

Writing a Data Management Plan for a master's thesis using DCC DMPonline

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Introduction

Writing a dissertation depends on being able to collect or access data to answer your research question, and being able to look after that data.

Writing this plan will help you find out if data is available for your research, that your research data complies with ethics requirements, data protection law, and is secure against loss or damage. Before you answer these questions in your plan, look at sources of advice mentioned in the guidance.

Identifying then addressing issues in this plan will take away potential sources of panic and frustration as you approach your submission deadline.

The Digital Curation Center designed [DMPonline](#) to help write a research Data Management Plan.

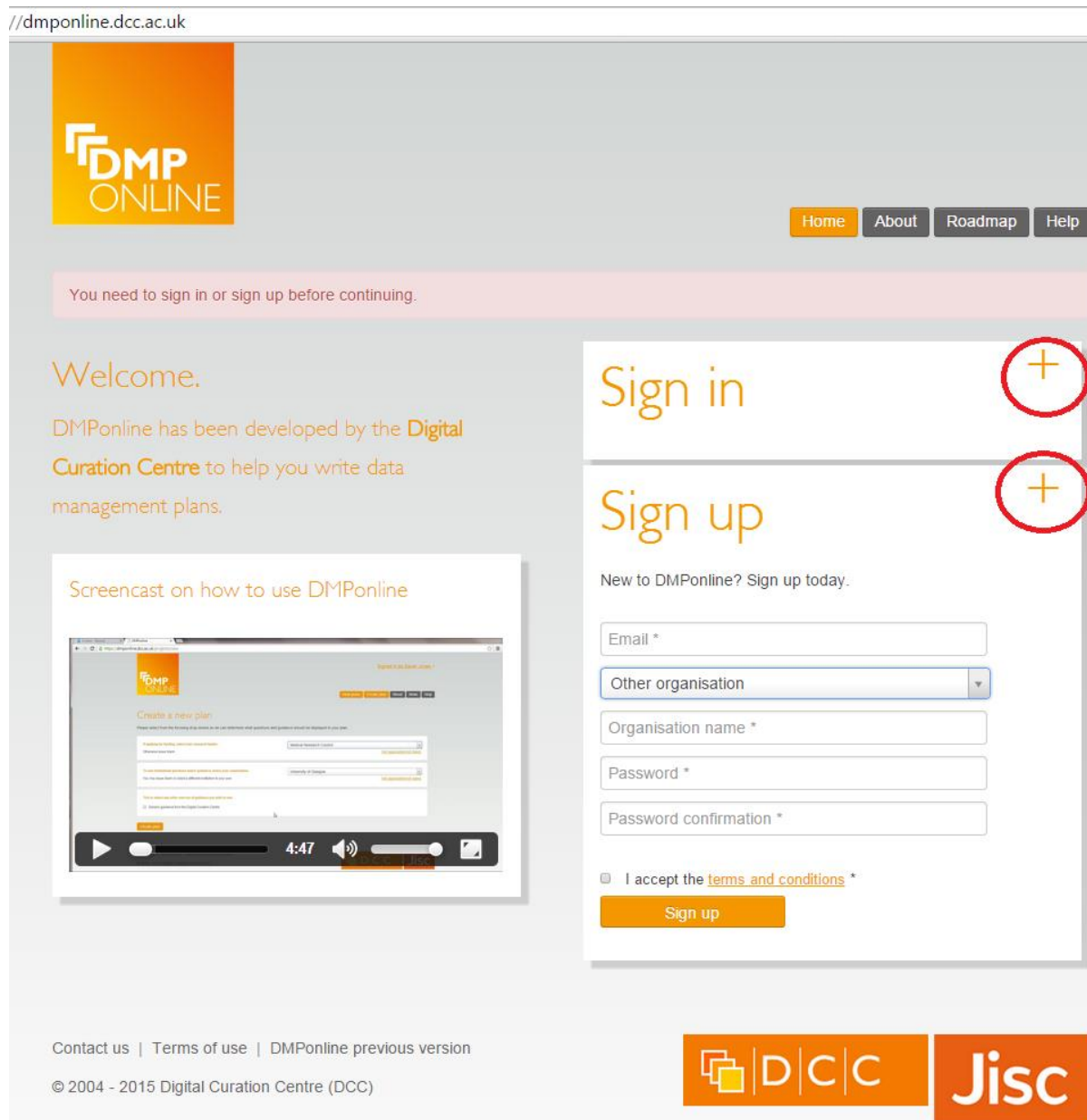
In DMPonline plans can be customised and exported to various formats, and you can control who reads, writes, or with whom it is shared. Draft versions can be saved for working on at a later time, as well as keeping a copy of earlier plans. These can be deleted if no longer needed.

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." There is a section for a "Screencast on how to use DMPonline" with a video player showing a "Create a new plan" form. On the right, there are two main sections: "Sign in" and "Sign up". The "Sign in" section has a red circle with a "+" icon next to it. The "Sign up" section also has a red circle with a "+" icon next to it. 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)". Logos for DCC and Jisc are also present.

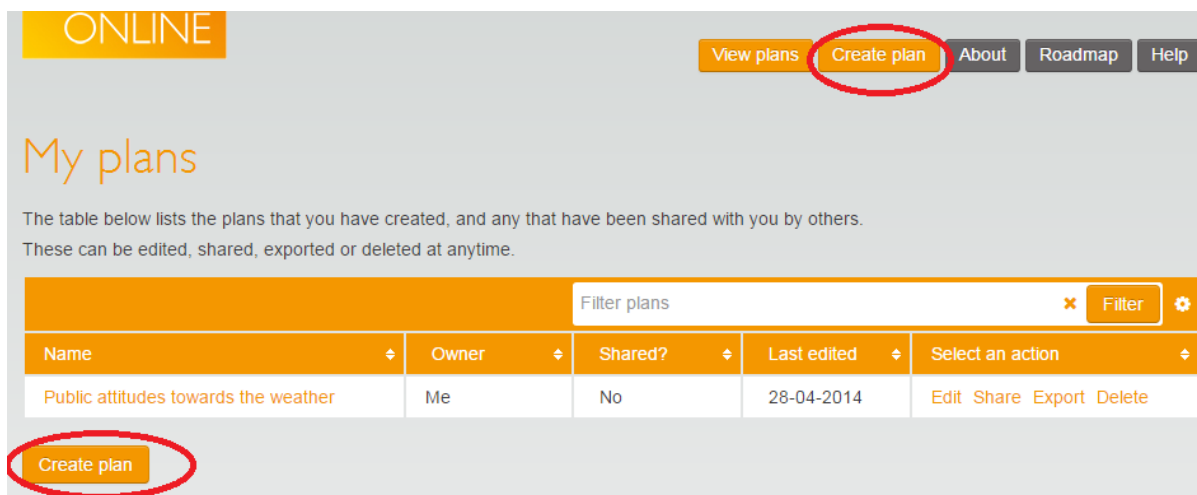
Click the + button depending on whether you already have an account.

If not you will need to give an email address and create a password. You can either select London School of Economics and Political Science from the list or type it in.

You will be sent an email with 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. Enter your first name and last name and click "Save".

2. Create your DMP

If you have used DMPonline before, then your earlier plans will already be there. You can either continue 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

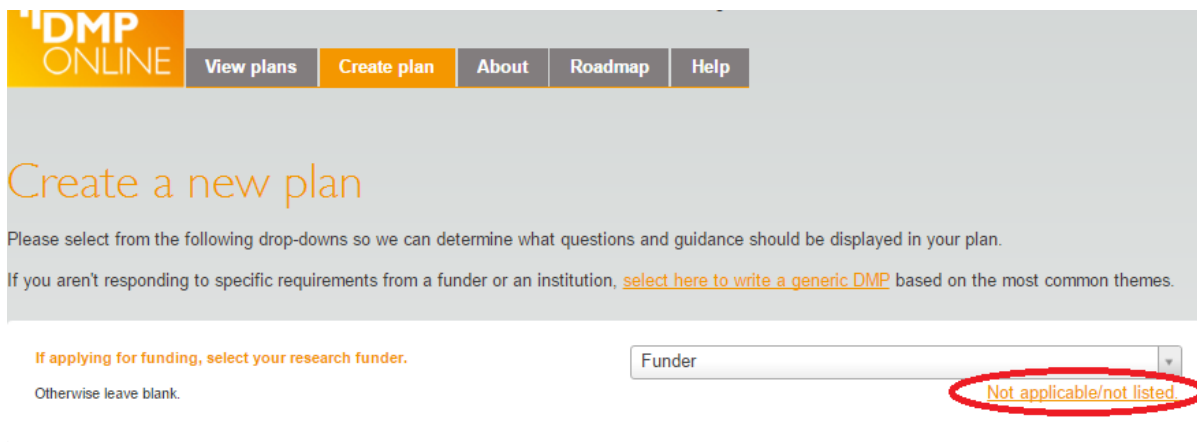
My plans

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.

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

Create plan

The next page will take you through the set-up of your plan.



DMP ONLINE

View plans Create plan About Roadmap Help

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

Not applicable/not listed.

Click the “Not applicable/not listed” link for research funder.

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.

Name of funder, if applicable.

[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.

Choose a template

There are a number of possible templates you could use. Please choose one.

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

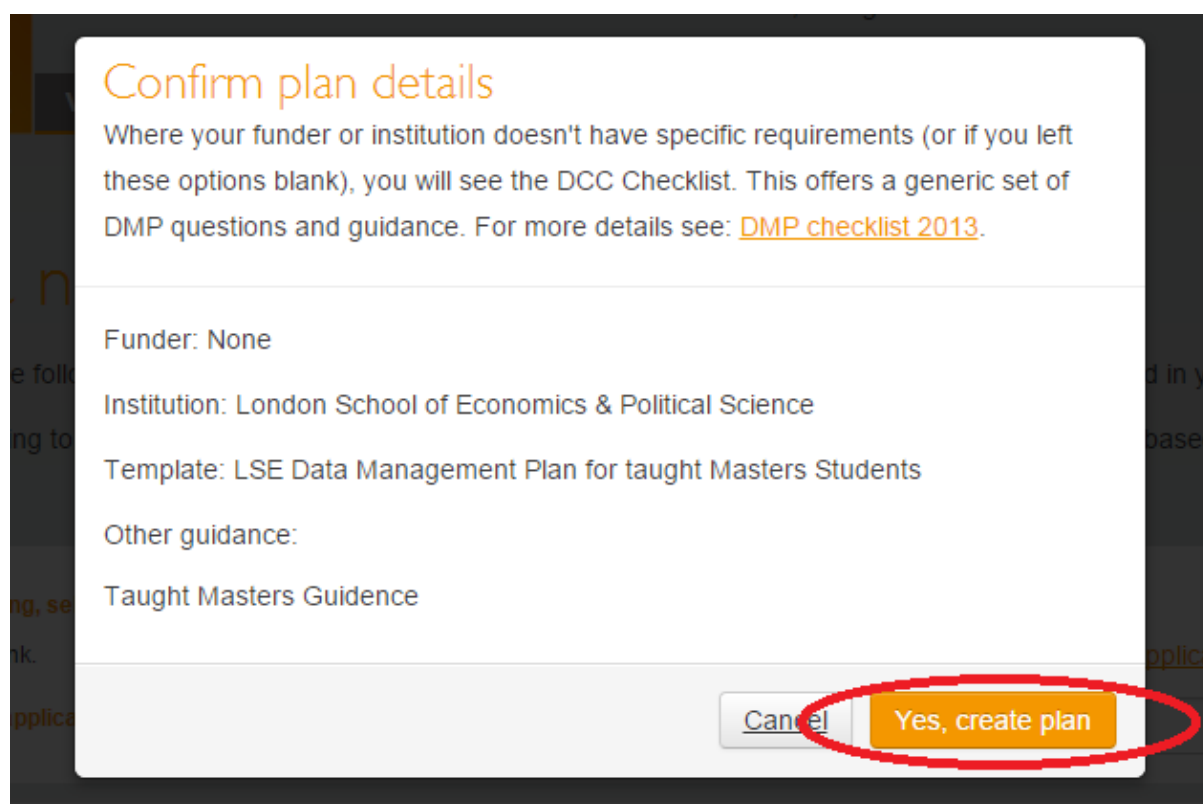
☐ DCC guidance
 ☒ LSE Taught Masters Guidance
 ☐ LSE Guidance
 ☐ LSE Undergraduate Guidance

By default, DMPonline should have selected London School of Economics and Political Science as your institution. If it has not, then choose it from the list.

From the “Choose a template” list, select “LSE Data Management Plan for taught master’s students”.

It’s important you check the “LSE Taught Masters Guidance” under other sources of guidance. This is because the guidance is specially designed for LSE master’s students. There’s no need to choose any of the other sources of guidance.

Click on “Create plan”.

A screenshot of a 'Confirm plan details' dialog box. The title 'Confirm plan details' is in orange. The text explains that if no specific requirements are set, a generic DCC Checklist will be used, with a link to 'DMP checklist 2013'. Below this, the following details are listed: Funder: None, Institution: London School of Economics & Political Science, Template: LSE Data Management Plan for taught Masters Students, and Other guidance: Taught Masters Guidance. At the bottom right, there are two buttons: 'Cancel' and 'Yes, create plan'. The 'Yes, create plan' button is highlighted with a red oval.

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: None

Institution: London School of Economics & Political Science

Template: LSE Data Management Plan for taught Masters Students

Other guidance:

Taught Masters Guidance

You will be presented with a “Confirm plan details” box. Read it and look at it again. If you are happy then click “Yes, create plan”. If you are not happy, click “Cancel”.

3. Completing your DMP

This is an overview section. It is useful for identifying yourself and your DMP.

UK public attitudes towards British weather

Plan details | LSE Data Management Plan for taught Masters Students | Share | Export

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

Plan name	<input type="text" value="UK public attitudes towards Britis"/>
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"/>
Plan data contact	<input type="text"/>
Description	<div> <p>This is a mixed-methods Masters thesis <u>utilising</u> existing survey data and qualitative interviews to investigate public attitudes towards the experience of the weather in the UK. It considers the research question: do UK residents prefer sunny to rainy days?</p> </div> <div> <p>Questions to consider:</p> <ul style="list-style-type: none"> - What is the nature of your research project? - What research questions are you addressing? - For what purpose are the data being collected or created? <p>Guidance:</p> <p>Briefly summarise the type of study (or studies) to help others understand the purposes for which the data are being collected or created.</p> </div>

Save Cancel

This plan is based on:

Institution | London School of Economics & Political Science

Give your plan a name and a description to help with identification.

Scroll down the screen for an overview of the DMP.

This plan is based on:

Institution | London School of Economics & Political Science

Answer questions

Export

Writing a dissertation depends on being able to collect or access data to answer your research question, and being able to look after that data.

Writing this plan will help you find out if data is available for your research, that your research data complies with ethics requirements, data protection law, and is secure against loss or damage. Before you answer these questions, look at sources of advice mentioned under guidance.

Identifying then addressing issues in this plan will take away potential sources of panic and frustration as you approach your submission deadline.

When you are ready, you can share your plan with your supervisor and/or LSE data library using the "Share" tab and their email addresses (datalibrary@lse.ac.uk). You can also export your plan into different formats using the "Export" tab.

Sections	Questions
Dissertation title and abstract	<ul style="list-style-type: none"> - Name - Department - Email - Supervisor - Please summarise your research question in no more than three sentences.
Data collection	<ul style="list-style-type: none"> - Briefly describe the data that will be used, including any secondary sources, noting content, coverage, cost, availability, and terms of use.
Informed consent and anonymisation of primary research data	<ul style="list-style-type: none"> - If you are collecting primary data, describe your process of obtaining informed consent. - If you are collecting primary data that can identify living individuals, how will you anonymise that data to prevent identification?
Research ethics	<ul style="list-style-type: none"> - Does your research involve human participants (living or dead), or involve data about directly identifiable human subjects?
Storage and back-up	<ul style="list-style-type: none"> - How will data be stored and backed up during the research? How will you manage access and security? Is the size of your data likely to be a problem?

DMPonline gives guidance how to fill in the DMP sections, including the type of questions that need answering to produce a useful DMP.

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

UK public attitudes towards British weather

0/10
approx. 25% of available space used (max 3 pages)

Plan details
LSE Data Management Plan for taught Masters Students
Share
Export

Dissertation title and abstract (5 questions, 0 answered) +

Data collection (1 question, 0 answered) +

Informed consent and anonymisation of primary research data (2 questions, 0 answered) +

Research ethics (1 question, 0 answered) +

Storage and back-up (1 question, 0 answered) +

Export

Look to the right side of the screen. Click on the “+” sign to open up a section and start writing your DMP.

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.

UK public attitudes towards British weather

100 questions answered
approx. 25% of available space used

Plan details | LSE Data Management Plan for taught Masters Students | Share | Export

Dissertation title and abstract (5 questions, 1 answered)

Name

B *I* [List] [Table] [Link] [Grid]

Laurence Horton

Save

Answered 3 minutes ago by Data Library

Share note

Share note with collaborators

B *I* [List] [Table] [Link] [Grid]

Save

Department

Social Psychology
Sociology
International Relations
International History
Anthropology

Save

Not answered yet | Unsaved changes

Share note

Share note with collaborators

B *I* [List] [Table] [Link] [Grid]

Save

Enter your response in the text field to the left side of the screen. Most of the sections in DMPOnline are set up for text responses, but there occasionally is a closed category response.

When you have entered your text, be sure to click “Save”. DMPOnline tells you if a response has not yet been saved or when the last save occurred.

Data collection (1 question, 0 answered)

Briefly describe the data that will be used, including any secondary sources, noting content, coverage, cost, availability, and terms of use.

B *I*

-
-

[Link](#)

--	--

Save

Not answered yet

Guidance
Share note

Share note with collaborators

B *I*

-
-

[Link](#)

--	--

Need to check on cost of data...|

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.

Storage and back-up (1 question, 0 answered)

How will data be stored and backed up during the research? How will you manage access and security? Is the size of your data likely to be a problem?

Example of answer

Data will be stored on the university's hard drive. This area is backed up daily, with incremental back-ups over a three month period plus offsite back-up's managed by the university. User passwords are required to access the university network. Interviews will be sequentially named using the format intXXX. Working versions will be identified with the addition of the letter and number X at the end of the file name.

Guidance Share note

Guidance

If your data is sensitive or confidential (you had to sign an agreement to access it, contains personal, commercial or politically sensitive data) outline security measures you will take. Include stipulations from data providers you have to meet on storage (for example, it must be kept in the European Economic Area, or on a machine isolated from the Internet), who can see/use it, how long it is kept, and if you can keep the data after finishing your dissertation. Talk about suitable security measures with IMT.

Taught Masters students are given [250MB in their H-space](#), with a maximum of 500MB allowed on approval of a request from your supervisor.

Sources of advice:

- LSE [IMT Information security](#)
- LSE [IMT guidance on using Dropbox and other Cloud Storage](#)

B
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▶

Save

Not answered yet

If you click on the guidance tab and the “+” signs to the right, they will present you with LSE specific guidance on what to think about in order to finish this section and supporting resources to help you give a response.

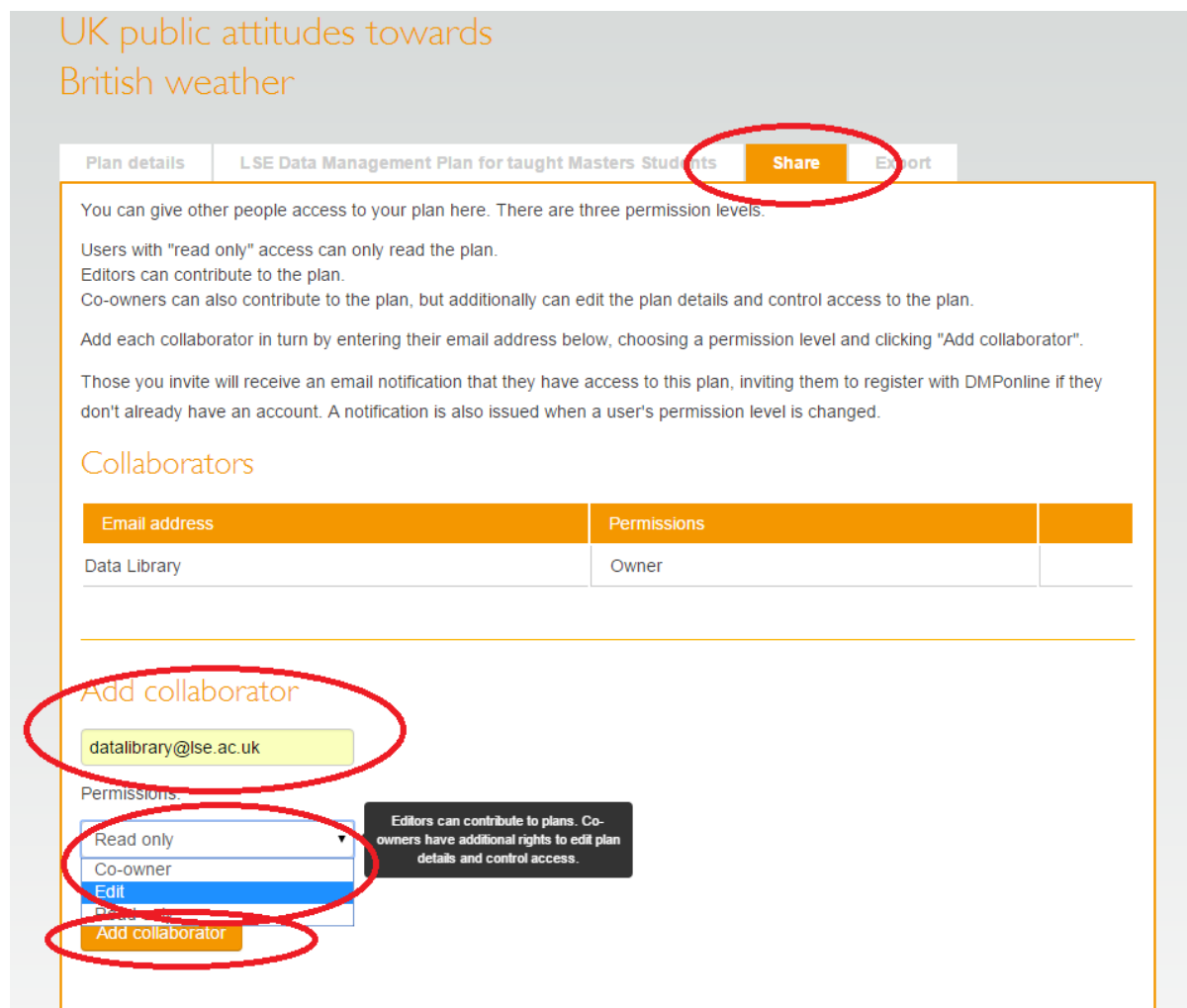
Occasionally DMPonline will also have an example answer for you to adopt or adapt accordingly.

Enter your text and click “Save” when you are happy.

4. Share 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 | LSE Data Management Plan for taught Masters Students | **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
Data Library	Owner

Add collaborator

Permissions:

- Read only
- Co-owner
- Edit**

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, or your institution’s Research Data Management support staff by entering their email in the “Add collaborator” area.

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.

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

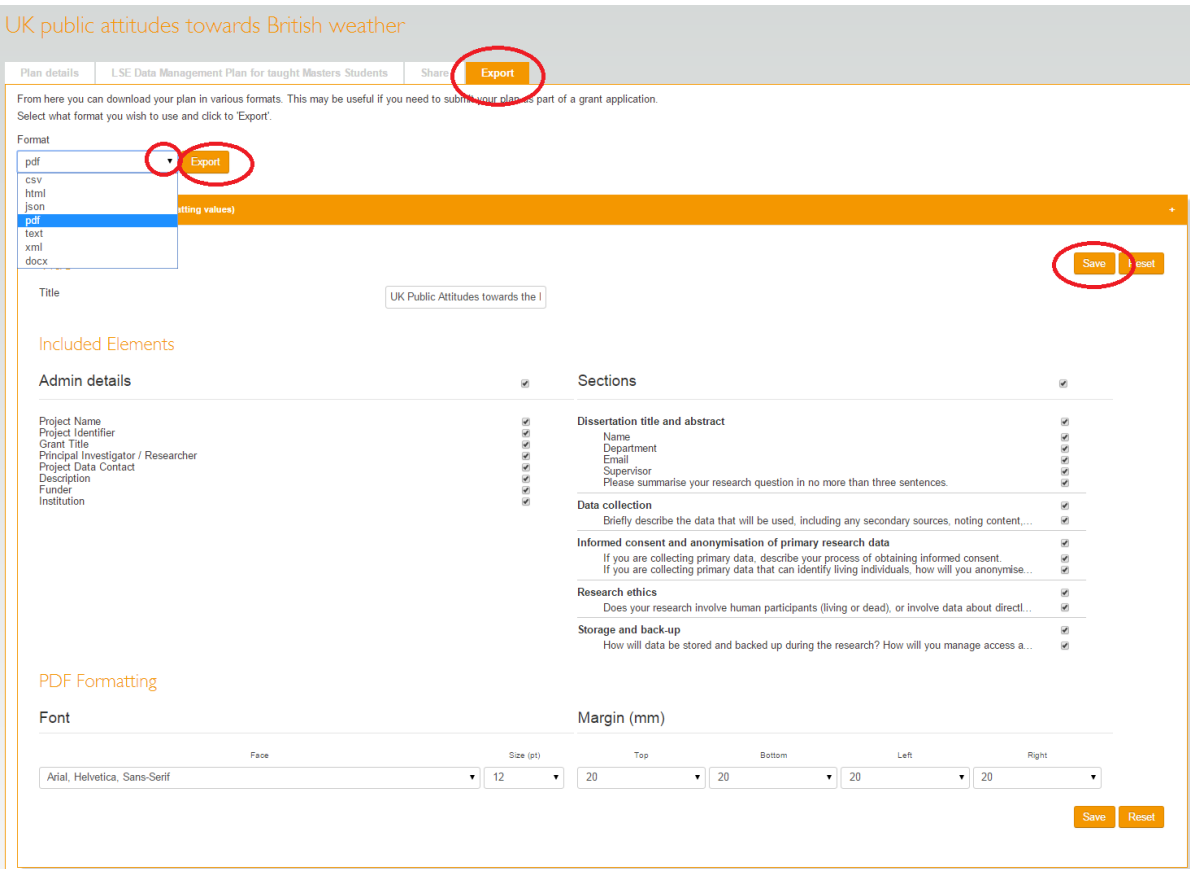
Access permissions can also be removed.

5. Export your DMP into another format

DMPonline allows you to export your plan in various file formats.

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, Helvetica, Sans-Serif or “Times New Roman”, Times, Serif), font size (8-14), and page margins.



The screenshot shows the 'Export' tab selected in the top navigation bar. Below the navigation bar, there is a message: '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".' A dropdown menu for 'Format' is open, showing options: pdf, csv, html, json, pdf (selected), text, xml, docx. An 'Export' button is next to the dropdown. Below the format selection, there is a 'Title' field with the text 'UK Public Attitudes towards the I'. To the right of the title field, there are 'Save' and 'Export' buttons. Below the title field, there is a section titled 'Included Elements' with two columns: 'Admin details' and 'Sections'. Each column has a list of elements with checkboxes. The 'Admin details' column includes: Project Name, Project Identifier, Grant Title, Principal Investigator / Researcher, Project Data Contact, Description, Funder, and Institution. The 'Sections' column includes: Dissertation title and abstract, Data collection, Informed consent and anonymisation of primary research data, Research ethics, and Storage and back-up. Below the 'Included Elements' section, there is a 'PDF Formatting' section with a 'Font' dropdown (set to 'Arial, Helvetica, Sans-Serif') and a 'Margin (mm)' section with dropdowns for Top, Bottom, Left, and Right margins, all set to 20. There are 'Save' and 'Reset' buttons at the bottom right of the PDF Formatting section.

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

<https://dmponline.dcc.ac.uk/projects/uk-public-attitudes-towards-british-weather--2/plans/12893/export?format=pdf>

DMP title

Project Name UK public attitudes towards British weather

Principal Investigator / Researcher Laurence Horton

Description This is a mixed-methods Masters thesis 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: do UK residents prefer sunny to rainy days?

Institution London School of Economics & Political Science

Dissertation title and abstract

Name

Laurence Horton

Department

- Sociology

Email

l.horton@lse.ac.uk

Supervisor

Professor Big Name

Please summarise your research question in no more than three sentences.

This is a mixed-methods project utilising survey data and qualitative interviews to investigate public attitudes towards the weather outside. It addresses the question of whether people prefer sunny days to rainy ones.

Data collection

Briefly describe the data that will be used, including any secondary sources, noting content, coverage, cost, availability, and terms of use.

I 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.

Quantitative data will be collected via a face-to-face survey with data entered into an open statistical package R for analysis.

Research ethics

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. We aim to reply to emails within two working days.