



Manual: Research Management Services (RMS)

For researchers of the Faculty of Humanities

November 2023

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 Tigr 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

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.

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.

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.