

# USER MANUAL FOR THE DATA MANAGEMENT PLAN ONLINE TOOL

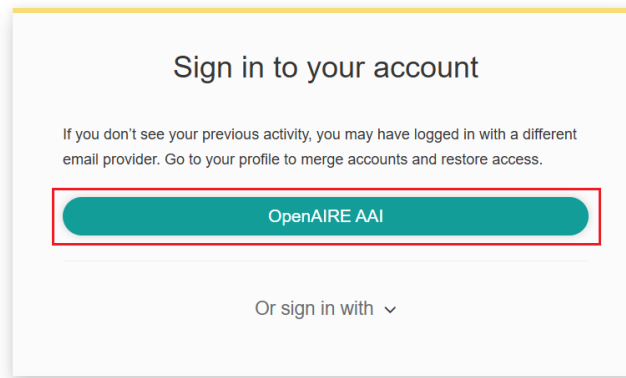
## ARGOS

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## FIRST TIME SIGN UP

Go to ARGOS via the link <https://argos.openaire.eu/login> and select the login option “OpenAIRE AAI”.



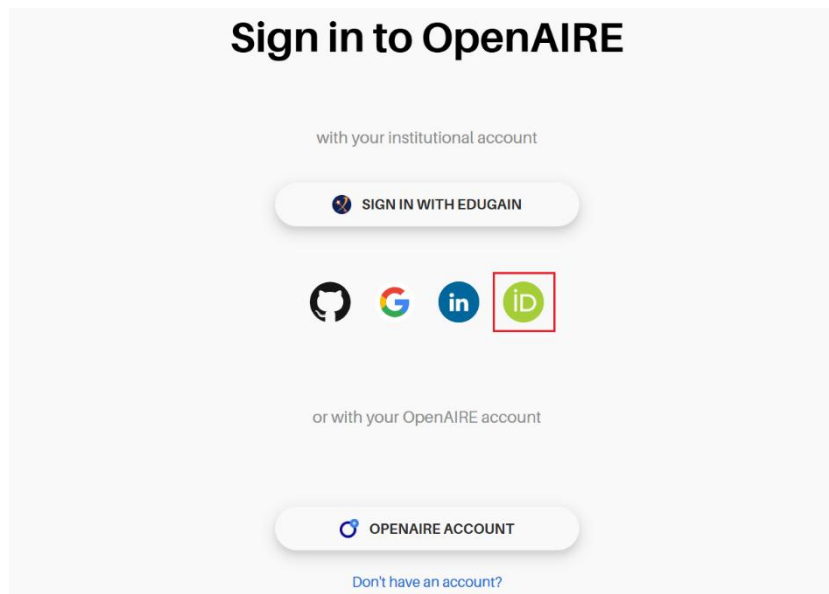
Sign in to your account

If you don't see your previous activity, you may have logged in with a different email provider. Go to your profile to merge accounts and restore access.

OpenAIRE AAI

Or sign in with ▾





Select the ORCID ID authentication method.



Sign in to OpenAIRE

with your institutional account

SIGN IN WITH EDUGAIN

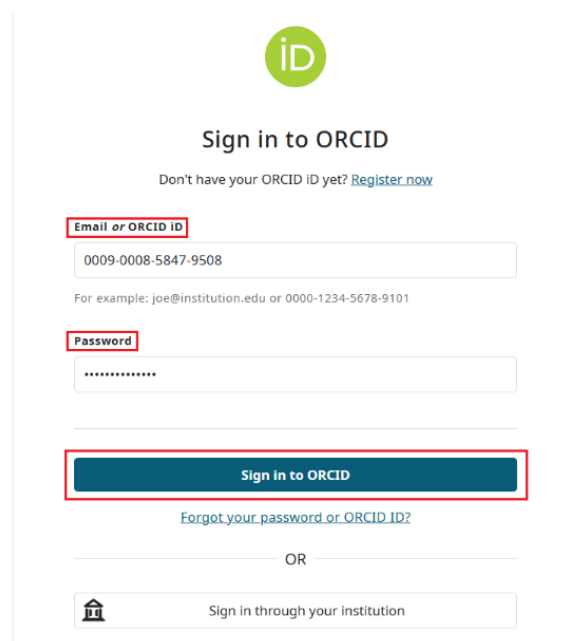
   


or with your OpenAIRE account

OPENAIRE ACCOUNT

[Don't have an account?](#)

Enter your email address or ORCID ID, password and click “Sign in to ORCID”.





Sign in to ORCID

Don't have your ORCID ID yet? [Register now](#)

Email or ORCID ID

0009-0008-5847-9508

For example: joe@institution.edu or 0000-1234-5678-9101


Password

\*\*\*\*\*

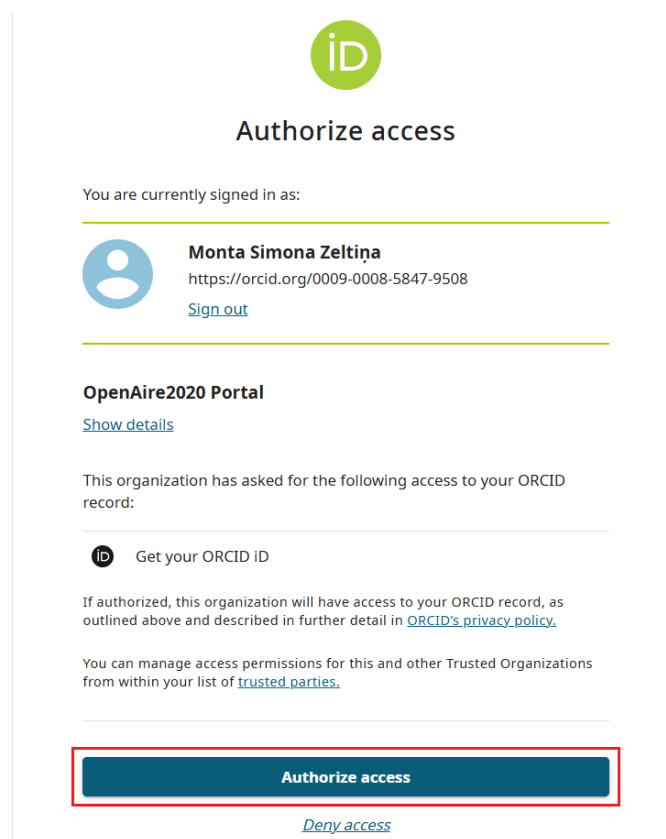
Sign in to ORCID


[Forgot your password or ORCID ID?](#)

OR

 Sign in through your institution


Confirm your ORCID authorisation and click “Authorize access”.





## Authorize access

You are currently signed in as:


**Monta Simona Zeltna**  
<https://orcid.org/0009-0008-5847-9508>  
[Sign out](#)

---

### OpenAire2020 Portal

[Show details](#)

This organization has asked for the following access to your ORCID record:

 Get your ORCID iD

If authorized, this organization will have access to your ORCID record, as outlined above and described in further detail in [ORCID's privacy policy](#).

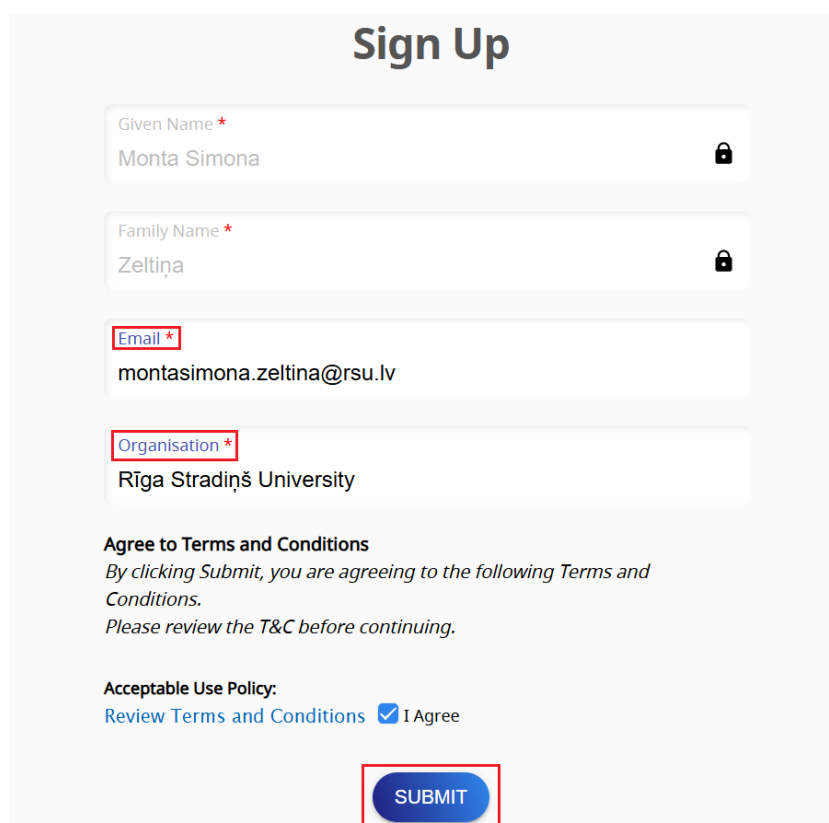
You can manage access permissions for this and other Trusted Organizations from within your list of [trusted parties](#).

**Authorize access**

[Deny access](#)

Complete your ARGOS sign-up by providing your email address and organisation.


! Make sure you have agreed to the terms of use of the system.



## Sign Up


Given Name \*

Monta Simona



Family Name \*

Zeltna



Email \*

montasimona.zeltina@rsu.lv

Organisation \*

Rīga Stradiņš University

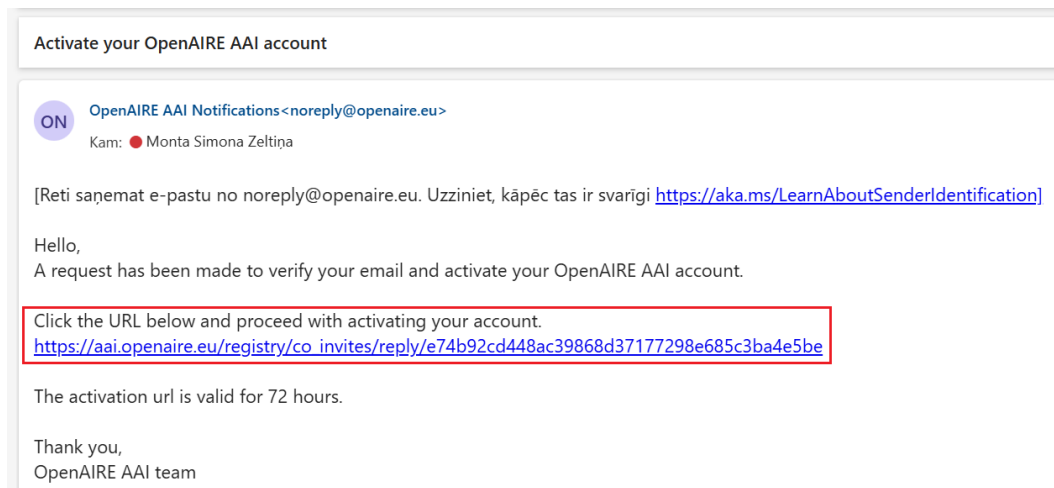
**Agree to Terms and Conditions**  
*By clicking Submit, you are agreeing to the following Terms and Conditions.*  
*Please review the T&C before continuing.*

**Acceptable Use Policy:**  
[Review Terms and Conditions](#) ☒ I Agree

**SUBMIT**

Activate your new profile using the link in the email you received.

! If you have specified a backup email address when registering for ORCID, the activation link will also be sent there. It is not necessary to use both to successfully activate your account.



Give ARGOS permission to access your profile data and contact information.

### Grant Access to ARGOS

This service requests the following permissions:

- **View your basic profile info**
- **View your email address**

Description provided by the service: ARGOS is an open extensible service that simplifies the management, validation, monitoring and maintenance and of Data Management Plans.

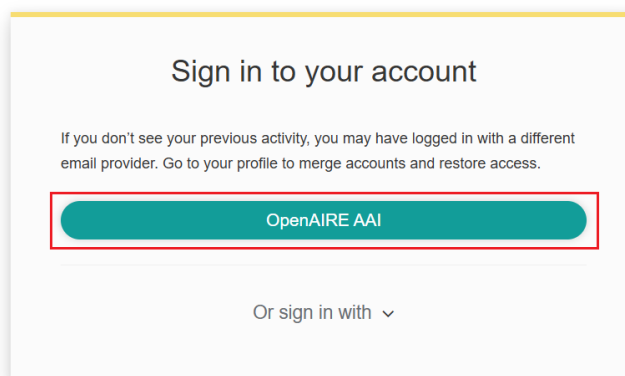
[Additional information about the service](#)

Contacts: argos@openaire.eu

You can revoke access from the [Applications dashboard](#)

## REPEATED AUTHORISATION

Go to ARGOS via the link <https://argos.openaire.eu/login> and select the login option “OpenAIRE AAI”.



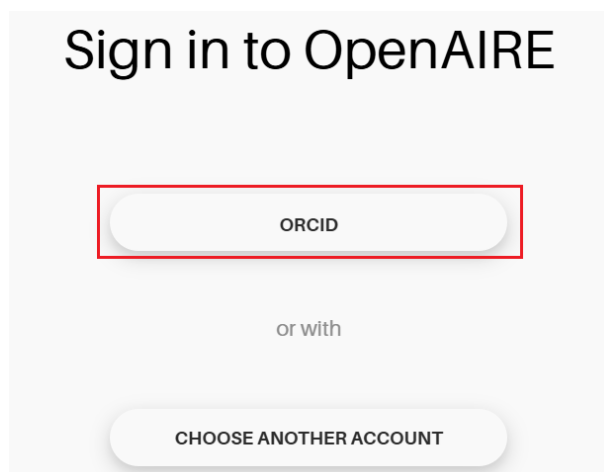
Sign in to your account

If you don't see your previous activity, you may have logged in with a different email provider. Go to your profile to merge accounts and restore access.

OpenAIRE AAI

Or sign in with ▾

Select the ORCID ID authentication method.



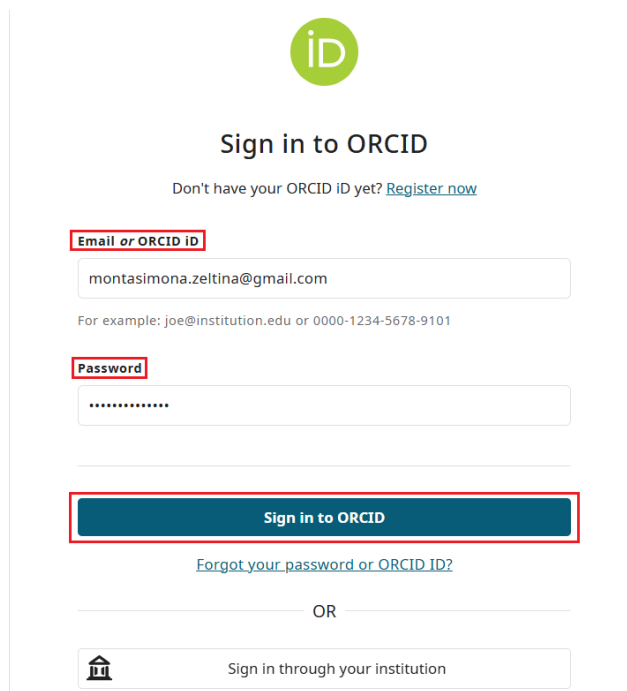
Sign in to OpenAIRE

ORCID

or with

CHOOSE ANOTHER ACCOUNT

Enter your email address or ORCID ID, password and click “Sign in to ORCID”.



iD

Sign in to ORCID

Don't have your ORCID ID yet? [Register now](#)

Email or ORCID ID

montasimona.zeltina@gmail.com

For example: joe@institution.edu or 0000-1234-5678-9101


Password

.....

Sign in to ORCID

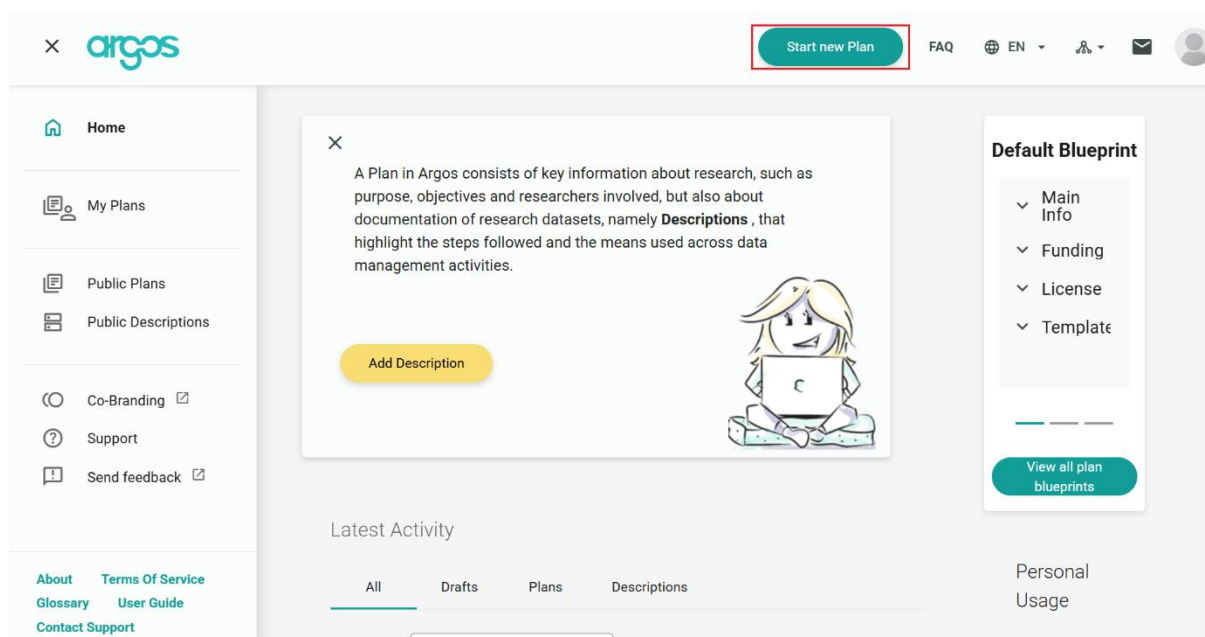
[Forgot your password or ORCID ID?](#)

OR

 Sign in through your institution

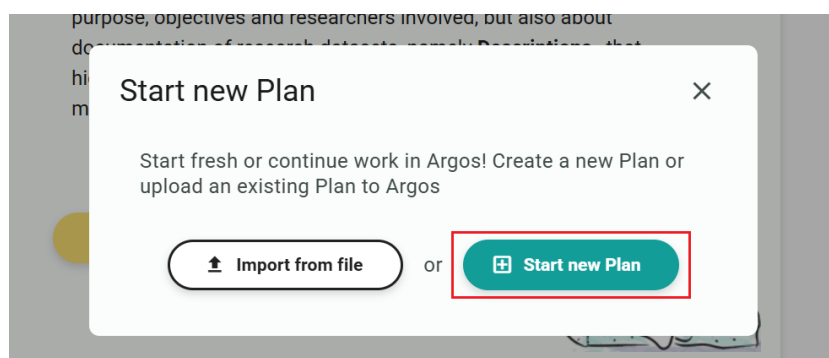
# CREATING A NEW DATA MANAGEMENT PLAN

Select the “Start new Plan” option.



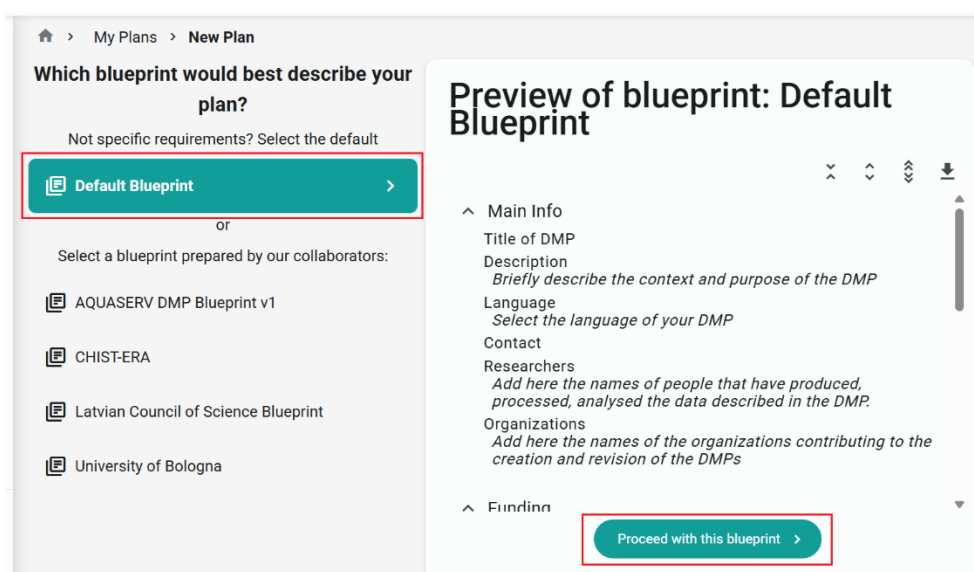
In the pop-up window, select the “Start new Plan” option again.

! 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) standards.



Choose a default blueprint.

! 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.



# 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, complete the fields as follows:

- reference id - choose a unique identifier that you recognise for the specific person, e.g., using the RSU's existing principle, by writing the first three letters of their first and last name;
- label - select the class under which you want to classify the person;
- description - briefly explain who the person is and what they do in the project;
- Researchers First Name - specify the researcher's first name (or multiple, if applicable);
- Researchers Last Name - specify the researcher's last name (or multiple, if applicable).

**Add Researchers**

**System Information**

reference id\*  
namsur ✓

label\*  
Researcher

description\*  
A short explanation of who they are or what they do in the project

**Researchers Information**

Researchers First Name\*  
First Name

Researchers Last Name\*  
Last Name

Cancel Save

**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.

**1.4. Organizations**

Add here the names of the organizations contributing to the creation and revision of the DMPs

Organizations

Stradiņš

MEDICAL RESEARCH INFRASTRUCTURE DEVELOPMENT AND HEALTH SERVICES FUND BY THE...  
Source: openaire

Pauls Stradiņš Clinical University Hospital  
Source: openaire

Rīga Stradiņš University  
Source: openaire

University of Ferrara  
Source: openaire

manually

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

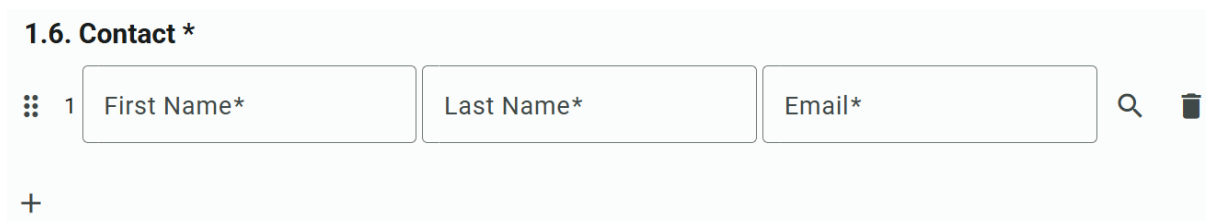
**1.5. Language \***

Select the language of your DMP

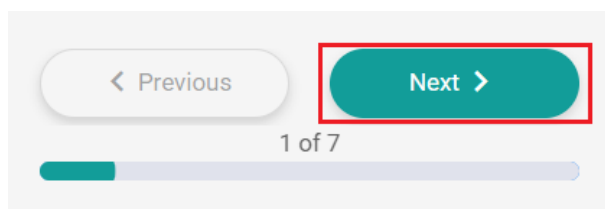
English



**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.



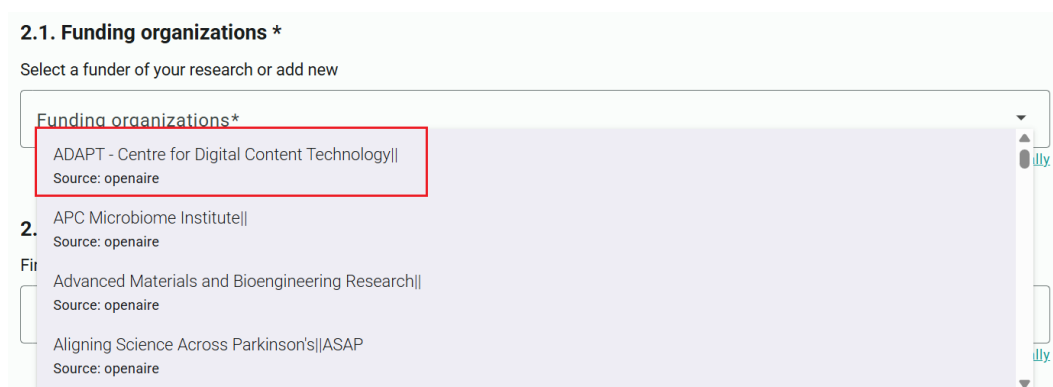
After completing all fields, select the “Next” option to proceed to the next section of the data management plan.



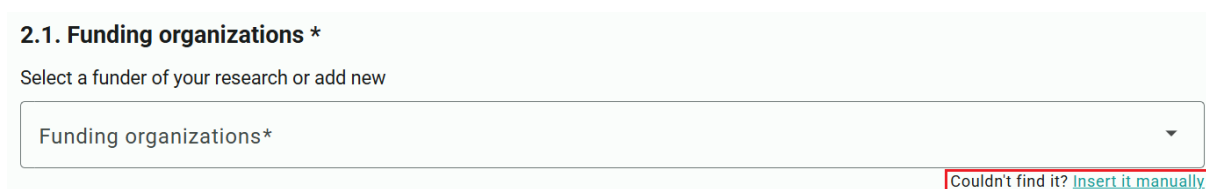
## 2. Funding

**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.

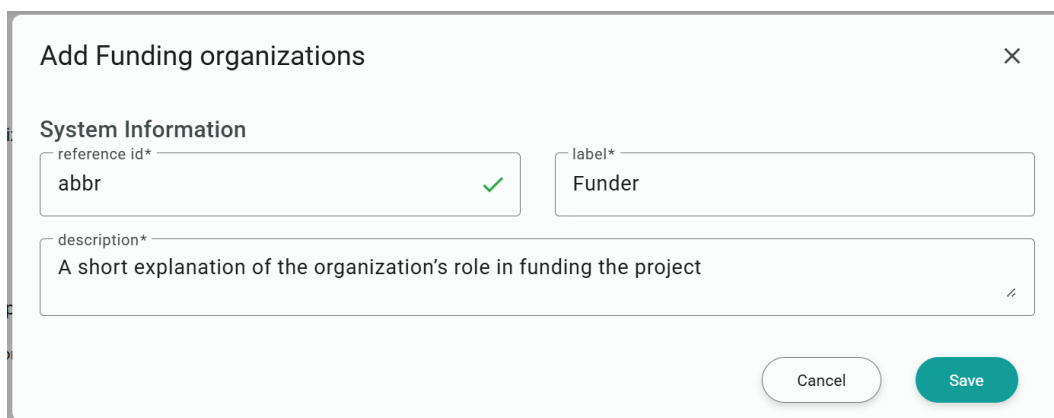


In case you are unable to find an institution by name in the search box, you can also add it manually.



In the pop-up window, complete the fields as follows:

- reference id - choose a unique identifier that you recognise for the specific institution, e.g., an abbreviation of its name;
- label - select the class under which you want to classify the institution;
- description - briefly explain the institution's role in financing the project.



**Add Funding organizations** [X]

**System Information**

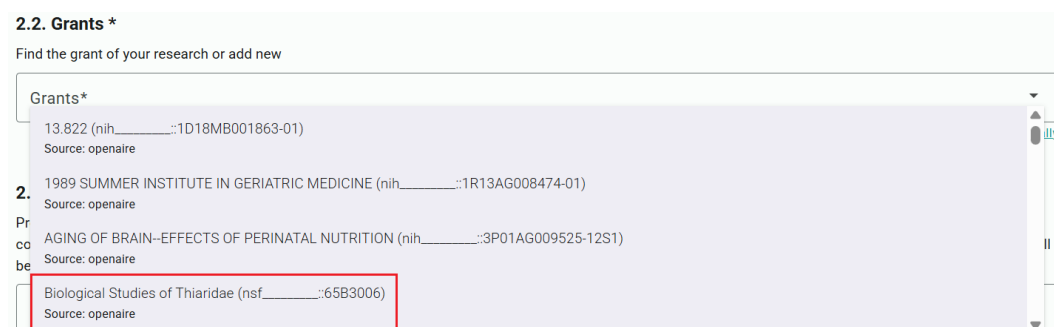
reference id\*  
abbr ✓

label\*  
Funder

description\*  
A short explanation of the organization's role in funding the project

Cancel Save

**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.



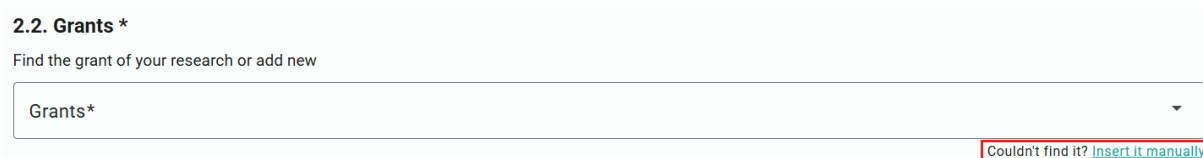
**2.2. Grants \***

Find the grant of your research or add new

Grants\*

- 13.822 (nih\_\_\_\_\_:1D18MB001863-01)  
Source: openaire
- 1989 SUMMER INSTITUTE IN GERIATRIC MEDICINE (nih\_\_\_\_\_:1R13AG008474-01)  
Source: openaire
- AGING OF BRAIN--EFFECTS OF PERINATAL NUTRITION (nih\_\_\_\_\_:3P01AG009525-12S1)  
Source: openaire
- Biological Studies of Thiaridae (nsf\_\_\_\_\_:65B3006)  
Source: openaire

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



**2.2. Grants \***

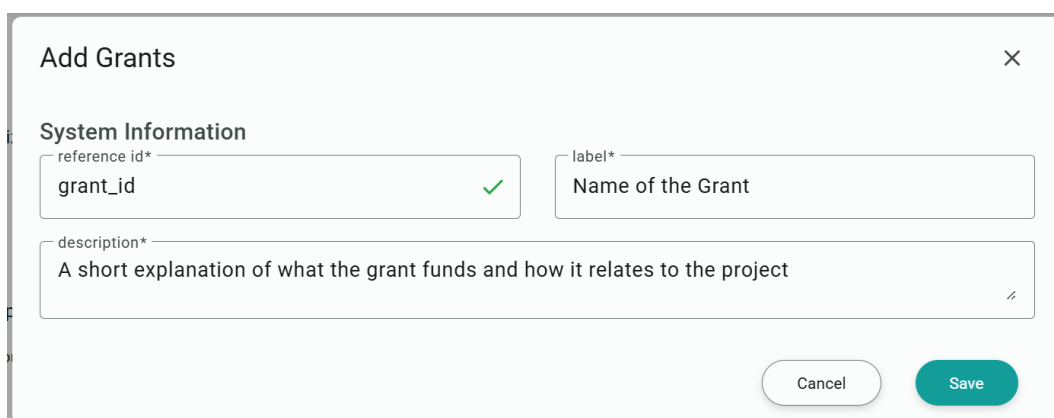
Find the grant of your research or add new

Grants\*

Couldn't find it? [Insert it manually](#)

In the pop-up window, complete the fields as follows:

- reference id - choose a unique identifier that you recognise for the specific grant;
- label - choose the official or other recognisable name of the grant;
- description - briefly explain the grant's role in financing the project.



**Add Grants** [X]

**System Information**

reference id\*  
grant\_id ✓

label\*  
Name of the Grant

description\*  
A short explanation of what the grant funds and how it relates to the project

Cancel Save

**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.

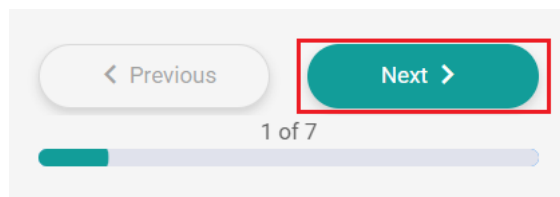
### 2.3. Project

Projects in Argos are perceived as distinct activities falling under a grant or common activities under different grants in collaborative schemas, eg open call for contributions. Please complete it for the grant associated to your organization if your project falls under this category. In all other cases, please leave blank and it will be autocompleted.

Project

Couldn't find it? [Insert it manually](#)

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”.

### 3.1. License

Assign a license to your DMP by selecting the most appropriate from the list.

License

Computer Associates Trusted Open Source License 1.1 (CATOSL-1.1)  
Source: opendefinition

Creative Commons Attribution 4.0  
Source: opendefinition

Creative Commons Attribution Share-Alike 4.0  
Source: opendefinition

Creative Commons Attribution-NonCommercial 4.0  
Source: opendefinition

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

### 3.1. License

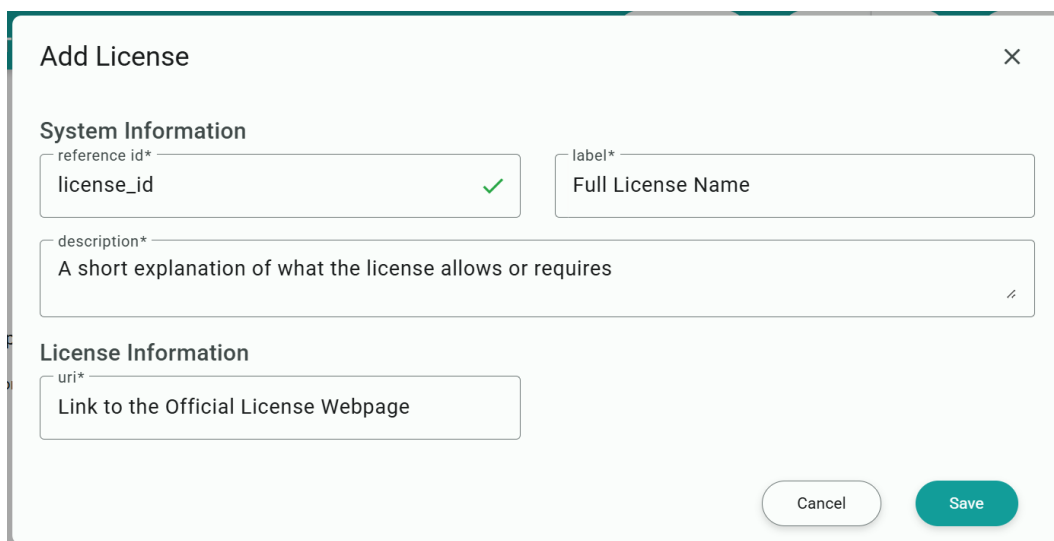
Assign a license to your DMP by selecting the most appropriate from the list.

License

Couldn't find it? [Insert it manually](#)

In the pop-up window, complete the fields as follows:

- reference id - choose a unique identifier that you recognise for the specific license;
- label - choose the official name of the license;
- description - briefly explain what the license allows or requires;
- uri - specify a link to the license homepage.



**Add License**

**System Information**

reference id\*  
license\_id ✓

label\*  
Full License Name

description\*  
A short explanation of what the license allows or requires

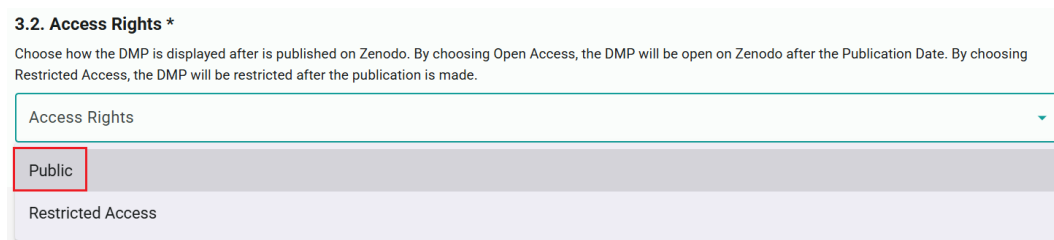
**License Information**

uri\*  
Link to the Official License Webpage

Cancel Save

**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.



**3.2. Access Rights \***

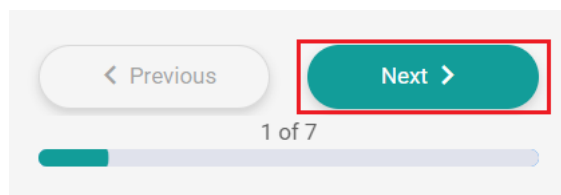
Choose how the DMP is displayed after is published on Zenodo. By choosing Open Access, the DMP will be open on Zenodo after the Publication Date. By choosing Restricted Access, the DMP will be restricted after the publication is made.

Access Rights

Public

Restricted Access

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



< Previous

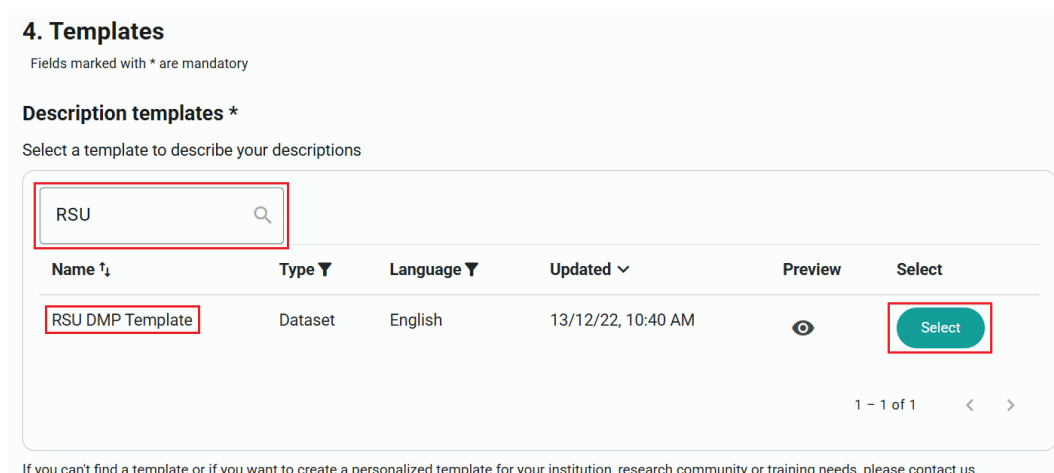
Next >

1 of 7

## 4. Templates

**Description templates** is a mandatory field that requires specifying which template you want to use as the basis for your data management plan.

Enter “RSU” in the search box and select “RSU DMP Template” by pressing the “Select” button.



**4. Templates**

Fields marked with \* are mandatory

**Description templates \***

Select a template to describe your descriptions

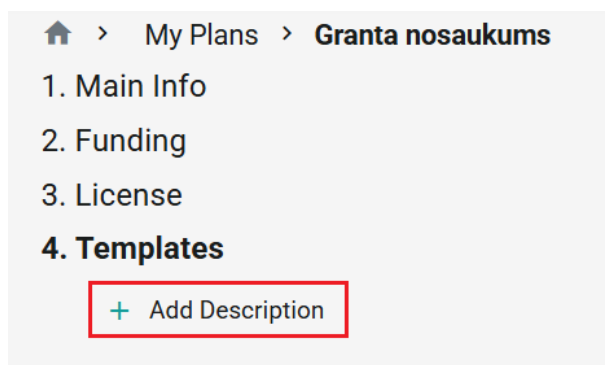
RSU

Name ↑	Type ▼	Language ▼	Updated ▼	Preview	Select
RSU DMP Template	Dataset	English	13/12/22, 10:40 AM		Select

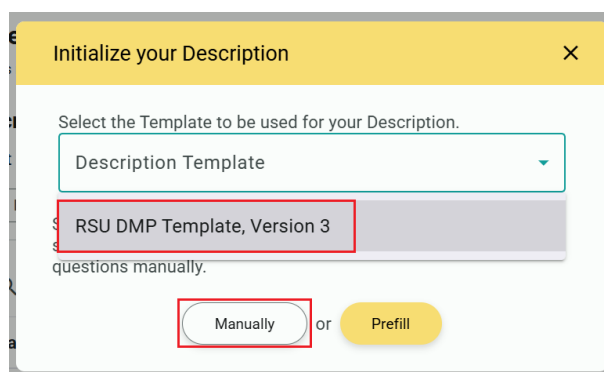
1 - 1 of 1

If you can't find a template or if you want to create a personalized template for your institution, research community or training needs, please contact us.

In the left toolbar under “4. Templates”, select the “+ Add Description” option to gradually start adding data management plan fields that describe the data itself.

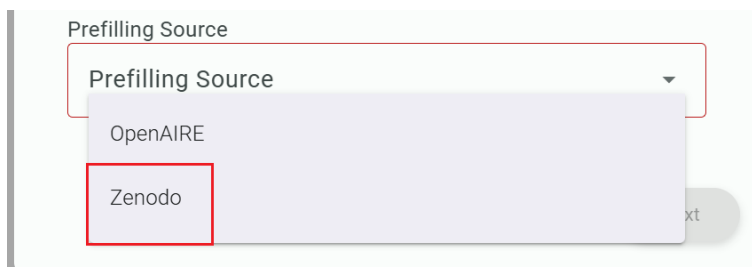


In the pop-up window, select the RSU data management template named “RSU DMP Template, Version 3” from the drop-down list and the “Manually” option to manually add new data.

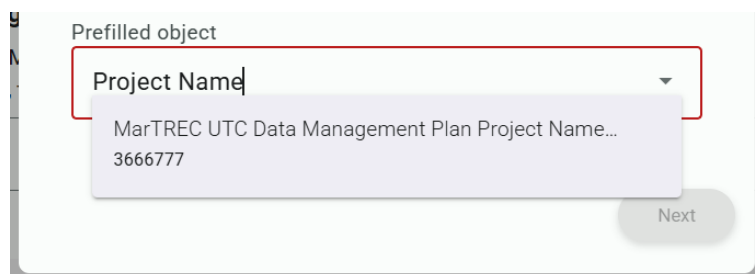


If you want to reuse data already published in the Zenodo repository, select the template “RSU DMP Template, Version 3”, and the option “Prefill”.

In the **Prefilling Source** field, select Zenodo.



In the **Prefilled object** field, start typing the name of your project until it appears in the drop-down list and you can select it. Click “Next” to automatically fill the data management plan.



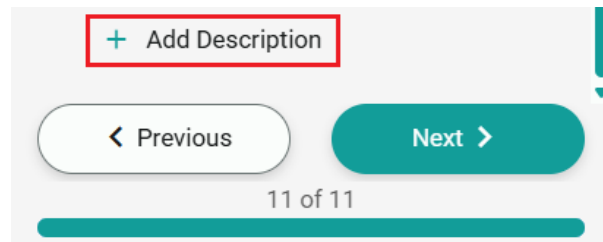
! Note that using the prefill option will not fill in all fields of the data management plan and will require revision.

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.

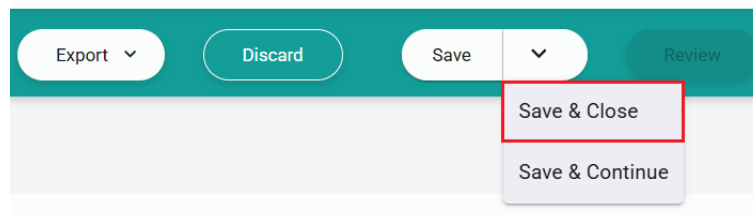
! It is possible to describe multiple datasets in one data management plan.

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 Description” 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.



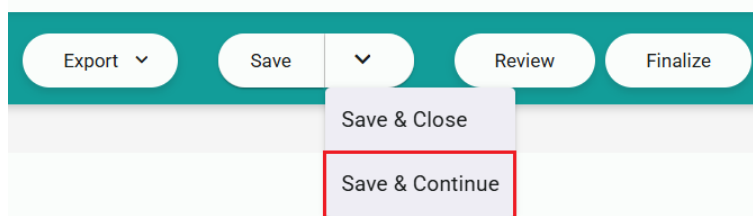
! In case of any clarifying questions or uncertainties, please write to [datukuratori@rsu.lv](mailto:datukuratori@rsu.lv).

## FINALISING THE DATA MANAGEMENT PLAN

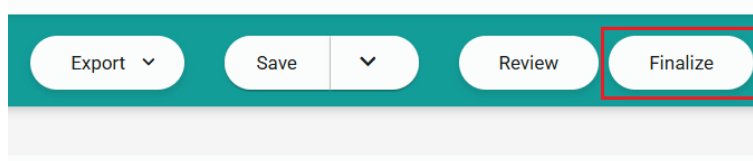
If the data management plan is complete and no additional revisions are required, it must be finalised to be placed in the Document Management System DVS for signature by the project manager.

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

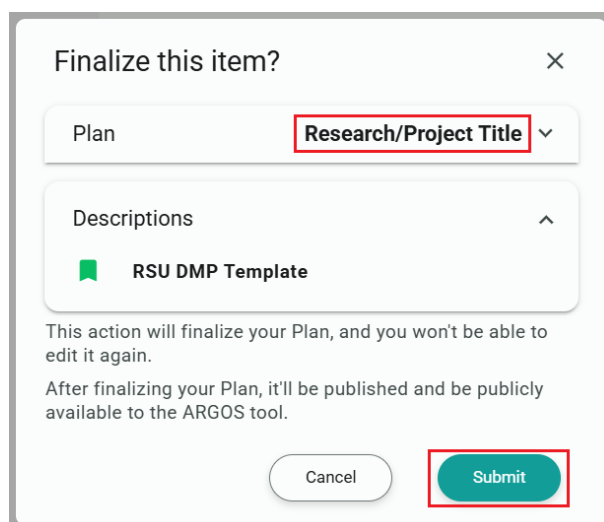
To save all recent changes, select the “Save” and “Save & Continue” options.



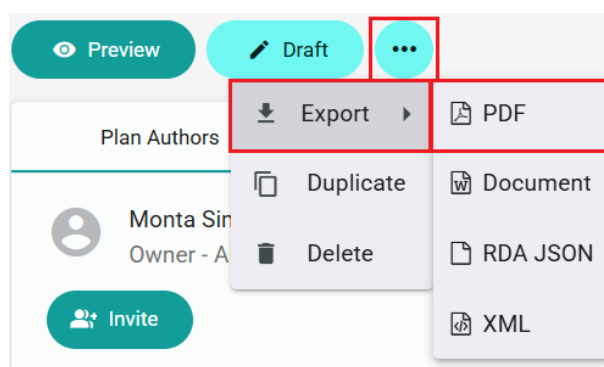
To finalise the data management plan, select the “Finalize” option.



Confirm the name of the selected plan and the description of the dataset and press “Submit”.

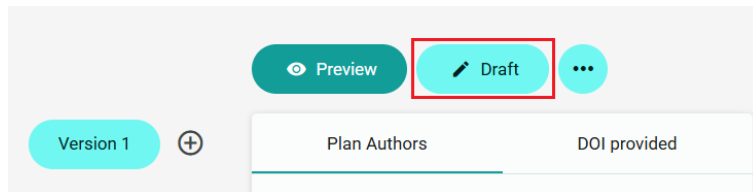


Export the completed plan as a PDF and send it to the data steward for uploading to the DVS. Select the three dots, then “Export” and “PDF”.

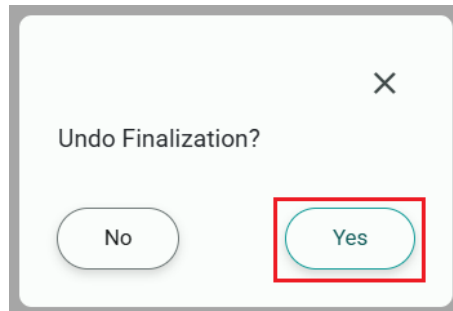


! All versions of the data management plan that are created must be uploaded to the DVS.

It is not possible to edit a finalised version of a data management plan, however, if you realise that a version of the plan that has not yet been uploaded to DVS still requires additional corrections, but you have already finalised it, there is a possibility to undo the finalisation. When you open the data management plan and the last version created, select the “Draft” option.



In the pop-up window, confirm the cancellation of the plan version by clicking “Yes”.

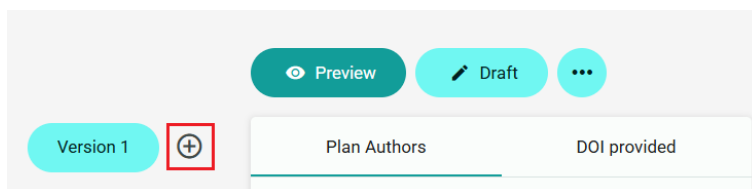




## CREATING A NEW VERSION OF THE DATA MANAGEMENT PLAN

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 name, description, template, and dataset description template if any of these fields have changed. Click “Create New Version”.

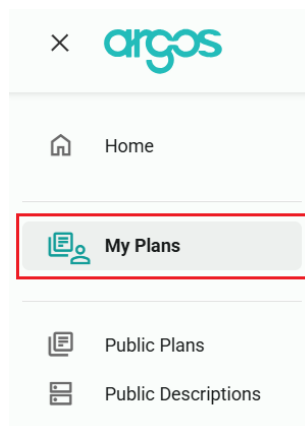
A screenshot of a 'New Version' pop-up window. The window has a title bar with 'New Version' and a close button. Below the title bar, it says 'Fields marked with \* are mandatory'. The first section is 'Title of Plan \*' with a text input field containing 'Research/Project Title'. The second section is 'Description' with a text area containing 'Brief description of the research/project'. The third section is 'Plan Blueprint \*' with a dropdown menu showing 'Default Blueprint'. The fourth section is 'Descriptions' with a heading 'Select which descriptions to include in the new Plan. Selected descriptions will be editable.' and a list of descriptions. One description, 'RSU DMP Template', is selected and has a yellow checkmark. At the bottom right, there are two buttons: 'Cancel' and 'Create New Version', with the latter highlighted by a red box.

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

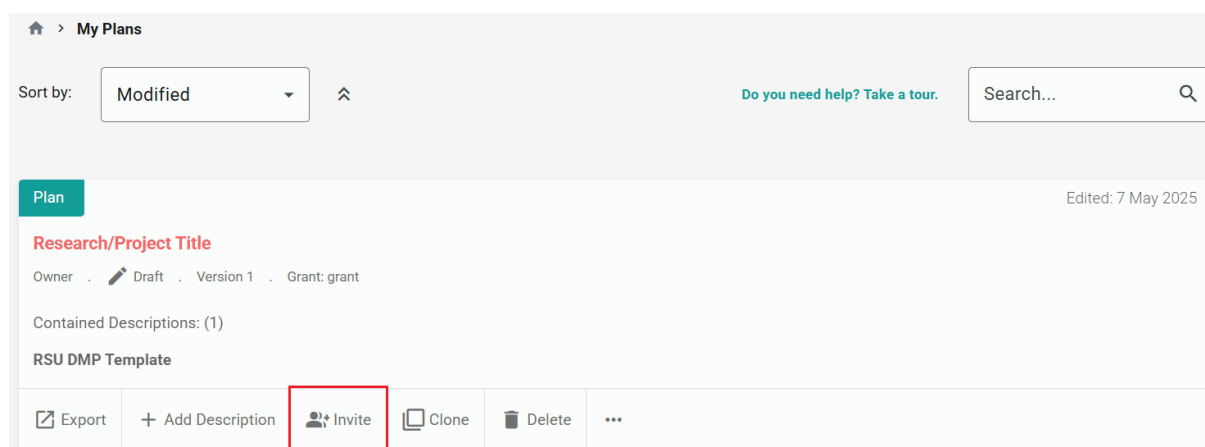
## SHARING THE DATA MANAGEMENT PLAN

If you want to add someone else to your data management plan, you can do so by inviting a new author.

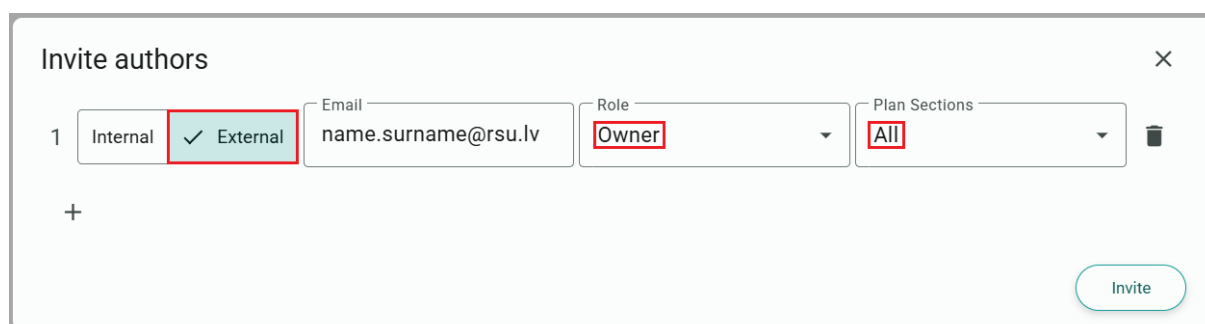
Select the “My Plans” option in the left toolbar.



Find the data management plan you need and click “Invite”.



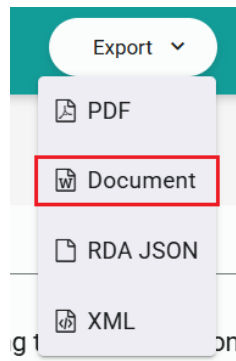
Select the new author from external users, specify their email, role as “Owner” and check “All” in the Plan Sections field. Click “Invite”.



The selected user will receive your invitation via email and will be able to view, comment on, and edit your data management plan.

If you don't want to add a new author to the system but still need to share the data management plan with one of the data stewards, you can also export the plan.

Select the “Export” and “Document” options on the top toolbar to download an editable MS Word version of your data management plan.



**!** 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.