

RM ROADMAP



RM-ROADMAP project has received funding from the European Union's Horizon Europe programme under grant agreement number 101058475.

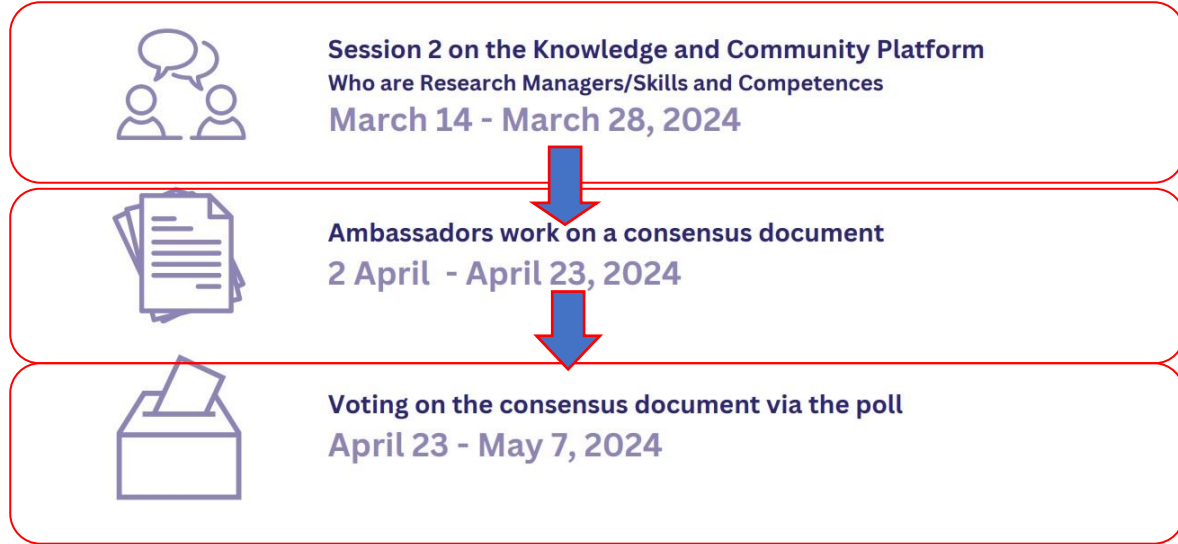
Step by Step Guide for Contributors to the RM Roadmap Co-Creation

Knowledge and Community Platform (KCP)

Session 2 Timeline
See the full Knowledge and Community Platform timeline [here](#)



RM Roadmap co-creation timeline



RM Roadmap Co- Creation Sessions: Overview



See the full RM
Roadmap
timeline [here](#)

Join the KCP

Step 1

When?
From 25th of September
2023

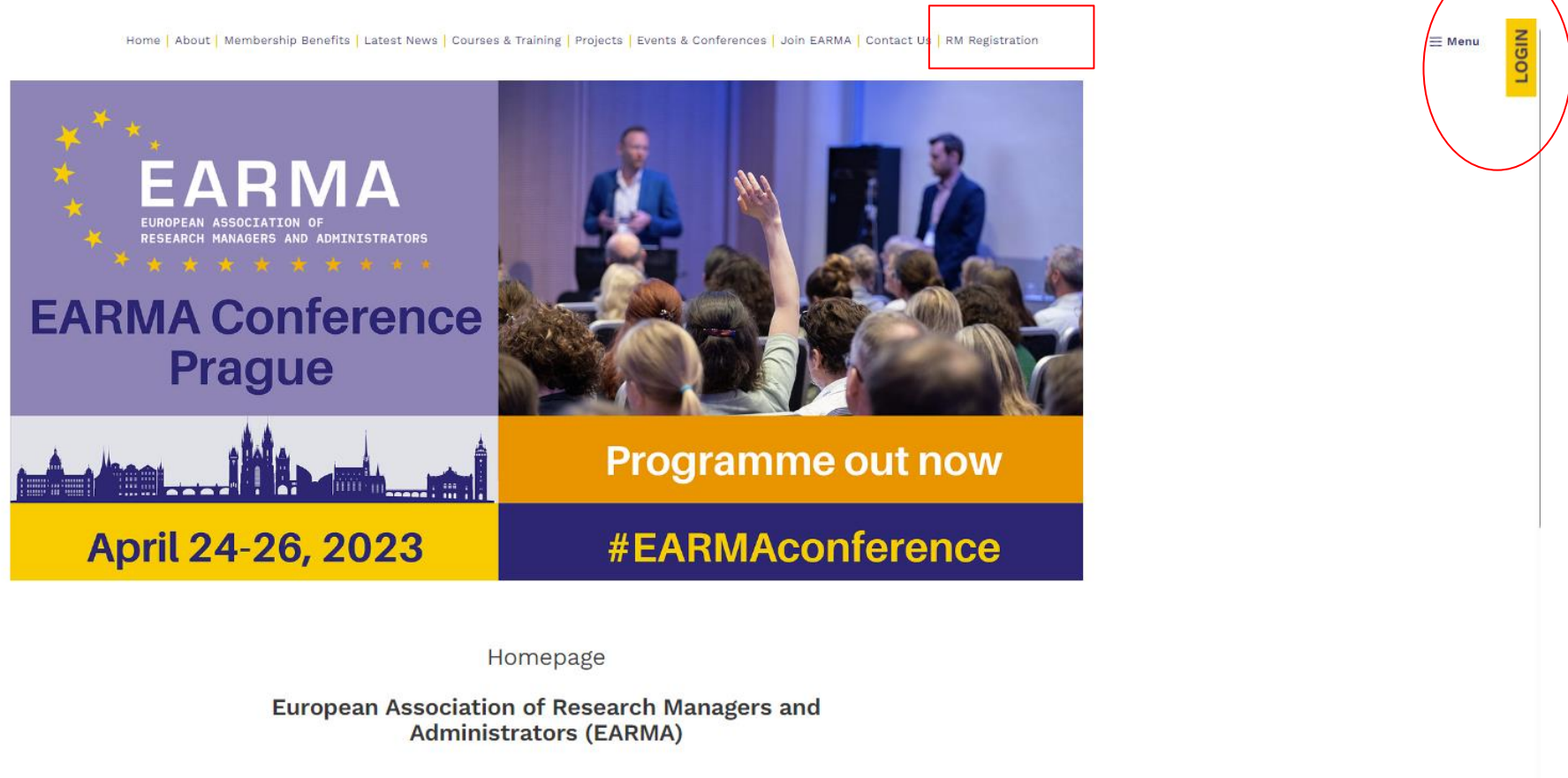
Option 1: If you have an EARMA account:

- Use your EARMA account log in and join the RM Roadmap groups here:
<https://earma.org/roadmap/11574/groups/>

Option 2: If you do not have an EARMA account:

- Register for the RM Roadmap groups here:
<https://earma.org/roadmap/register/>

Where to join the KCP on the EARMA Website



Homepage

European Association of Research Managers and Administrators (EARMA)

Enter a Group

Step 2

When?
Starting 25th of September
2023

- **Enter the Group** by clicking on **the flag, the title** or **'join as Contributor'** underneath the name of the group (e.g. Albania)



Albania

Albania

This is the RM Roadmap Country Community for Albania.

0 Total Sessions	0 Active sessions
0 Comments	0 Resources
0 Members	22 Views
0 Polls	

Join as Contributor

Enter the country community according to your experience and knowledge

Read the Group Announcements

Step 3

- Read the Group Announcements (example below)

When?
Starting 13th of March
2024

The screenshot shows a web interface with five navigation tabs: Sessions, Consensus Documents, Polls, Group Members, and Session Announcements. Below the tabs is a section titled "Group Announcements (5)". The first announcement is highlighted with a red box and contains the following text:

Welcome to the RM Roadmap co-creation: Please read carefully Published 08/23

Welcome to the cocreation platform group. Please double check you are in the correct country. You may join multiple countries if relevant. The process is simple. Go to the currently open cocreation session 1 below and carefully read any announcements from your country ambassador there and the first post. Then start giving your opinion and invite colleagues to join. After a two week period, your ambassador will draft a consensus document. You will be able to vote on the document. Your vote doesn't mean you agree with everything, it means you find the document to be at least of decent quality or better. A new consensus document might be drafted if the document doesn't get low support. It is very important to vote because the number of votes will indicate how many people have

Below the text are five small circular indicators, with the third one from the left being filled with a dark blue color, indicating the current position in a sequence.

Turn on the Notifications (optional)

- You have the option to turn on notifications for the below preferences (except for the last option as in the example of Albania)

Notification Preferences

Albania

Tick the notifications you want to receive:

- Group announcement email notifications**
- Session announcement email notifications.**
- Session opened email notifications.**
- Promoted to ambassador email notification.**

Update

Back to group

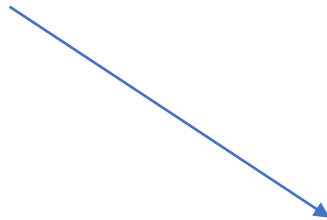
Enter a Co-creation Session

Step 4

When?
Starting 13th of March
2024

4. Click/ Go to Co- Creation Session 2

Who are Research Managers/ Skills and Competences (example below)



Sessions Consensus Documents Polls Group Members Sessi

Co-Creation Session 2: Who are Research Managers Skill/ Competences
Session ID Number: 100

Discussion Open

This is the second co-creation session.

0

Read Session Announcements Step 5

When?
Starting 13th of March
2024

- Read the Session Announcements posted by the Ambassadors
(example: Belgium)



[Sessions](#) [Consensus Documents](#) [Polls](#) [Group Members](#) [Session Announcem](#)

Session Announcements

Welcome from Your Ambassadors

Published 09/23

Session ID Number: 258

Welcome to the Belgian Co-Creation group!

The Ambassadors for this group are Saskia Vanden Broeck and Greet Hellenbosch.

Read the Instructions

Step 6

When?
13th until 28th of March
2024

- Follow the instructions concerning the co-creation **Session 2 Who are Research Managers/ Skills and Competences (under Sessions)** and answer the questions

Co-Creation Session 2: Who are Research Managers Skill/ Competences

Session ID: 100

This is the second co-creation session.

Discussion
Open



0 Comments

0 Views

Join the Discussion

Step 7

When?
13th until 28th of March
2024

- Read the discussion and add your comments: go to “click to comment” and “reply”
- You can add additional information by including links

Comment:



TEST

Reply

Read the Consensus Document

Step 8

When?
Starting 23rd of April
2024

- After the Ambassadors have uploaded the Consensus Document read carefully the document in the 'Consensus Documents' Section

Sessions **Consensus Documents** Polls Group Members Session Announcements



Consensus document - Country Community: Belgium

This is the Consensus Document for Country Community: Belgium, based on the discussions here: <https://roadmap.earma.ws-django.co.uk/roadmap/sessions/258/detail/>

Co-Creation Session 1: Understanding the landscape: National Networks and Associations
Session ID Number: 258

Vote on the Consensus Document

Step 9

When?
23rd of April until 7th of May
2024

- Choose between **Support**, **Don't Support**, or **Abstain**
- Click on **'Vote'**

Polling now open, please cast your vote Opened 12.23

New poll -Document

Co-Creation Session 2: Who are Research Managers Skill/ Competences
Session ID Number: 100

Time remaining: 0 days 22 hours

Please cast your vote.

Support **Don't Support** **Abstain**

[0 Vote Cast from 6 Members](#)

Vote

Questions?

- In case of issues with signing up or the log in, please contact earma@earma.org
- In case of any other question, please contact your **RM Roadmap Ambassador**. List available [here](#)
- Check out the **FAQ** for Community Contributors on the [RM Roadmap website](#)
- You can also check out the help section on the Knowledge and Community Platform by clicking on **'help'** on the bottom right of the KCP

Where can you find the Co-Creation Results?

They will be available on:

- The RM Roadmap Website: www.rmroadmap.eu
- The Research Management Helix: <https://crowdhelix.com/helices/research-management/info>

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