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Using DMPonline

How to write a data management plan using DMPonline: a
step-by-step guide

Research Support Team

May 2019

Data Management Plans

Many research funders now expect a data management plan when applying for a grant. To help researchers write data management plans for funding applications, we've embedded guidance in DMPonline: a tool that provides Data Management Plan templates, question-specific guidance, and sample answers to meet a range of funder requirements and to help you comply with the University's Research Data Management Policy. You can create both funder-specific templates (e.g. AHRC, BBSRC, EPSRC, etc.) and generic templates (for use by UoN researchers not in receipt of external funding).

Once you have completed your Data Management Plan, you can download a copy to send to your School or Faculty research support team for review. Research support staff are experts in data management planning and funding applications, and will help you ensure that your data management plan is of the highest quality.

In addition to Faculty- or School-specific research support staff, you can also email a copy of your data management plan to library-researchsupport@nottingham.ac.uk and request a review – please note that Libraries' turnaround time is **2 weeks**, so make sure you leave plenty of time if you wish to use the review service.

Further information and guidance on research data management and writing your plan can be found here:

<https://uniofnottm.sharepoint.com/sites/DigitalResearch/SitePages/Planning.aspx>

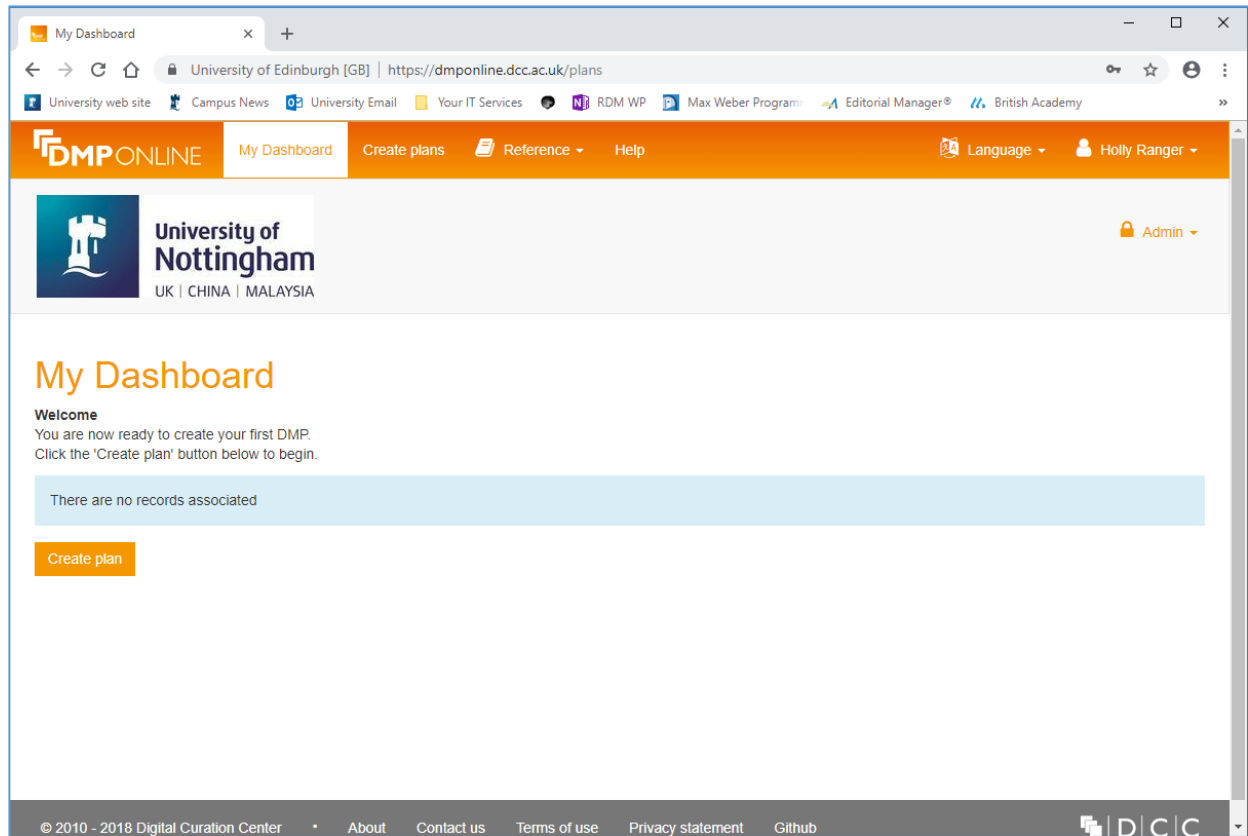
To create your data management plan:

1. Go to <https://dmponline.dcc.ac.uk>
2. Click on 'Sign in with institutional credentials' and follow the instructions to login with your University of Nottingham credentials (your University email and password):

The screenshot shows the DMPonline website interface. The browser address bar displays 'University of Edinburgh [GB] | https://dmponline.dcc.ac.uk'. The website has an orange header with the 'DMPonline' logo and navigation links: Home, Public DMPs, Funder requirements, and Help. A 'Language' dropdown menu is also present.

The main content area features a 'Welcome' message and statistics: 17,622 Users, 203 Organisations, 23,083 Plans, and 89 Countries. A sign-in and account creation form is on the right, with fields for Email (jae-in.bloggs@nottingham.ac.uk) and Password. It includes links for 'Forgot password?', a 'Remember email' checkbox, and buttons for 'Sign in' and 'Sign in with institutional credentials (UK only)'. The footer contains copyright information (© 2010 - 2018 Digital Curation Center) and links to About, Contact us, Terms of use, Privacy statement, and Github.

3. Once you've signed in, you'll see the 'My Dashboard' screen. Click on 'Create plan' (either in the top menu bar, or on the orange button beneath the Welcome message):



4. On the 'Create a new plan' page, complete the pro forma as follows:
- 'What research project are you planning?'
 - **State the project title exactly as it appears in your research proposal.**
 - 'Select the primary research organisation'
 - **This will auto-fill to University of Nottingham.**
 - 'Select the primary funding organisation'
 - **Select the the Research Council or funding body you are applying to from the drop down menu that appears as you begin typing, or tick the box for 'no funder associated with this plan' if there is no external funder, or if your funder does not appear in the list.**
 - Now click 'Create plan' (orange button beneath the primary funding organisation field).

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Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

*** What research project are you planning?**

An investigation into Open Data in Higher Education ☐ mock project for testing, practice, or educational purposes

*** Select the primary research organisation**

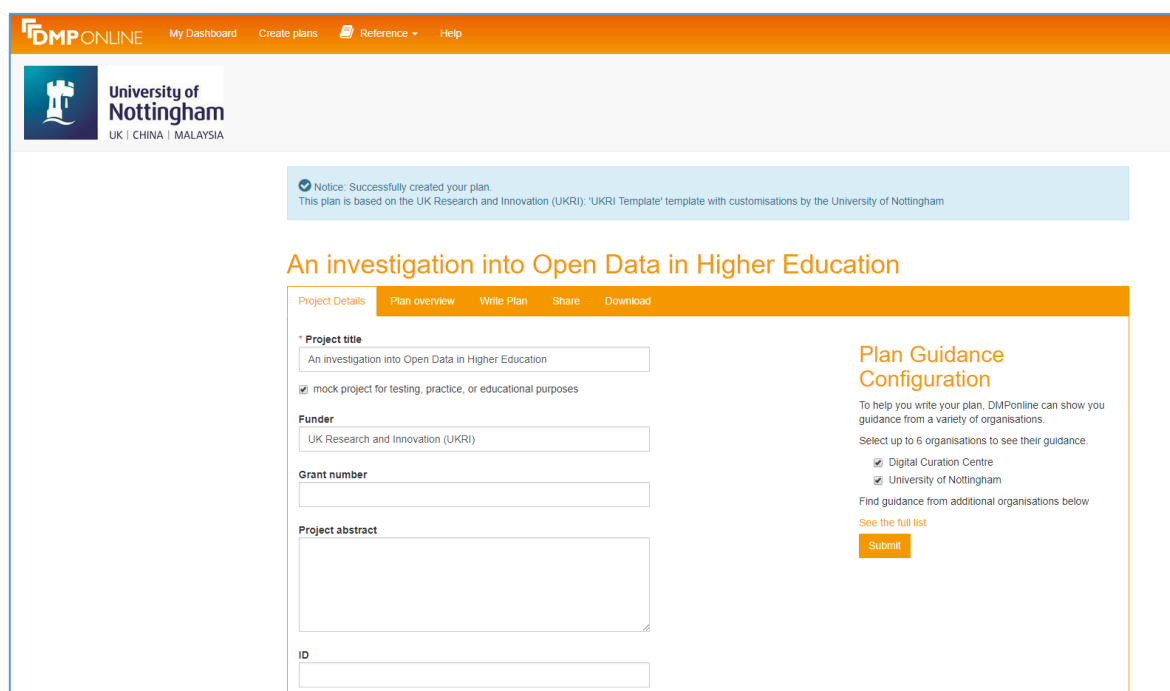
University of Nottingham ☐ No research organisation associated with this plan or my research organisation is not listed

*** Select the primary funding organisation**

a ☐ No funder associated with this plan or my funder is not listed

Arts and Humanities Research Council (AHRC)
Biotechnology and Biological Sciences Research Council (BBSRC)
Cancer Research UK (CRUK)
Economic and Social Research Council (ESRC)
Engineering and Physical Sciences Research Council (EPSRC)
European Commission (Horizon 2020)
European Research Council (ERC)
Hartstichting (Dutch Heart Foundation)
Medical Research Council (MRC)

5. Your funder specific or generic Data Management Plan template has now been generated. On the first tab, you'll be asked to complete the '**Project Details**'. Provide the Project Abstract and the contact details of the lead or principal investigator as requested:



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Notice: Successfully created your plan.
This plan is based on the UK Research and Innovation (UKRI) 'UKRI Template' template with customisations by the University of Nottingham

An investigation into Open Data in Higher Education

Project Details Plan overview Write Plan Share Download

Project title
An investigation into Open Data in Higher Education

☒ mock project for testing, practice, or educational purposes

Funder
UK Research and Innovation (UKRI)

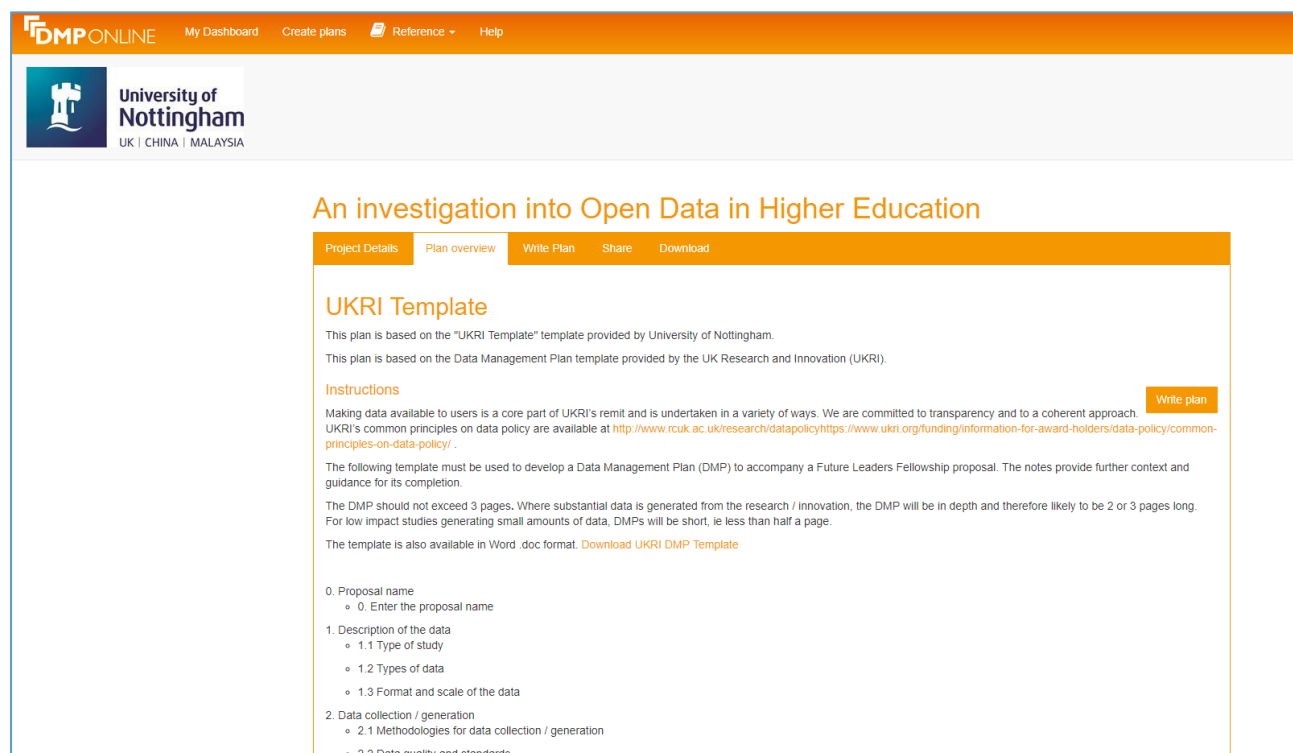
Grant number

Project abstract

ID

Plan Guidance Configuration
To help you write your plan, DMPonline can show you guidance from a variety of organisations.
Select up to 6 organisations to see their guidance.
☒ Digital Curation Centre
☒ University of Nottingham
Find guidance from additional organisations below
[See the full list](#)
Submit

6. On the second tab, '**Plan Overview**', you'll find the funder's overview of the expectations and requirements of the Data Management Plan (DMP), as well as an overview of the DMP template. (For generic DMPs, you'll find an overview of the University's expectations and requirements):



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An investigation into Open Data in Higher Education

Project Details Plan overview Write Plan Share Download

UKRI Template

This plan is based on the "UKRI Template" template provided by University of Nottingham.
This plan is based on the Data Management Plan template provided by the UK Research and Innovation (UKRI).

Instructions **Write plan**

Making data available to users is a core part of UKRI's remit and is undertaken in a variety of ways. We are committed to transparency and to a coherent approach. UKRI's common principles on data policy are available at <http://www.rcuk.ac.uk/research/datapolicyhttps://www.ukri.org/funding/information-for-award-holders/data-policy/common-principles-on-data-policy/>.

The following template must be used to develop a Data Management Plan (DMP) to accompany a Future Leaders Fellowship proposal. The notes provide further context and guidance for its completion.

The DMP should not exceed 3 pages. Where substantial data is generated from the research / innovation, the DMP will be in depth and therefore likely to be 2 or 3 pages long. For low impact studies generating small amounts of data, DMPs will be short, ie less than half a page.

The template is also available in Word .doc format. [Download UKRI DMP Template](#)

0. Proposal name
 - 0. Enter the proposal name
1. Description of the data
 - 1.1 Type of study
 - 1.2 Types of data
 - 1.3 Format and scale of the data
2. Data collection / generation
 - 2.1 Methodologies for data collection / generation
 - 2.2 Data quality and standards

7. Now you are ready to '**Write Plan**'. Expand each of the sections using the '+' sign to reveal the questions:

i)

The screenshot shows the 'DMP ONLINE' interface. The top navigation bar includes 'My Dashboard', 'Create plans', 'Reference', and 'Help'. The University of Nottingham logo is on the left. The main heading is 'An investigation into Open Data in Higher Education'. Below this is a tabbed interface with 'Project Details', 'Plan overview', 'Write Plan' (selected), 'Share', and 'Download'. A progress bar shows '0/20 answered'. A list of sections is displayed, each with a '+' icon to expand it:

- 0. Proposal name (0 / 1)
- 1. Description of the data (0 / 3)
- 2. Data collection / generation (0 / 2)
- 3. Data management, documentation and curation (0 / 3)
- 4. Data security and confidentiality of potentially disclosive information (0 / 2)
- 5. Data sharing and access (0 / 6)
- 6. Responsibilities (0 / 1)
- 7. Relevant policies (0 / 1)
- 8. Author and contact details (0 / 1)

ii)

The screenshot shows the 'Write Plan' section for '1. Description of the data (0 / 3)'. It is divided into two main parts: '1.1 Type of study' and '1.2 Types of data'. Each part has a text editor with a toolbar (Bold, Italic, Bulleted list, Numbered list, Link, Table) and a 'Save' button. To the right of each text editor is a 'Guidance' tab and a 'Comments' tab. The 'Guidance' tab for '1.1 Type of study' shows 'UKRI' guidance: 'Up to three lines of text that summarise the type of study (or studies) for which the data are being collected.' The 'Guidance' tab for '1.2 Types of data' shows 'UKRI', 'DCC guidance', and 'UoN' tabs. The 'UoN' tab is selected, showing 'Data description' guidance: 'Things to consider', 'Overview of new data', and a detailed paragraph: 'Outline your plans for preparing, organising, and documenting data. List the kinds of data or major datasets that you expect to create or use, noting its estimated volume/size, content, coverage or scope, and the **types** of the data (e.g. quantitative, qualitative, survey data, experimental measurements, models, images, audio-visual data, samples, documents, spreadsheets, databases, images, film, digital models, contents of an application, hardcopy records, physical collections or manuscripts, physical samples, or instrumental measurements etc.). Include the raw data arising directly from the research, the reduced data derived from it, and published data. Also include non-digital'.

8. State your answers in the fields provided and **click 'Save'**. You will need to **save each question** within the sections. You can go back and edit your answers at any time while completing the form, just remember to click 'Save' to save any updates. To help you complete the form, question-specific guidance can be found on the right-hand side of each question. The guidance provided is from the funder (where applicable), the Digital Curation Centre (the research data management experts who host DMPonline), and the University of Nottingham Libraries Research Support Team. Expand using the '+' sign to reveal the guidance:
9. If you are working with a colleague or collaborator, you can use the 'Comments' section to leave them a note – remember to click 'Save' to store your comment:

The screenshot displays the DMPonline form interface. The main content area is titled "1.3 Format and scale of the data". It features a rich text editor with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, and table. Below the editor is a "Save" button. To the right, there is a sidebar with two tabs: "Guidance" (selected) and "Comments". The "Comments" tab is active, showing a section titled "Add comments to share with collaborators" with a similar rich text editor and a "Save" button. At the bottom of the form, there is a navigation bar with four orange buttons, each representing a section of the form: "2. Data collection / generation (0 / 2)", "3. Data management, documentation and curation (0 / 3)", "4. Data security and confidentiality of potentially disclosive information (0 / 2)", and a final button with a "+" icon.

10. Once you have completed all the fields, you can share or download your DMP, and invite collaborators to view and/or edit the plan.

- Click on the '**Share**' tab. Here, you can set your plan visibility. Selecting 'private' means that only you and any collaborators you invite can view your plan (University administrators can also view plan - but to contact us about your plan, see point 11 below). You may want to select the 'Private' option until you have submitted your funding application. If your funding bid is successful, we may approach you to set your plan visibility to 'Organisation' - we can then start to build a community of best practice using example data management plans, from which all researchers at the University of Nottingham can benefit.
- You can also 'Invite collaborators' via email and set their editing permissions (click 'Submit' to add). This may be a Co-Investigator or a Research Assistant who will help you write the plan:

An investigation into Open Data in Higher Education

[Project Details](#) [Plan overview](#) [Write Plan](#) [Share](#) [Download](#)

Set plan visibility

Public or organisational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.

- ☐ Private: visible to me, specified collaborators and administrators at my organisation
- ☐ Organisation: anyone at my organisation can view
- ☐ Public: anyone can view

Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Email address	Permissions
@nottingham.ac.uk	Owner

Invite collaborators

* Email

Permissions

- * ☐ Co-owner: can edit project details, change visibility, and add collaborators
- ☐ Editor: can comment and make changes
- ☐ Read only: can view and comment, but not make changes

11. You can download a copy of your data management plan in pdf, csv, html, text, or docx formats using the ‘**Download**’ tab. You can do this whenever you want – you will want to download a draft version to send to your School or Faculty research support team for review, where available. You can also email a copy in docx format for comment and review to library-researchsupport@nottingham.ac.uk Please note that our turnaround time is **2 weeks**, so make sure you leave plenty of time if you wish to use the review service.

The screenshot shows the 'DMP ONLINE' interface. The top navigation bar includes 'My Dashboard', 'Create plans', 'Reference', and 'Help'. The University of Nottingham logo and name are displayed. The main content area is titled 'An investigation into Open Data in Higher Education' and features a sub-navigation bar with 'Project Details', 'Plan overview', 'Write Plan', 'Share', and 'Download'. The 'Download settings' section includes 'Optional Plan Components' with checkboxes for 'project details coversheet', 'question text and section headings', 'unanswered questions', and 'supplementary section(s) not requested by funding organisation'. The 'Format' section has a dropdown menu set to 'pdf'. The 'PDF formatting' section includes 'Font' settings (Face: 'Times New Roman', Times, Serif; Size: 10 pt) and 'Margin (mm)' settings (Top: 25, Bottom: 20, Left: 12, Right: 12). A 'Download Plan' button is located at the bottom of the settings area.

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An investigation into Open Data in Higher Education

Project Details Plan overview Write Plan Share **Download**

Download settings

Optional Plan Components

- ☐ project details coversheet
- ☒ question text and section headings
- ☒ unanswered questions
- ☐ supplementary section(s) not requested by funding organisation

Format

pdf

PDF formatting

Font

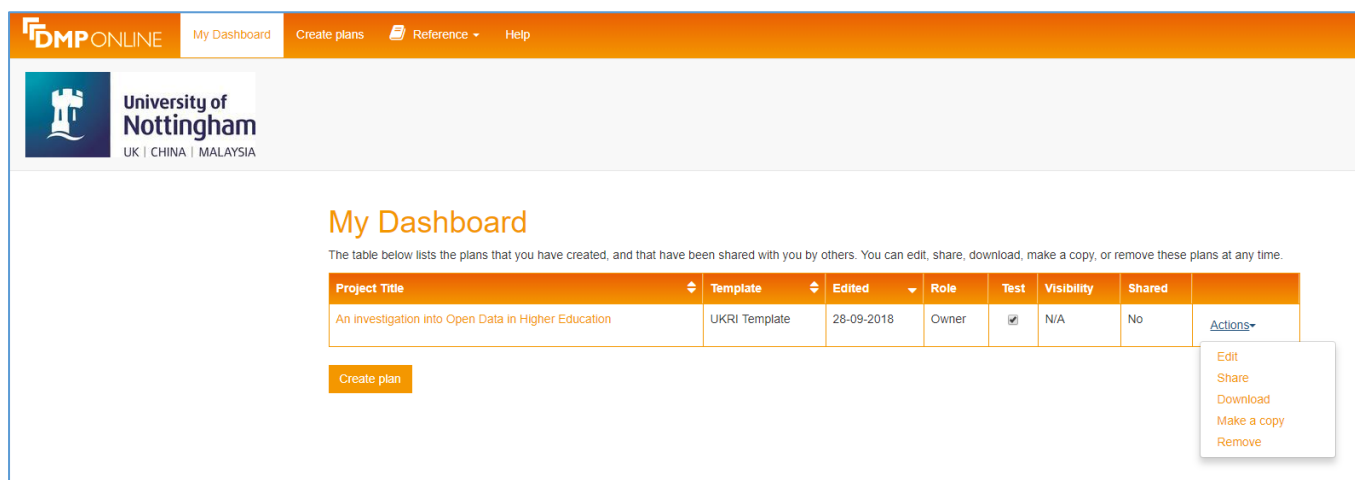
Face: "Times New Roman", Times, Serif Size (pt): 10

Margin (mm)

Top	Bottom	Left	Right
25	20	12	12

Download Plan

12. To make any changes or amendments, you can log back in to dmponline.dcc.ac.uk and edit the data management plan at any time. It will appear on 'My Dashboard' - click 'Actions' and select 'Edit' from the drop-down menu.



My Dashboard

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Project Title	Template	Edited	Role	Test	Visibility	Shared	Actions
An Investigation into Open Data in Higher Education	UKRI Template	28-09-2018	Owner	<input checked="" type="checkbox"/>	N/A	No	<div>Edit Share Download Make a copy Remove</div>

[Create plan](#)

Remember to 'Save' each question that you make changes to.

13. Once you are happy that the DMP is complete, **check your funder requirements** – if, for example, your funder has an online application system, like the British Academy Flexi-Grant System, or, if they provide a specific document to complete (like the UKRI Future Leaders DMP template), then you will need to **copy and paste your answers into their form**. The DMPOnline templates are designed to help you write your plan, but the final form you submit may differ. Otherwise, download your completed DMP and submit with your funding application.
14. Finally, remember to add the DMP as an attachment to your project in the University RIS.