DMPonline
http://dmponline.dcc.ac.uk

Using DMPonline to write Data Management Plans
Introduction - DMPonline

- http://dmponline.dcc.ac.uk
- DMPonline has been developed by the DCC to help researchers meet
  - Funders’ requirements for DMPs
  - Any DMP expectations that their institution or others may have
- Users can collaborate on plans based on funder templates which they can then export in a range of formats.
“My Plans”

My plans

The table below lists the plans that you have created, and any that have been shared with you by others. These can be edited, shared, exported or deleted at anytime.

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Shared?</th>
<th>Last edited</th>
<th>Select an action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancer Research</td>
<td>Me</td>
<td>No</td>
<td>16-05-2014</td>
<td>Edit  Share  Export  Delete</td>
</tr>
<tr>
<td>My project (NSF - generic)</td>
<td>Paddy McCann</td>
<td>Yes (with 1 people)</td>
<td>14-03-2014</td>
<td>Edit  Export</td>
</tr>
</tbody>
</table>
Signing in

Sign in

- Email address *
- Password *

Forgot your password?

- Remember me

Sign in

Or, sign in with your institutional credentials (UK users only)

Sign up

New to DMPonline? Sign up today.

- Email *
- Organisation
- Password *
- Password confirmation *

I accept the terms and conditions *

Sign up

16/08/2017

http://dmponline.dcc.ac.uk
Plan Creation

Create a new plan

Please select from the following drop-downs so we can determine what questions and guidance should be displayed in your plan.

If applying for funding, select your research funder.

Otherwise leave blank.

Funder

Not applicable/not listed.
Plan Creation

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Please select from the following drop-downs so we can determine what questions and guidance should be displayed in your plan.

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- Funder

Otherwise leave blank.

To see institutional questions and/or guidance, select your organisation.

- University of Glasgow

You may leave blank or select a different organisation to your own.

Not applicable/not listed.
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Not applicable/not listed.

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To see institutional questions and/or guidance, select your organisation.
University of Glasgow
Not applicable/not listed.

You may leave blank or select a different organisation to your own.

Tick to select any other sources of guidance you wish to see.

- Generic guidance from the Digital Curation Centre

Create plan

16/08/2017
http://dmponline.dcc.ac.uk
Questions

Funder questions

Institution questions

Template

http://dmponline.dcc.ac.uk
Questions

DCC questions

Template
Guidance

Themed guidance by institution

Guidance for question by template creator

Guidance for question

Themed guidance by other source
Plan details

This page gives you an overview of your plan. It tells what your plan is based on and gives an overview of the questions that you will be asked.

<table>
<thead>
<tr>
<th>Project name</th>
<th>Horizon 2020 Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>-</td>
</tr>
<tr>
<td>Grant number</td>
<td>-</td>
</tr>
<tr>
<td>Principal Investigator/Researcher</td>
<td>Patrick McCann</td>
</tr>
<tr>
<td>Project data contact</td>
<td>-</td>
</tr>
<tr>
<td>Description</td>
<td>-</td>
</tr>
</tbody>
</table>

**This plan is based on:**

<table>
<thead>
<tr>
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<tr>
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<td>University of Glasgow</td>
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In Horizon 2020 a limited pilot action on open access to research data will be implemented. Projects participating in the Open Research Data Pilot will be required to develop a Data Management Plan (DMP), in which they will specify what data will be open. Other projects are invited to submit a Data Management Plan if relevant for their planned research.

The DMP is not a fixed document; it evolves and gains more precision and substance during the lifespan of the project. The first version of the DMP is expected to be delivered within the first 6 months of the project. More elaborated versions of the DMP can be delivered at later stages of the project. The DMP would need to be updated at least by the mid-term and final review to fine-tune it to the data generated and the uses identified by the consortium since not all data or potential uses are clear from the start.

The templates provided for each phase are based on the annexes provided in the Guidelines on Data Management in Horizon 2020 (v.1.0, 11 December 2013).
## Editing plan details

Please fill in the basic project details below and click 'Update' to save:

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In Horizon 2020 a limited pilot action on open access to research data will be implemented. Projects participating in the Open Research...
## Completing Plan

### Horizon 2020 Example

<table>
<thead>
<tr>
<th>Plan details</th>
<th>Initial DMP</th>
<th>Mid-term Review DMP</th>
<th>Final review DMP</th>
<th>Share</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific research data should be easily: 1. Discoverable</td>
<td>1 question, 0 answered</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Accessible</td>
<td>1 question, 0 answered</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Assessable and intelligible</td>
<td>1 question, 0 answered</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Usable beyond the original purpose for which it was collected</td>
<td>1 question, 0 answered</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Interoperable to specific quality standards</td>
<td>1 question, 0 answered</td>
<td>+</td>
<td></td>
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Completing Plan

Horizon 2020 Example

Scientific research data should be easily: 1. Discoverable (1 question, 0 answered)

Are the data and associated software produced and/or used in the project discoverable (and readily located), identifiable by means of a standard identification mechanism (e.g. Digital Object Identifier)?

Glasgow guidance on Discovery by Users +

DCC guidance on Discovery by Users +

Save

Not answered yet
Completing Plan

Horizon 2020 Example

**Scientific research data should be easily: 1. Discoverable** (1 question, 1 answered)

Are the data and associated software produced and/or used in the project discoverable (and readily located), identifiable by means of a standard identification mechanism (e.g. Digital Object Identifier)?

Glasgow guidance on Discovery by Users

Datasets should be acknowledged in any papers as per university guidance.

Records entered onto the University Data Registry will have publicly searchable metadata (data itself may be restricted).

This registry will be linked up to other discovery engines in due course.

DCC guidance on Discovery by Users

Answered less than a minute ago by Patrick McCann

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Collaboration

You can give other people access to your plan here. There are three permission levels.

Users with “read only” access can only read the plan.
Editors can contribute to the plan.
Co-owners can also contribute to the plan, but additionally can edit the plan details and control access to the plan.

Add each collaborator in turn by entering their email address below, choosing a permission level and clicking “Add collaborator”.

Those you invite will receive an email notification that they have access to this plan, inviting them to register with DMPonline if they don’t already have an account. A notification is also issued when a user’s permission level is changed.

Collaborators

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Add collaborator

Email

Permissions:
- Read only

Add collaborator
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Add collaborator

Email: pjmccann@gmail.com

Permission: Co-owner

Editors can contribute to plans. Co-owners have additional rights to edit plan details and control access.

Add collaborator
Collaboration

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<tr>
<td>Patrick McCann</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Add collaborator

Email
Permissions:
Read only
Add collaborator
Export

Horizon 2020 Example

From here you can download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application.

Select what format you wish to use and click to 'Export'.

Initial DMP

View as a web page (Best for getting an overview of your plan)
View as plain text (Best for copying and pasting)
View as PDF (Best for sharing e.g. by email):
  - With admin details (Grant Number, Identifier, Principal Investigator, Project Description etc.)
  - Without admin details

Mid-term Review DMP