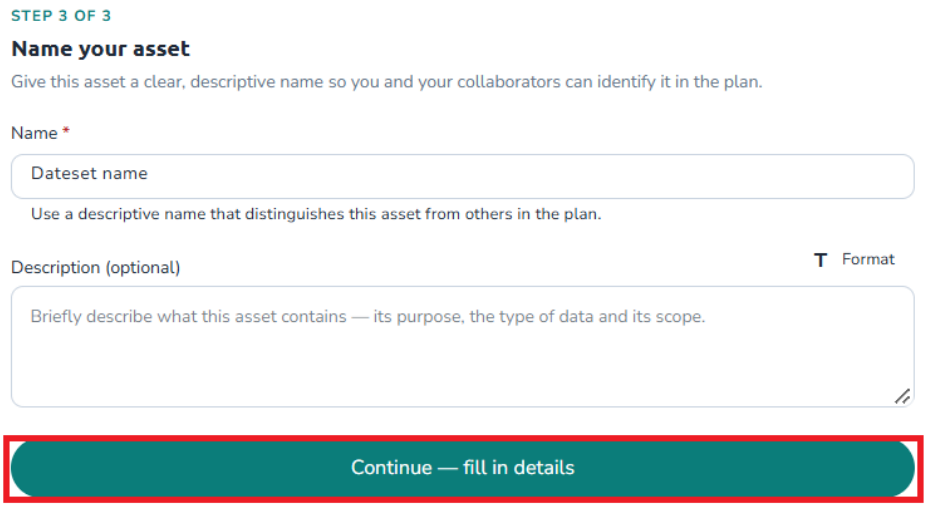
! Alternatively, you can create a dataset description using pre-existing entries from external repositories or the Argos platform.



Select the template to use for the new dataset description.



Provide the name of the dataset and a brief description.

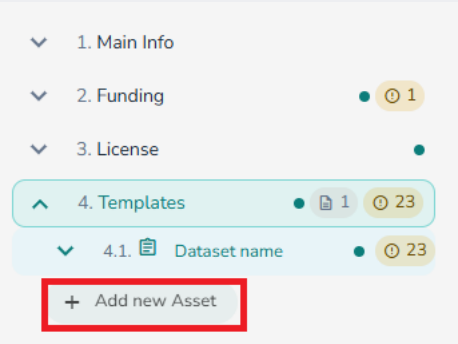


After selecting a template, it is necessary to provide as much information as possible about the dataset, following the detailed instructions in the system or guided by the questions and recommended resources offered on the RSU website.

! Questions marked with an asterisk (*) are mandatory.

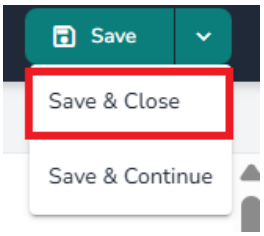
! It is possible to describe multiple datasets in one data management plan.

If the project includes several different datasets, it is necessary to add a separate description to the created plan (respectively, if two datasets are planned, two descriptions must be added) by repeatedly selecting the “+ Add new Asset” option and the RSU data management template.



! During the development of the project, its data management plan must also be updated with the most current information - a new version must be created for this.

After successfully filling in the information, select the “Save” and “Save & Close” options in the top toolbar to save and close the data management plan if you plan to make any changes to it later on, or “Save & Continue” if you want to save the changes you made for security reasons but continue working on adding to the plan at this point.



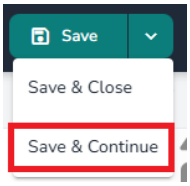
! In case of any clarifying questions or uncertainties, please write to datukuratori@rsu.lv.

FINALISING THE DATA MANAGEMENT PLAN

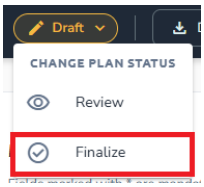
If the data management plan is complete and no additional revisions are required, it must be finalised to be placed in the Document Management System DVS for signature by the project manager.

! Make sure that you have saved all recent changes to the plan before finalising it.

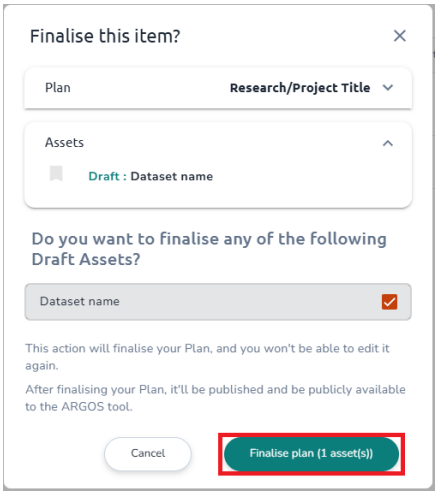
To save all recent changes, select the “Save” and “Save & Continue” options in the top toolbar.



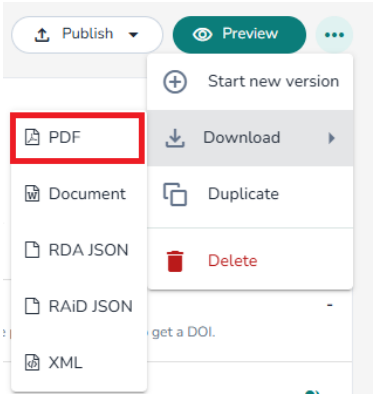
To finalize the data management plan, select the “Draft” and “Finalize” options in the top toolbar.



Confirm the name of the selected plan and the description of the dataset, then click “Finalise plan”.



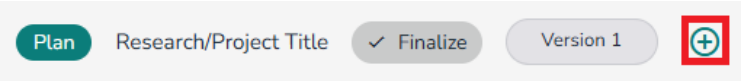
Export the completed plan as a PDF and send it to the data steward for uploading to the DVS. Select the three dots, then “Download” and “PDF”.



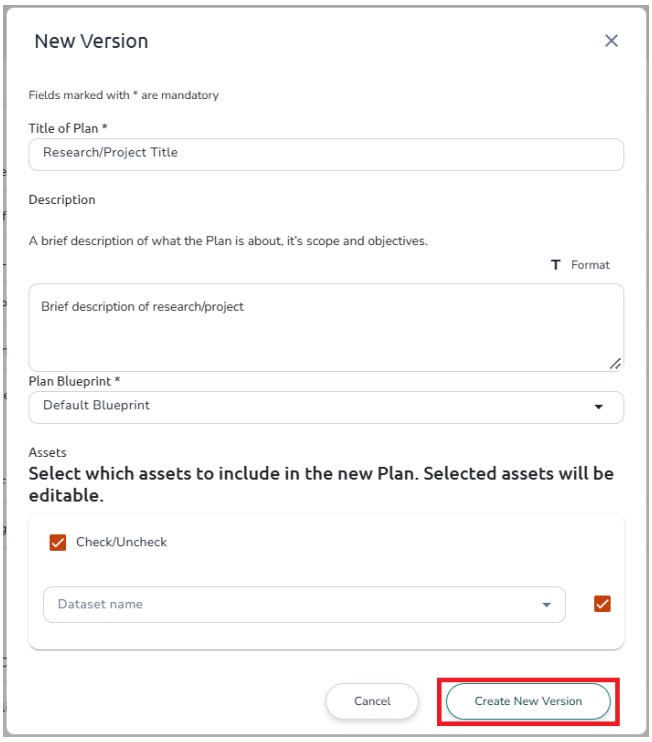
! All versions of the data management plan that are created must be uploaded to the DVS.

CREATING A NEW VERSION OF THE DATA MANAGEMENT PLAN

If changes occur to the data management procedures during the development of the project, they must also be updated in the data management plan. This requires creating a new version of the plan.
To create a new version of a data management plan, open the specific plan and select the option marked with “+” next to the latest version.



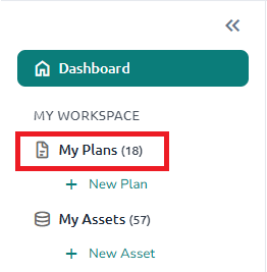
In the pop-up window, confirm the basic information for the new data management plan and specify its current title, description, template, and dataset description template if any of these fields have changed. Click “Create New Version”.



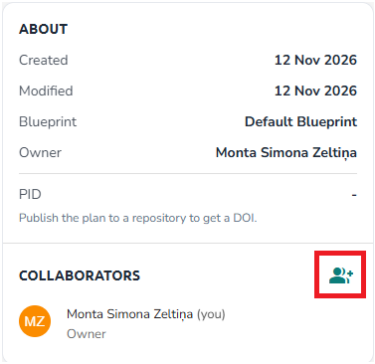
Edit, save, and close the plan just like in previous versions.

SHARING THE DATA MANAGEMENT PLAN

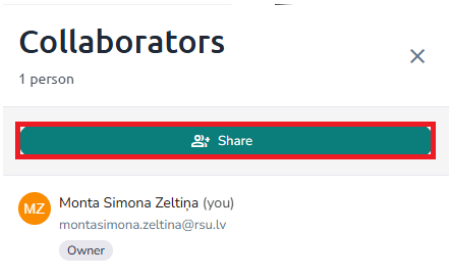
If you want to add someone else to your data management plan, you can do so by inviting a new author.
Select the “My Plans” option in the left toolbar.



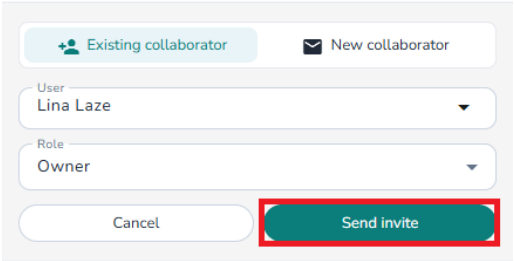
On the right, under the “Collaborators” section, select the “Manage” option, indicated by the icon shown in the image.

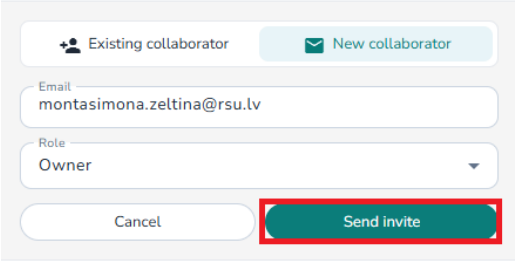


In the pop-up window, select the “Share” option.



You can add a person as an “Existing collaborator” by selecting them from the drop-down list, or as a “New collaborator” by entering their email address. Assign the appropriate role to the person and click “Send invite” to send an automated invitation via email.





! The implementation of the data management plans is closely monitored by the Department of Science, so sharing it and downloading the final version is mandatory, as it is intended to be uploaded in the Document Management System DVS for signing.