

## 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](#).

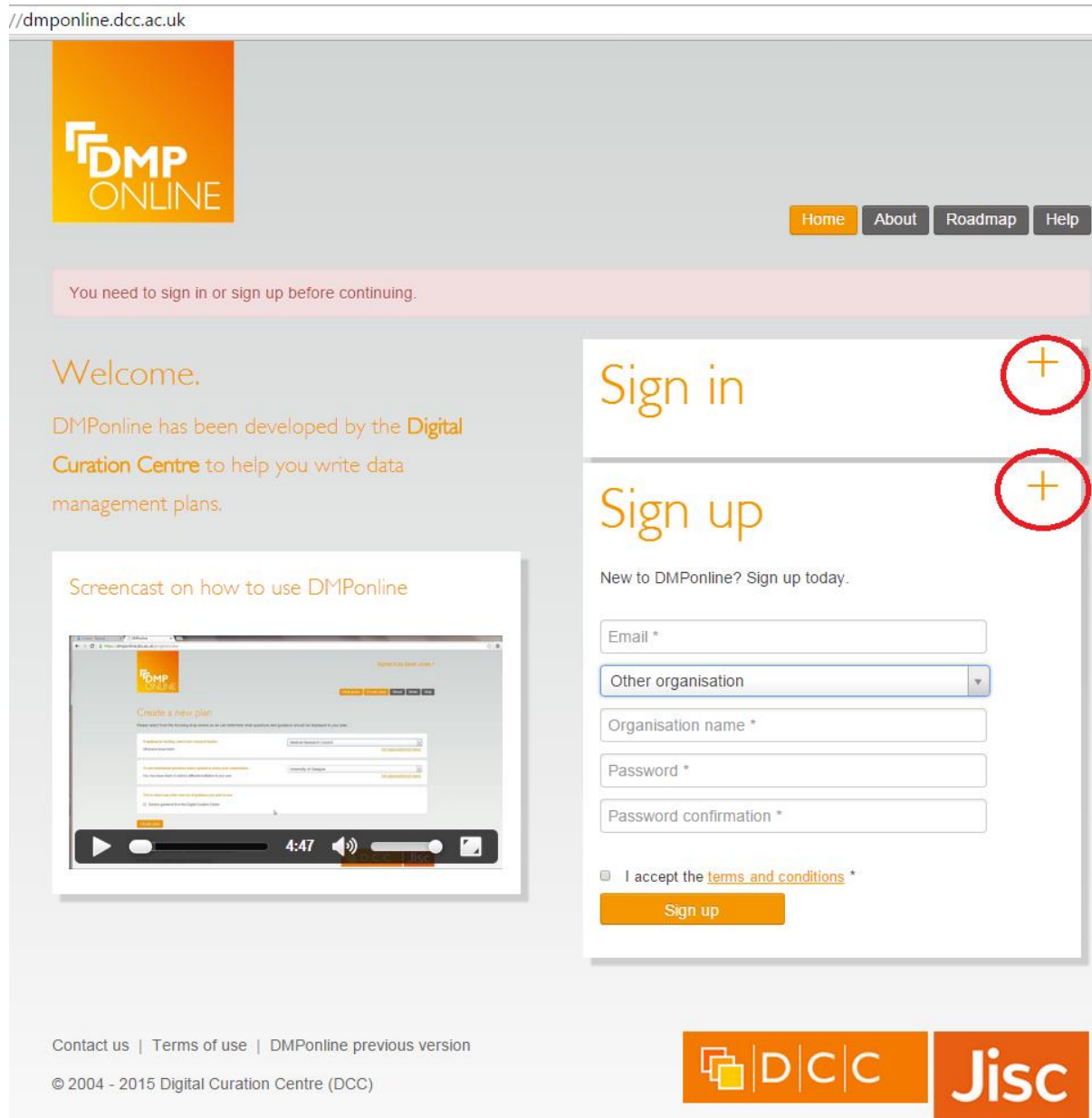
In DMPonline plans can be customised and exported to various formats, and you can control who reads, writes, or with whom it is shared. Draft versions can be saved for working on at a later time, as well as keeping a copy of all your previous plans. These can be deleted if needed.

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.org>

//dmponline.dcc.ac.uk



The screenshot shows the DMPOnline website interface. At the top left is the 'DMP ONLINE' logo. To the right are navigation links: 'Home', 'About', 'Roadmap', and 'Help'. A pink banner states: 'You need to sign in or sign up before continuing.' Below this, a 'Welcome.' message says: 'DMPonline has been developed by the Digital Curation Centre to help you write data management plans.' A video player shows a 'Screencast on how to use DMPOnline'. On the right, the 'Sign in' and 'Sign up' sections are highlighted with red circles around their respective '+' icons. The 'Sign up' form includes fields for 'Email \*', 'Other organisation' (a dropdown menu), 'Organisation name \*', 'Password \*', and 'Password confirmation \*'. It also has a checkbox for 'I accept the terms and conditions \*' and a 'Sign up' button. At the bottom, there are links for 'Contact us', 'Terms of use', and 'DMPonline previous version', along with copyright information '© 2004 - 2015 Digital Curation Centre (DCC)' and logos for 'DCC' and 'Jisc'.

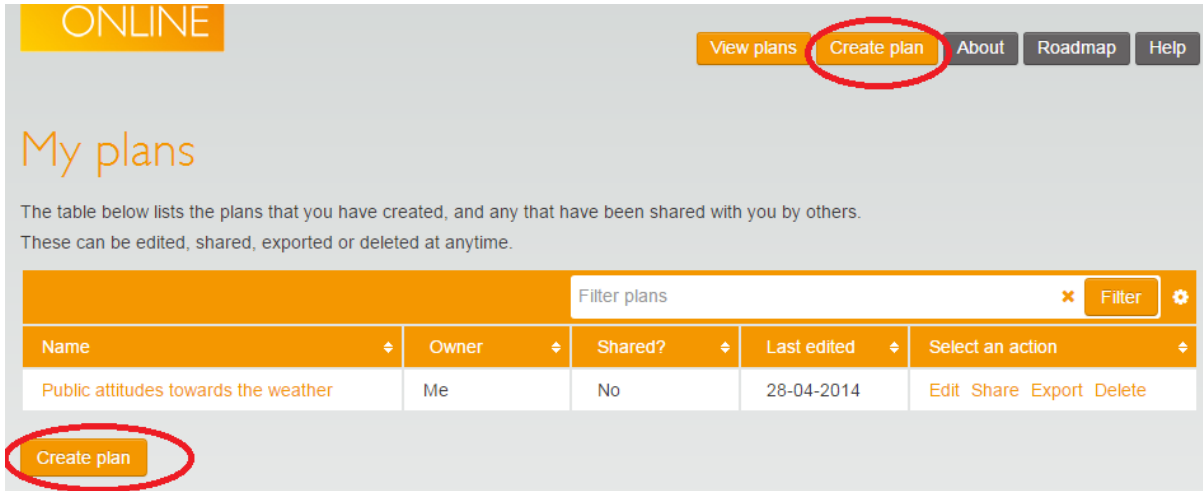
Click the + button depending on whether you already have an account. If not you will need to give an email address and create a password.

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

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. Then enter your first name and last name and click "Save".

## 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” button placed at the top of the page or below your DMPs.



ONLINE

View plans Create plan About Roadmap Help

### 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.

Filter plans					Filter	
Name	Owner	Shared?	Last edited	Select an action		
Public attitudes towards the weather	Me	No	28-04-2014	Edit Share Export Delete		

Create plan

### 3. Create a DMP

**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 you aren't responding to specific requirements from a funder or an institution, [select here to write a generic DMP](#) based on the most common themes.

**If applying for funding, select your research funder.**

Otherwise leave blank.

Funder

Arts & Humanities Research Council

Biotechnology and Biological Sciences Research Council

Cancer Research UK

**Economic and Social Research Council**

Engineering and Physical Sciences Research Council

European Commission (Horizon 2020)

Medical Research Council

Contact us | Terms of use | DMPonline previous version

© 2004 - 2015 Digital Curation Centre (DCC)

DMPonline holds templates for all the main UK research funders, plus the European Commission Horizon2020, U.S. National Science Foundation and ZonMw (Netherlands). DCC say more will be added over time.

If you have a funder in mind, choose them. If you have a funder in mind that is not listed or you do not have a funder, click the “select here to write a generic DMP” link in the text below “Create a new plan”.

In choosing a research funder, by default you load that funder’s guidance on writing the DMP.

You can also choose your institution (again, mostly UK ones). By default, “London School of Economics & Political Science” should already be chosen. If it is not there, choose it from the list.

If you are writing a DMP for a principal investigator at another institution, choose that institution instead. If that institution is not listed, click on “Not applicable/not listed” and enter its name.

## 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 you aren't responding to specific requirements from a funder or an institution, [select here to write a generic DMP](#) based on the most common themes.

**If applying for funding, select your research funder.**

Otherwise leave blank.

Economic and Social Research Council

[Not applicable/not listed.](#)

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

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

London School of Economics & Political Science

[Not applicable/not listed.](#)

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

☐ DCC guidance

☐ Taught Masters Guidance

☒ LSE Guidance

LSE specific guidance on how to complete your DMP is available. This guidance is based on school policies, practices, procedures, and support. Tick “LSE Guidance” to activate this.

The DCC also offer generic guidance on how to complete your DMP. Tick the ‘Generic guidance from the Digital Curation Centre’ checkbox if you want this.

Click the “Create Plan” button. You will then be presented with a confirmation box.

## Confirm plan details

Where your funder or institution doesn't have specific requirements (or if you left these options blank), you will see the DCC Checklist. This offers a generic set of DMP questions and guidance. For more details see: [DMP checklist 2013](#).

Funder: Economic and Social Research Council

Institution: London School of Economics & Political Science

Template: ESRC Template

Other guidance:

LSE Guidance

If you are happy then click “Yes, create plan”. If you’re not happy, click “Cancel”.

Enter the project details in the fields shown below and press the Update button. DMPonline gives guidance and provides questions for you to consider as you work through the sections.

**Plan details** | ESRC Data Management and Sharing Plan | Share | Export

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

Plan name	<input type="text" value="UK Public attitudes towards the v"/>
ID	<input type="text"/>
Grant number	<input type="text"/>
Principal Investigator/Researcher	<input type="text" value="Laurence Horton"/>
Principal Investigator/Researcher ID	<input type="text" value="0000-0003-2742-6434"/>
Plan data contact	<input type="text"/>
Description	<input type="text" value="This is a mixed-methods project utilising existing survey data and qualitative interviews to investigate public attitudes towards their experience of the weather in the UK. It considers the research question of do UK citizens prefer sunny days to rainy"/>

**Questions to consider:**

- What is the nature of your research project?
- What research questions are you addressing?
- For what purpose are the data being collected or created?

**Guidance:**

Briefly summarise the type of study (or studies) to help others understand the purposes for which the data are being collected or created.

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.

If you have an [ORCID](#) identifier you can enter it in “Principal Investigator/Researcher ID”

Scroll down for an overview of the DMP.

Because in this example the ESRC was nominated as the research funder, DMPonline gives guidance on ESRC expectations, including the type of questions that need answering to produce a useful DMP and long-term re-usable data.

This plan is based on:

Funder	Economic and Social Research Council
Institution	London School of Economics & Political Science

[Answer questions](#) [Export](#)

It is a requirement of the ESRC Research Data Policy that all applicants planning to generate data as part of their award must include a Data Management Plan.

The Data Management Plan should be used as an opportunity to describe how the data, i.e. primary input into research and first order results of that research, are going to be managed, starting from planning for research and through the life-cycle of the award until data is accepted for archiving by the UK Data Service. The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the award holder during the award period to enable their data to be exploited to the maximum potential for further research.

Most data generated as a result of economic and social research can be successfully archived and shared. However, some research data are more sensitive than others. It is a responsibility of the award holders to consider all issues related to confidentiality, ethics, security and copyright before initiating the research. Any challenges to data sharing (e.g. copyright or data confidentiality) should be critically considered in a plan, with possible solutions discussed to optimise data sharing.

Guidelines on [Data Management Planning for ESRC researchers](#) are provided by the UK Data Service

Sections	Questions
Existing data	<ul style="list-style-type: none"> <li>- Explain the existing data sources that will be used by the research project (with references)</li> <li>- Present an analysis of the gaps identified between the currently available and required data for the research</li> </ul>
Information on new data	<ul style="list-style-type: none"> <li>- State the data volume, type (e.g. qualitative or quantitative data), quality and formats</li> <li>- Outline the standards and methodologies for data collection (including documentation)</li> </ul>
Data quality, security and storage	<ul style="list-style-type: none"> <li>- Outline plans for quality assurance</li> <li>- Explain the storage, backup procedures and plans for data security</li> </ul>
Data archiving	<ul style="list-style-type: none"> <li>- State the plans for management and archiving of collected data</li> </ul>
Data sharing	<ul style="list-style-type: none"> <li>- Outline expected difficulties in data sharing, along with causes and possible measures to overcome these difficulties.</li> </ul>
Ethical considerations	<ul style="list-style-type: none"> <li>- Make explicit mention of consent, confidentiality, anonymisation and other ethical considerations</li> </ul>
Data ownership	<ul style="list-style-type: none"> <li>- Clarify the copyright and intellectual property ownership of the data</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>- Outline responsibilities for data management and curation within research teams at all participating institutions</li> </ul>

Note guidance on planning for ESRC researchers is available from the UK Data Service.

When you are ready, click the “Answer questions” button. That will take you to the component sections of the plan where you can give your responses.



Public attitudes towards the weather

11/11  
approx. 40% of available space used (max 3 pages)

Plan details
**ESRC Data Management and Sharing Plan**
Share
Export

Existing data (2 questions, 2 answered) +

Information on new data (2 questions, 2 answered) +

Data quality, security and storage (2 questions, 2 answered) +

Data archiving (1 question, 1 answered) +

Data sharing (1 question, 1 answered) +

Ethical considerations (1 question, 1 answered) +

Data ownership (1 question, 1 answered) +

Responsibilities (1 question, 1 answered) +

Export

You do not have to fill 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 “+” to open up a section.

DMPonline tells you how many questions there are to answer in each section.

Plan details
ESRC Data Management and Sharing Plan
Share
Export

Assessment of existing data (2 questions, 2 answered)

Provide an explanation of the existing data sources that will be used by the research project, with references

**B** *I* [List Icons] [Link Icon] [Table Icon]

We can not use existing data sources because nobody has ever investigated the topic of attitudes to the weather before. The project will use data from the British Social Attitudes survey and Labour Force Survey held at the UK Data Archive to control for employment and education as variables. Derived variables from these data sets will be offered to the UK Data Service.

Save

Answered about a minute ago by Laurence Horton

Guidance
Share note

### ESRC Guidance

Where research grant applicants plan to create new data as part of their ESRC-funded proposal, they must demonstrate that no suitable data are available for re-use. ESRC encourages the re-use of existing data and therefore encourages applicants and grant holders to consider the breadth of data available from various sources before committing to primary data collection.

When using existing data sources, consider copyright and IPR of those data and the conditions of their use, to decide whether resulting derived data can be shared.

Data sources that can be consulted are:

- [Discover UK Data Service](#), with over 6,000 datasets of key economic, social and historical data spanning many disciplines and themes
- [RCUK Gateway to Research](#) of past and present research grants and their outputs

### LSE Guidance guidance on Existing Data

**Questions to consider**

- Are there existing data or methods that you can reuse?
- Do you need to pay to reuse existing data?
- What restrictions are there on the reuse of third-party data?
- Can you share the data that you create, including that derived from third-party data?

**Guidance**

Check for existing data you can reuse by consulting relevant repositories. If you plan to create primary

If you click on the guidance tab and the + signs to the right, they will present you with, in this case, ESRC, LSE specific, and DCC generic guidance on what to think about in order to finish this section. Enter your text and click “Save” when you are happy.

Plan details
ESRC Data Management and Sharing Plan
Share
Export

Existing data (2 questions, 2 answered) +

Information on new data (2 questions, 2 answered) +

State the data volume, type (e.g. qualitative or quantitative data), quality and formats

**B**
*I*

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- 

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-

Quantitative data will be collected via a face-to-face survey with data entered into an open statistical package R for analysis. It is unclear what the size of the data files will be, but they will not be big enough to cause any storage space problems.

Qualitative data will be recorded on digital audio formats (.wav) for conversion into .mp3 for working purposes. The .wav files will be offered for archiving. Transcripts will be produced in .rtf format for import into qualitative analysis packages.

Guidance

Notes (1)

Add note

Laurence Horton  
(14/07/2015 17:15)

View Edit Remove

**B**
*I*

- 
- 
- 

- 
- 
- 

- 
- 
-

Can we provide an estimate on file size?

Save

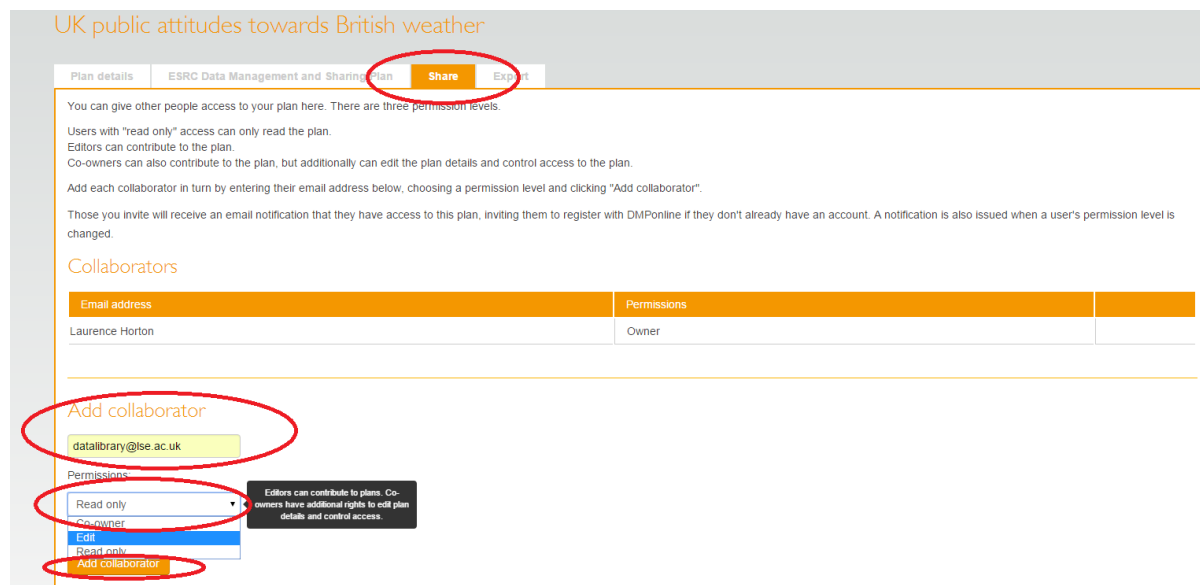
DMPonline also has the possibility to leave comments for your collaborators, data manager, or notes to yourself. Click the “Add note” tab towards the right side of the screen or the notes tab next to “Guidance”. Add your note, and be sure to save it using the “Save” button below the note.

Carry on answering the rest of the sections.

## 4. Sharing your DMP

Having answered all the sections, you can now decide how or if you want to share your plan.

Click the “Share” tab at the top of the page.



UK public attitudes towards British weather

Plan details | ESRC Data Management and Sharing Plan | **Share** | Export

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

Email address	Permissions
Laurence Horton	Owner

Add collaborator

datalibrary@lse.ac.uk

Permissions

Read only

Co-owner

Edit

Read only

Add collaborator

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

This allows you to include collaborators on the project (they do not have to be LSE collaborators) or your institution's Research Data Management support staff by entering their email in the “Add collaborator” area.

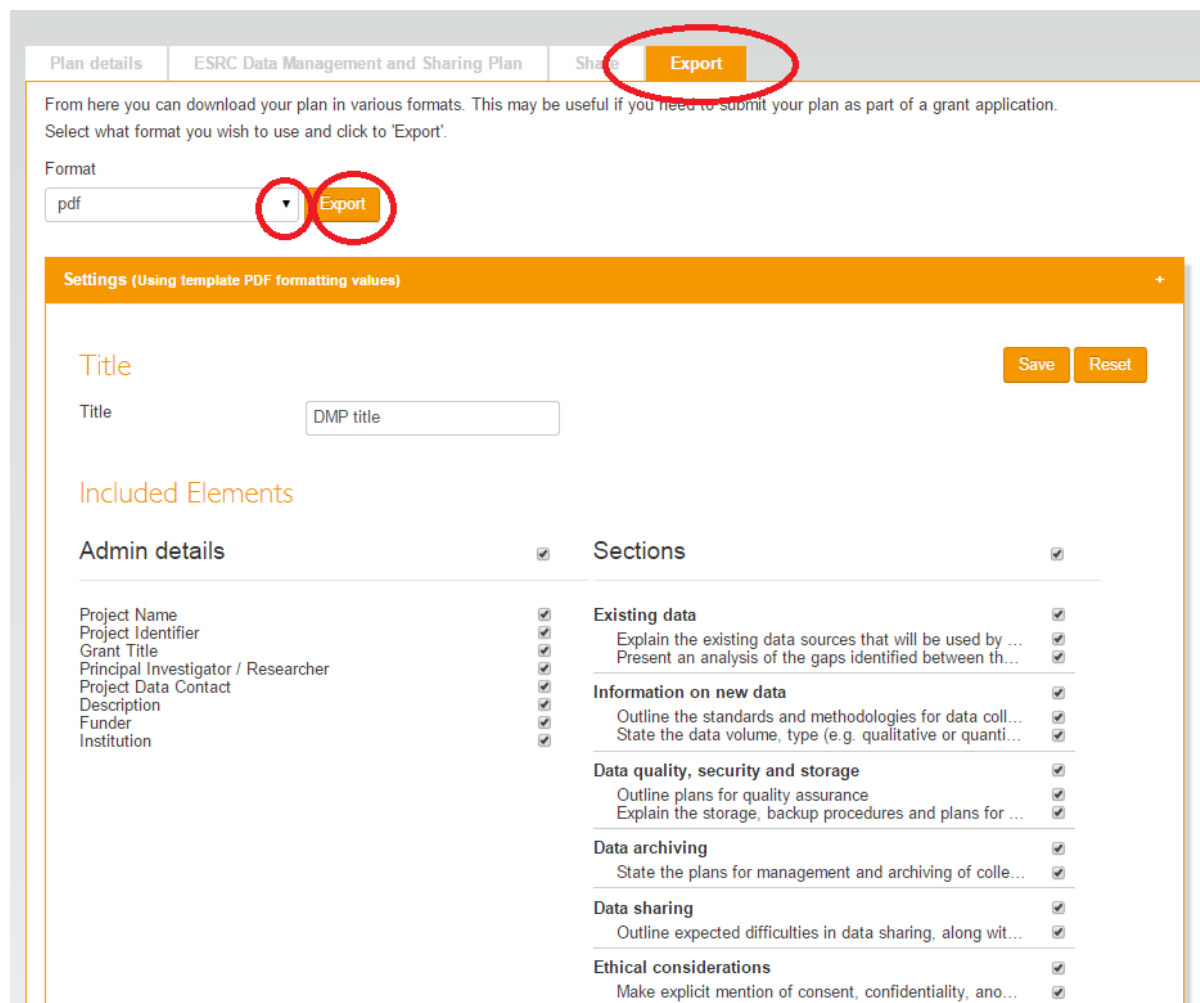
If they are already registered with DMPonline they will get a notification email. If they are not registered, they will receive an invitation.

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.

Access permissions can also be removed.

## 5. Exporting your DMP

DMPonline allows you to export your plan in a number of formats. First, click on the Export tab.



Plan details | ESRC Data Management and Sharing Plan | Share | **Export**

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'.

Format: pdf **Export**

**Settings (Using template PDF formatting values)**

**Title** Save Reset

Title:

**Included Elements**

Admin details	Sections
<input checked="" type="checkbox"/> Project Name <input checked="" type="checkbox"/> Project Identifier <input checked="" type="checkbox"/> Grant Title <input checked="" type="checkbox"/> Principal Investigator / Researcher <input checked="" type="checkbox"/> Project Data Contact <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Funder <input checked="" type="checkbox"/> Institution	<input checked="" type="checkbox"/> <b>Existing data</b> Explain the existing data sources that will be used by ... Present an analysis of the gaps identified between th... <input checked="" type="checkbox"/> <b>Information on new data</b> Outline the standards and methodologies for data coll... State the data volume, type (e.g. qualitative or quanti... <input checked="" type="checkbox"/> <b>Data quality, security and storage</b> Outline plans for quality assurance Explain the storage, backup procedures and plans for ... <input checked="" type="checkbox"/> <b>Data archiving</b> State the plans for management and archiving of colle... <input checked="" type="checkbox"/> <b>Data sharing</b> Outline expected difficulties in data sharing, along wit... <input checked="" type="checkbox"/> <b>Ethical considerations</b> Make explicit mention of consent, confidentiality, ano...

Click on the “Export” tab towards the top of the page. Choose your format from the “Format” menu. You can control what sections and admin details you export as part of your plan. If you are happy, click the “Export” button next to the “Format” box.

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.

The exported file is a full Data Management Plan you can then use (and go back into DMPonline to change if needed) to submit as part of your funding application and guide Research Data Management practice during your research.

**DMP title**

**Project Name** UK public attitudes towards British weather

**Principal Investigator / Researcher** Laurence Horton

**Description** This is a mixed-methods project utilising existing survey data and qualitative interviews to investigate public attitudes towards the experience of the weather in the UK. It considers the research question: does UK residents prefer sunny to rainy days.

**Funder** Economic and Social Research Council

**Institution** London School of Economics & Political Science

**Assessment of existing data**

**Provide an explanation of the existing data sources that will be used by the research project, with references**

We can not use existing data sources because nobody has ever investigated the topic of attitudes to the weather before. The project will use data from the British Social Attitudes survey and Labour Force Survey held at the UK Data Archive to control for employment and education as variables. Derived variables from these data sets will be offered to the UK Data Service.

**Provide an analysis of the gaps identified between the currently available and required data for the research**

There is lack of data filling the gap between, on the one hand, data on public attitudes, and on the other, data about weather. We know when it is sunny or raining, but not what people think about it raining or being sunny.

You can either share or export and send your Data Management Plan to LSE Data Library for review and comments at [datalibrary@lse.ac.uk](mailto:datalibrary@lse.ac.uk). We aim to reply to emails within two working days.