



ROSA Processes

FAQs for Researchers and RMF Contacts

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ROSA

What is ROSA?

ROSA is a secure, online system for application, approval, and access to secure RMF datasets and the management of output requests.

What are the advantages of ROSA?

ROSA will deliver more efficiency, transparency and security to the RMF process.

Roles within ROSA

What is an RMF Contact?

The Research Organisation RMF Contact must countersign each RMF project application form; the Research Organisation RMF Contact confirms by their signature that all applicants are employed by, or are formally related to, the Research Organisation.

If appropriate, the Research Organisation Senior Representative may also perform the role of Research Organisation RMF Contact.

Who is my RMF Contact?

If your organisation is registered with the CSO for the purpose of accessing RMFs, your organisation will be listed here:

<https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/registerofresearchorganisations/>

If your organisation is listed, please call or email RCU and we will be happy to direct you to your organisations' RMF Contact.

If your organisation is not listed, please contact RCU and provide us with the contact details for the Senior Representative of your organisation.

I am an RMF Contact but I want to register as a Researcher to access the RMF datasets. How can I do that?

Contact RCU and we will be happy to add that function to your role. You will then have to complete your Researcher registration within ROSA and get approval.

What is a Senior Representative?

A Senior Representative is someone with authority to make commitments on behalf of the organisation, e.g., managing director, president, university chancellor or similar.

Accessing ROSA

How do I access ROSA?

Researchers who have currently active RMF projects will have been sent an email containing your new username to log onto <https://sara.cso.ie>. You will need to contact RCU by phone on 01-4984376 to get your password. Passwords cannot be communicated by email.

Researchers who have previously been registered as Researchers for the purpose of accessing RMFs since 2020 may contact RCU by telephone on 01-4984376 and we will arrange to have your profile re-enabled, and your username re-issued.

Researchers who have not previously registered with us as a Researcher will have to ask their own organisations' RMF Contact to create a new profile so that the researcher can then begin the registration process.

Do login details change for existing researchers?

Yes. From Launch Day, accounts with the suffix “_ext”, “_int” and “_Switch” will no longer work. Instead, Researchers must log on using the “_rmf” suffix only.

I'm having difficulty logging in. Who can help me?

For issues with logging in, please contact RCU by phone at 01-4984376 or at rcu@cso.ie.

What should I do when I first log onto ROSA?

Within ROSA, you will arrive to the My Details page where you will be required to confirm or update your details. You can edit your telephone number, work and home addresses within ROSA. To change your name or email address, please email rcu@cso.ie with the details. All Researchers will have to complete the online RMF training modules when they first log onto ROSA, and again every 2.5 years thereafter.

The Research Data Portal

What is the Research Data Portal?

The Research Data Portal (RDP) is a Citrix-hosted platform for securely accessing virtualised desktops remotely.

Citrix can be accessed from any standard operating system. The RDP allows researchers to access, view and edit data in a secure environment using a prescribed collection of statistical software, depending on the RMF to which they have been approved access.

How do I request outputs to be exported from the RDP via ROSA?

When you are logged onto ROSA, click on your own name tab under the header bar, then click on the **My Projects** tab on the left-hand side.

Select your chosen project and press **View**. Click on the **Outputs** tab on the left-hand side underneath your project details.

Complete the Output Request Form by providing details about the output file and confirming your compliance with SDC rules. Then, simply drag and drop the required files and press "Submit".

What Software is available within the RDP?

The software provided to you in the RDP is determined by the RMF that you are accessing.

The current catalogue of available software includes:

Libre Office (all users)

Stata (all users)

R & R Studio (all users)

SPSS – (GUI Researchers only)

ArcGIS (POWSCAR Researchers only)

SWITCH (SWITCH Desktop Researchers only).

Registering within ROSA

How does my Research Organisation get registered?

If your organisation is not registered, please call RCU on 01-4984376 and provide us with the contact details for the Senior Representative of your organisation.

How do I create an RMF project application?

Follow the step-by-step instructions contained in the Researcher User Guide linked here: **28**

How do I add a user?

Follow the step-by-step instructions contained in the Researcher User Guide linked here: **32**

What RMFs can I access?

The RMF Register displays all the Research Microdata Files that are available to researchers subject to meeting criteria as set out in the policy on access to RMFs.

<https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/rmfregister/>

I have some code files that I need to be added to the project folder. How do I do this?

You will have to download and complete the RMF Input Request template from <https://www.cso.ie/en/aboutus/lgdp/csodatapolicies/dataforresearchers/forms/>, and then email it to the Data Custodian responsible for the dataset associated with your project for their approval. Once approved, RCU will save the code-file to your project folder.

Do I have to do the RMF Training again?

Yes, all Researchers will have to complete the online RMF training modules when they first log onto ROSA, and again every 2.5 years after the last time they completed the training modules.

How long generally is the process of applying for access from submitting an application to being granted access?

Project approval times vary, but usually take between four and eight weeks.

If it is a time sensitive application, please contact RCU and we may be able to expedite the approval.

Can every registered researcher view each other's projects?

No. Researchers can only view their own projects and those that they have been added to. They cannot see the project records of other researchers.

RMF Contacts can see the details of every Researcher and Research Project that is associated with their organisation within ROSA.

The RMF Contact cannot view the project folders or files associated with their organisation.

Will the RCU still be available for troubleshooting queries?

Yes, you can contact us by emailing RCU@cso.ie or call us on 01 4984376

Will the pathnames for migrated projects be the same as the old pathnames? It's just that we have lots of script that reference "local" pathnames?

Yes, pathnames for migrated projects will remain the same. When a new project is approved within ROSA, a new project folder will be created in the same directory. The trunk of the filepath, [\\vdi\research_projects\projects](#), will remain the same.

Migrated Projects

I had active projects before ROSA. How do I access them?

All active projects have been migrated

Will I be able to use my existing credentials to access my current projects instead of using ROSA?

No, your projects will be migrated over to ROSA. You will have received an email containing your new username to log onto <https://sara.cso.ie>. You will then need to contact RCU by phone on 01-4984376 to get your password.

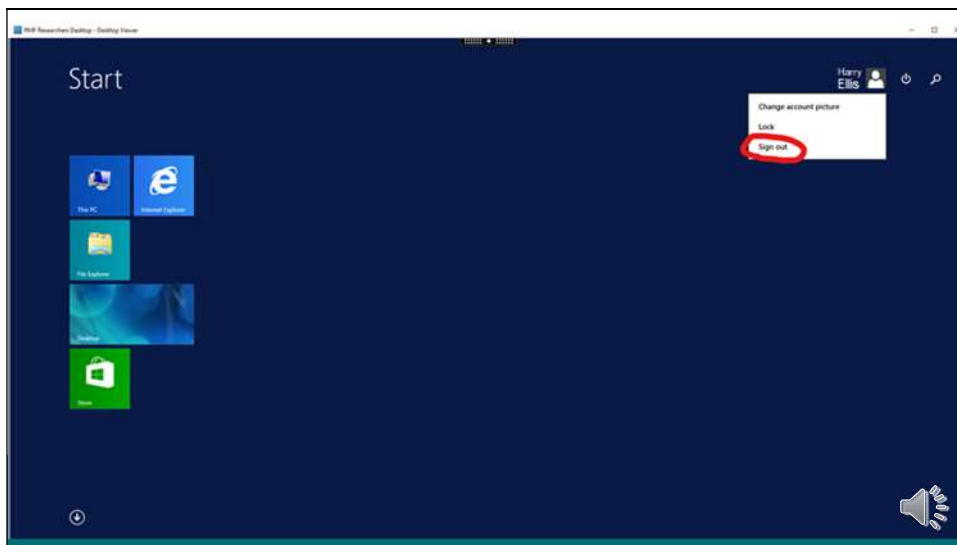
Will my existing projects be available within ROSA?

All active RMF projects have been migrated to ROSA. Expiry-dates for projects remain unchanged.

How do I access migrated projects?

For active, pre-existing projects that have been migrated into ROSA, you must sign out of the desktop and log back in after making the project “live” within ROSA. Otherwise, folder access may not be available.

To sign out correctly, press the Windows icon in the bottom-left corner of the RDP Desktop to display the Start Menu, and then click on your name as displayed in the top-right corner and press “Sign Out” (see image below). The desktop will close, and you will have to launch the RDP Desktop again from Citrix Storefront. The project you selected will now be available in File Explorer.



Will I be able to renew a migrated project?

It is not possible for Researchers to renew a migrated project: a project must be applied for as a new application on ROSA. This can be done from two months before project expiry.