

Writing a Data Management Plan for an undergraduate dissertation 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.

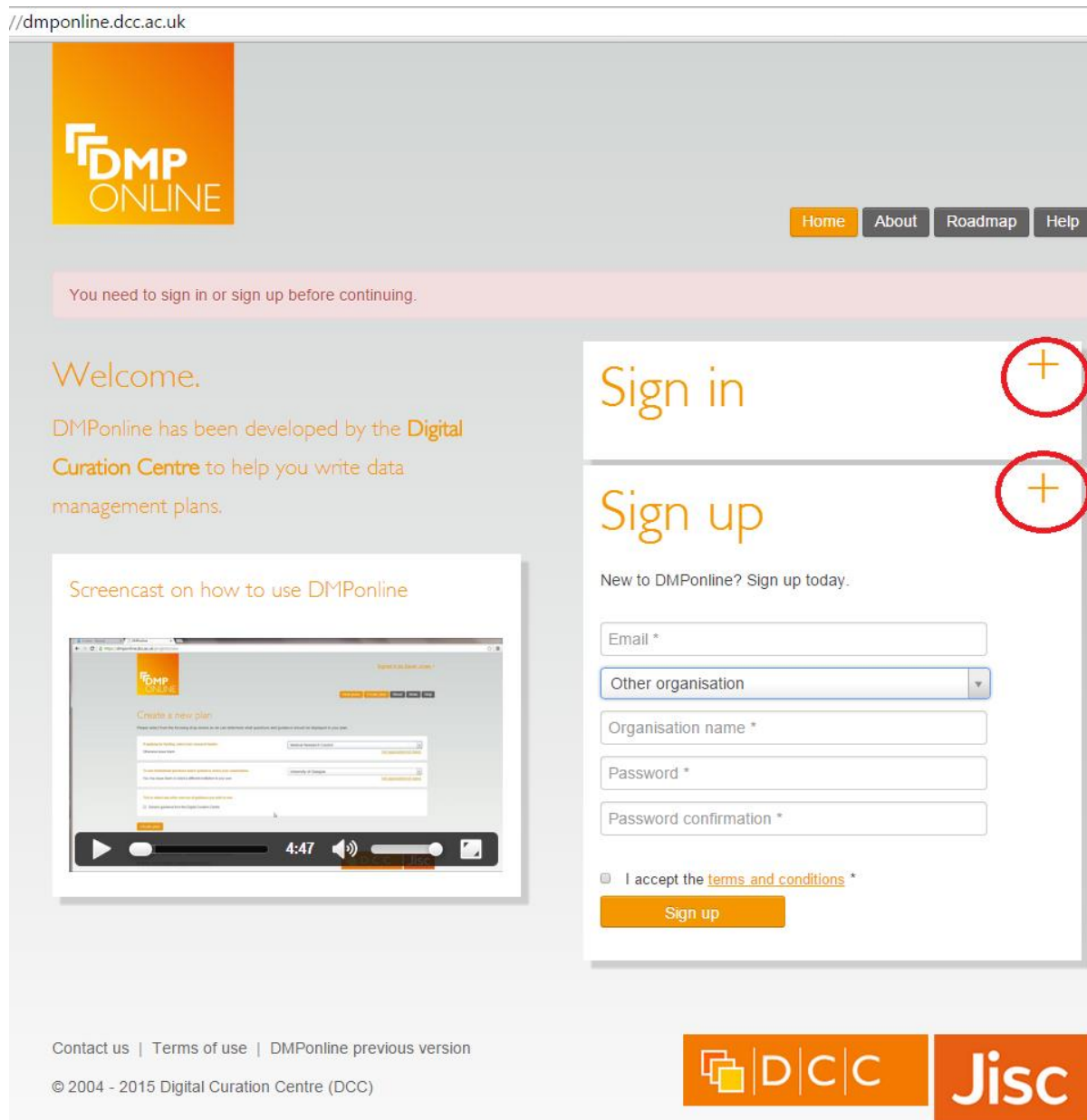
In DMPonline plans can be customised and exported to various formats, and you can control who reads, writes, or with whom it is shared. Draft versions can be saved for working on at a later time, as well as keeping a copy of earlier plans. These can be deleted if no longer needed.

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



DMP ONLINE

Home About Roadmap Help

You need to sign in or sign up before continuing.

Welcome.

DMPonline has been developed by the **Digital Curation Centre** to help you write data management plans.

Screencast on how to use DMPonline

Sign in

Sign up

New to DMPonline? Sign up today.

Email *

Other organisation

Organisation name *

Password *

Password confirmation *

☐ I accept the [terms and conditions](#) *

Sign up

Contact us | Terms of use | DMPonline previous version

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DCC Jisc

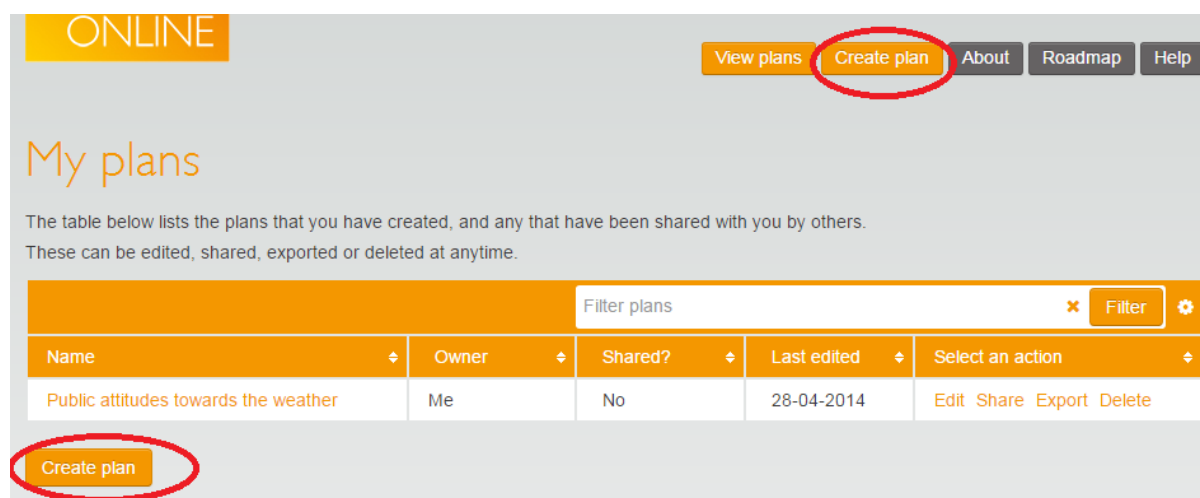
Click the + button depending on whether you already have an account.

If not you will need to give an email address and create a password. You can either 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

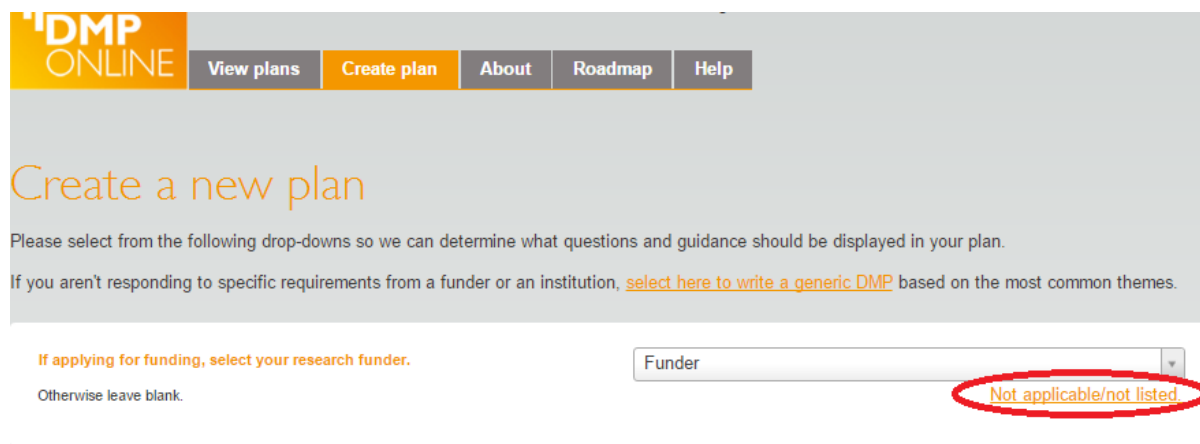
My plans

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. [Not applicable/not listed.](#)

Name of funder, if applicable.

Funder

Funder name

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

You may leave blank or select a different organisation to your own. [Not applicable/not listed.](#)

London School of Economics & Political Science

Choose a template

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

LSE Data Management Plan for taught master's students

LSE Data Management Plan for taught master's students

LSE Data Management Plan for an undergraduate dissertation

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

☐ DCC guidance

☐ LSE Taught Masters Guidance

☐ LSE Guidance

☒ LSE Undergraduate Guidance

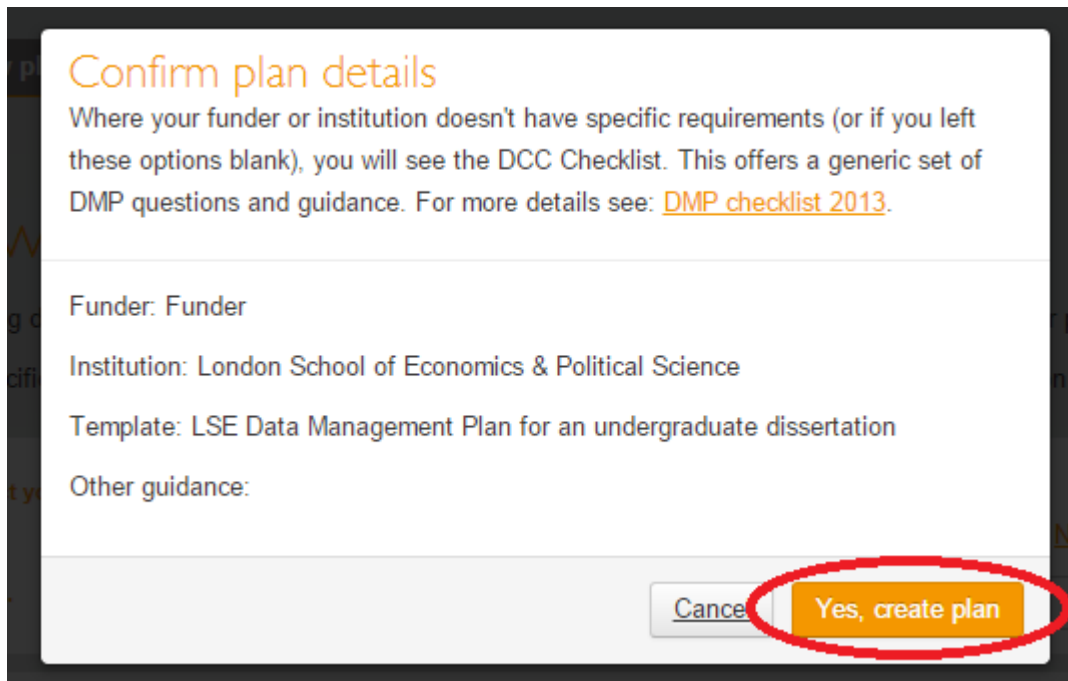
Create plan

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 an undergraduate dissertation”.

It's important you check the “LSE Undergraduate Guidance” under other sources of guidance. This is because the guidance is specially designed for LSE undergraduate students. There's no need to choose either the other sources of guidance.

Click on “Create plan”.



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: Funder

Institution: London School of Economics & Political Science

Template: LSE Data Management Plan for an undergraduate dissertation

Other 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.

My plan (LSE Data Management Plan for an undergraduate dissertation)

Plan details | LSE Data Management Plan for an undergraduate dissertation | 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 an undergraduate dissertation Share Export

Dissertation title and abstract (5 questions, 0 answered)	+
Data collection (1 question, 0 answered)	+
Research ethics (1 question, 0 answered)	+
Informed consent and anonymisation of primary research data (2 questions, 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

1/10 questions answered
approx. 25% of available space used

Plan details LSE Data Management Plan for an undergraduate dissertation Share Export

Dissertation title and abstract (5 questions, 1 answered)

Name
Laurence Horton

Save

Answered less than a minute ago by Data Library

Share note

Share note with collaborators

B I [List Icons] [Link Icon] [Grid Icon]

Save

Department

Philosophy
Social Policy
Social Psychology
Sociology
International Relations

Save

Not answered yet Unsaved changes

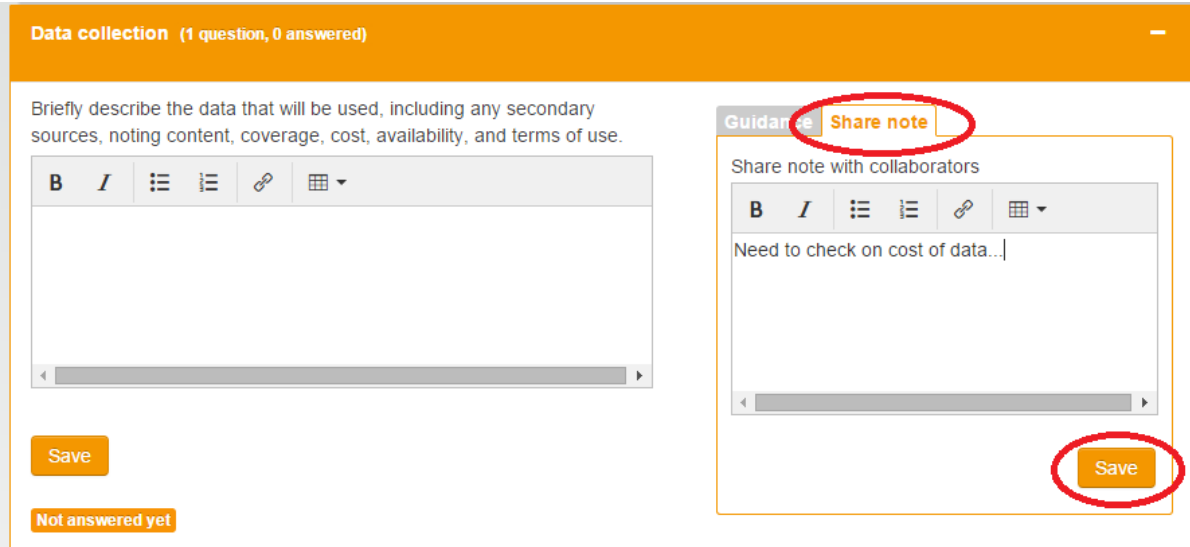
Share note

Share note with collaborators

B I [List Icons] [Link Icon] [Grid Icon]

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.

B I [List Icons] [Link Icon] [Grid Icon]

Save

Not answered yet

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](#)

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.

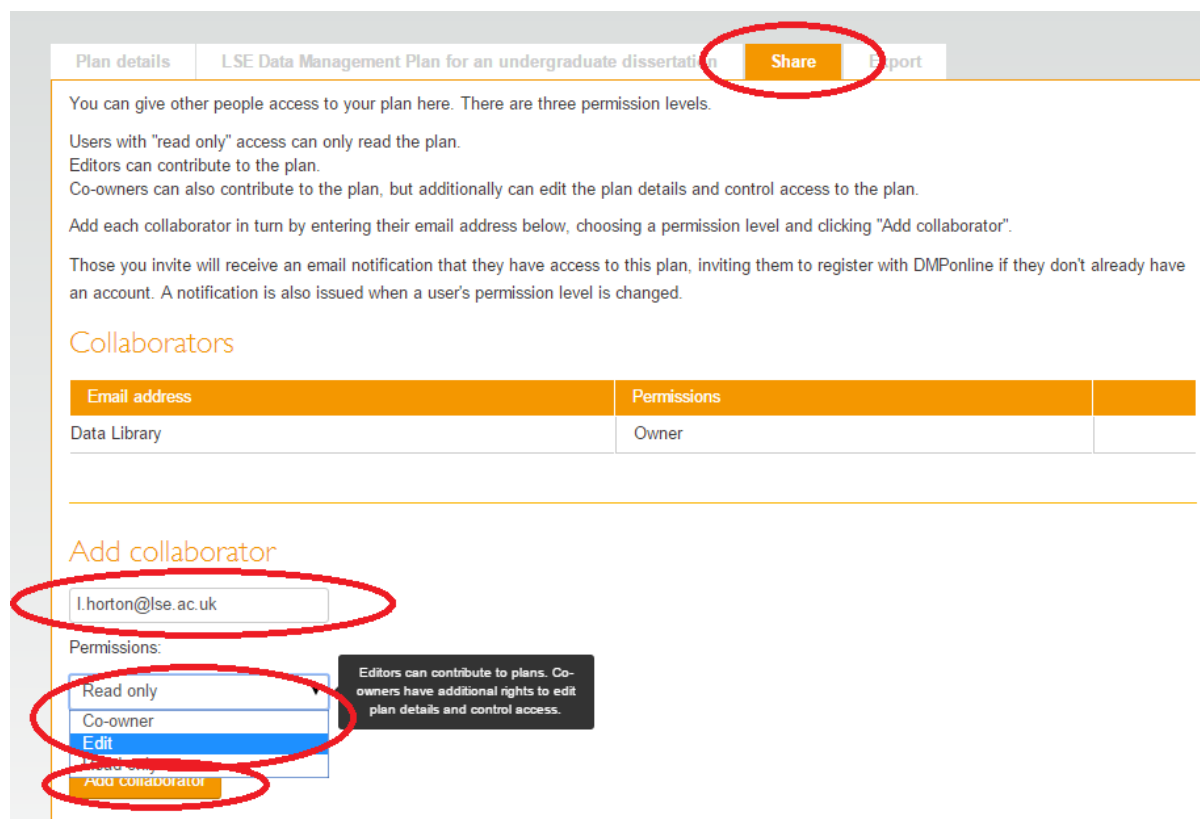
Occasionally DMPonline will also have an example answer for you to adopt or adapt accordingly.

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.



The screenshot shows the 'Share' tab selected at the top. Below the tabs, there is a section titled 'Collaborators' with a table showing the 'Data Library' as the 'Owner'. Below this is the 'Add collaborator' section, which includes an email input field (containing 'l.horton@lse.ac.uk'), a permissions dropdown menu (with 'Read only', 'Co-owner', and 'Edit' options), and an 'Add collaborator' button. A tooltip explains the permission levels: '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.

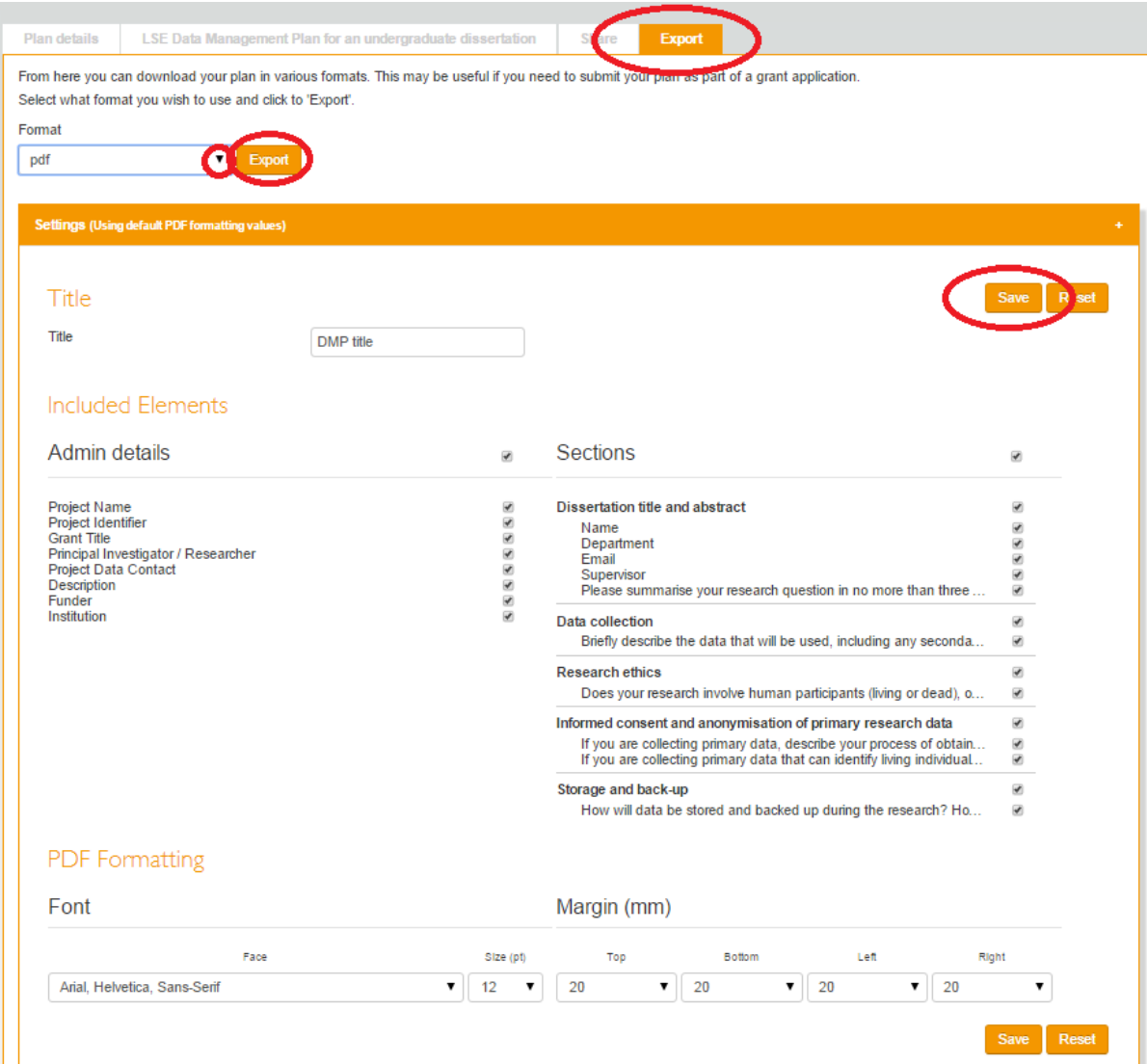
Access permissions can also be removed.

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.



Plan details | LSE Data Management Plan for an undergraduate dissertation | **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 default PDF formatting values)

Title

Title: DMP title **Save** **Reset**

Included Elements

Admin details	Sections
Project Name <input checked="" type="checkbox"/>	Dissertation title and abstract <input checked="" type="checkbox"/>
Project Identifier <input checked="" type="checkbox"/>	Name <input checked="" type="checkbox"/>
Grant Title <input checked="" type="checkbox"/>	Department <input checked="" type="checkbox"/>
Principal Investigator / Researcher <input checked="" type="checkbox"/>	Email <input checked="" type="checkbox"/>
Project Data Contact <input checked="" type="checkbox"/>	Supervisor <input checked="" type="checkbox"/>
Description <input checked="" type="checkbox"/>	Please summarise your research question in no more than three ... <input checked="" type="checkbox"/>
Funder <input checked="" type="checkbox"/>	Data collection <input checked="" type="checkbox"/>
Institution <input checked="" type="checkbox"/>	Briefly describe the data that will be used, including any seconda... <input checked="" type="checkbox"/>
	Research ethics <input checked="" type="checkbox"/>
	Does your research involve human participants (living or dead), o... <input checked="" type="checkbox"/>
	Informed consent and anonymisation of primary research data <input checked="" type="checkbox"/>
	If you are collecting primary data, describe your process of obtain... <input checked="" type="checkbox"/>
	If you are collecting primary data that can identify living individual... <input checked="" type="checkbox"/>
	Storage and back-up <input checked="" type="checkbox"/>
	How will data be stored and backed up during the research? Ho... <input checked="" type="checkbox"/>

PDF Formatting

Font **Margin (mm)**

Face	Size (pt)	Top	Bottom	Left	Right
Arial, Helvetica, Sans-Serif	12	20	20	20	20

Save **Reset**

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.