Using DCC DMPonline to write a Data Management Plan
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Introduction
The Digital Curation Center designed DMPonline to help researchers write research data management plans.

It offers funder or institutional based templates with appropriate customised support.

If you are working with an American funder, there is an alternate version of DMPonline called DMPtool.

In DMPonline plans can be customised and exported to various formats, and you can control who reads, writes, or with whom it is shared. Draft versions can be saved for working on at a later time, as well as keeping a copy of all your previous plans. These can be deleted if needed.

If you have not already, the first thing to do is sign-up for DMPonline.
1. Sign in or sign up to DMPonline

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

Click either of the tabs towards the right side of the screen, depending on whether you already have an account.

If you do not have an account you will need to set one up.

Click the "Create account tab" and provide the information required.

You can either choose your organisation from the list (mostly UK) or type in the name of your institution.

Then create a password, and tick to accept terms and conditions of use.

You will then be sent an email containing a link to confirm your account. Check your email (sometimes they are directed into the junk or clutter folder) and click the web link in the email to confirm registration.
2. Sign in to your account

If you have used DMPonline before, then your previous plans will already be there. You can either continue to work on them, or click the “Create Plan” tab at the top of the page.
3. Create a DMP

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?
Public attitudes towards the weather
mock project for testing, practice, or educational purposes

Select the primary research organisation
London School of Economics and Political Science
My research organisation is not on the list or no research organisation is associated with this plan

Give your project a title.

If you just want to create a plan for practice reasons then you can tick the "mock project for testing, practice, or educational purposes" box.

You can also choose your institution. If you are using DMPonline while on the LSE network “London School of Economics and Political Science” will be chosen by default. If it is not there, start typing it in. Unfortunately, DMPonline only recognises LSE if you type "London School..."

If you are writing a DMP for a principal investigator at another institution, choose that institution instead. If that institution is not listed, enter its name. You can also click the tick box for “My research organisation is not on the list or no research organisation is associated with this plan” if that is your situation.
DMPonline holds templates for all the main UK research funders, plus the European Research Council, Horizon2020, U.S. National Science Foundation and a couple of Dutch research funders. DCC say more templates will be added over time according to demand.

If you have a funder in mind, start typing their name and choose them from the list that appears.

Select the primary funding organisation

| 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 |
| Hartslagening (Dutch Heart Foundation) |

In choosing a research funder, by default you load that funder's guidance on writing the DMP.
If you have a funder in mind that is not listed or you do not have a funder, click the “No funder associated with this plan” box. This will then make a new field appear asking "Which DMP template would you like to use?"

Select the primary funding organisation

Which DMP template would you like to use?

The templates available are LSE specific templates designed by LSE Library and LSE IMT Information Security.

If you are an undergraduate or taught master's student, or wanting to use LSE Library's Bureau van Dijk hard drive/historic dataset resource there are specific templates for you to use. Otherwise, use the "LSE Data Management Plan" template.
This is an overview section. It is useful for identifying yourself and your DMP should you create more than one and build up a library of plans.

Enter a Project title (required) and other information. The "Grant number" is only required post award, if applicable.

LSE Library's version of DMPonline has been customised to include LSE specific guidance to help you answer the Data Management Plan's questions. This guidance is based on school policies, practices, procedures, and support.

By default DMPonline selects the Digital Curation Centre, please untick this and tick the "London School of Economics and Political Science" box.

If you are working in collaboration or for a PI at another institution, then you can also select specific guidance support for that institution (provided they have created some) "See the full list" link below "Find guidance from additional organisations below"..
If you have an ORCID identifier you can enter it.

If you are working on a project and responsibility for the collection and/or management of research data is someone else’s responsibility – say a Research Assistant, then untick the “Same as Principal Investigator” box. This will then show additional contact fields for identifying the data contact person.

When you are ready to start working on your plan, click on the "Submit" button.
This will take you to an overview page which will allow you to look at the questions that shape your plan.

To get started you can click on the "Write plan" button to the right of the screen or on the tabs at the top. This will take you to the component sections of the plan where you can give your responses.
You do not have to complete in these sections in order and you can come back to finish them later, or edit them if needed.

Look to the right side of the screen. Click on the “+” in the section boxes to open up a section, or choose to "expand all" using the link on the left side of the screen above the sections to open all the sections.

DMPonline tells you how many questions there are to answer in each section.
If you click on the + signs to the right, they will present you with guidance on what to think about and provide information in order to help answer this section.

Enter your text and click “Save” when you are happy. If you don't click "Save" your answers will be lost.

If you selected a funder at the "Create plan" stage, then that funder's guidance will also appear in the Guidance section. This example uses the Medical Research Council (MRC) template. The MRC's guidance notes appear in a tab next to the LSE Guidance. You can switch between the two.
**MRC Guidance**

Briefly, how data will be stored, backed-up, managed and curated in the short to medium term. Specify any community agreed or other formal data standards used (with URL references). [Enter data security standards in Section 4].
DMOnline also has the possibility to leave comments for your collaborators, data manager, or notes to yourself. Click the “Comments” tab towards the right side of the screen. Add your comment and be sure to save it using the “Save” button below the note.

- Specify if existing data is being re-used (if any)
- Specify the origin of the data

Provide a summary of the data addressing the following issues: Specify the types and formats of data generated/collected Existing data being re-used (if any) The origin(s) of the data

We cannot exclusively use existing data sources because no research data has investigated the topic of attitudes to the weather before, certainly not in western societies. This project will use data from the British Social Attitudes survey on national identity, and the Labour Force Survey held at the UK Data Archive to control for employment and education variables.

A set of qualitative interviews will explore a at length the experiences and feelings of people towards the weather in the United Kingdom.

Add comments to share with collaborators

Can we check the licence conditions on the LFS data?

Carry on answering the rest of the sections. If you want to share your plan, click the “Share” tab at the top of the page.
4. Share your DMP
At any point you can now decide how or if you want to share your plan.

By default the plan is set to "Private".

However you can at any point add collaborators to read, edit, or administer your plan (they do not have to be LSE collaborators). This is useful if you are working in research teams or want a supervisor/tutor or your institution’s Research Data Management support staff to look at the plan.

Enter the collaborator's email and select a permissions level. You can control the level of access collaborators have – either as an editor who can contribute, a co-owner who has full access rights to the plan, or read only if you want to give only basic access for review purposes.

By default, DMPonline uses "Co-owner" status, but you can alter that to a permissions level you think is appropriate. Click "Submit" when done.

**Invite collaborators**

* Email
  
  l.horton@lse.ac.uk

* 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

If the collaborator is already registered with DMPonline they will get a notification email. If they are not registered, they will receive an invitation.
Repeat to add additional collaborators if needed.

Access permissions can also be altered and removed by the plan’s owner(s).
5. Download your DMP
DMPonline allows you to download your plan in a number of formats. This can be done through the "Download" tab.

You can choose to include or omit a coversheet, question text and section headings, and unanswered questions using the "Optional plan components" tick boxes.

The default format is pdf, but csv, html, text, and Microsoft Word docx file formats can be chosen in the "Format" drop down menu.

The result, in this case, is a pdf document (remember you can choose from a variety of formats). For pdf exports you can change the font (Ariel, Helvetia, Sans-Serif or “Times New Roman”, Times, Serif), font size (8-14), and page margins.
You can then save your file.

If you haven't already added LSE Data library as a collaborator, you can attach your downloaded plan to an email and send it to LSE Data Library for review and comments at datalibrary@lse.ac.uk. Plans are also reviewed by IMT Information Security who will provide advice and recommendations on secure storage, transfer, and back-up for research data.