

Using DCC DMPonline to write a Data Management Plan

Laurence Horton, London School of Economics and Political Science

datalibrary@lse.ac.uk

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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.

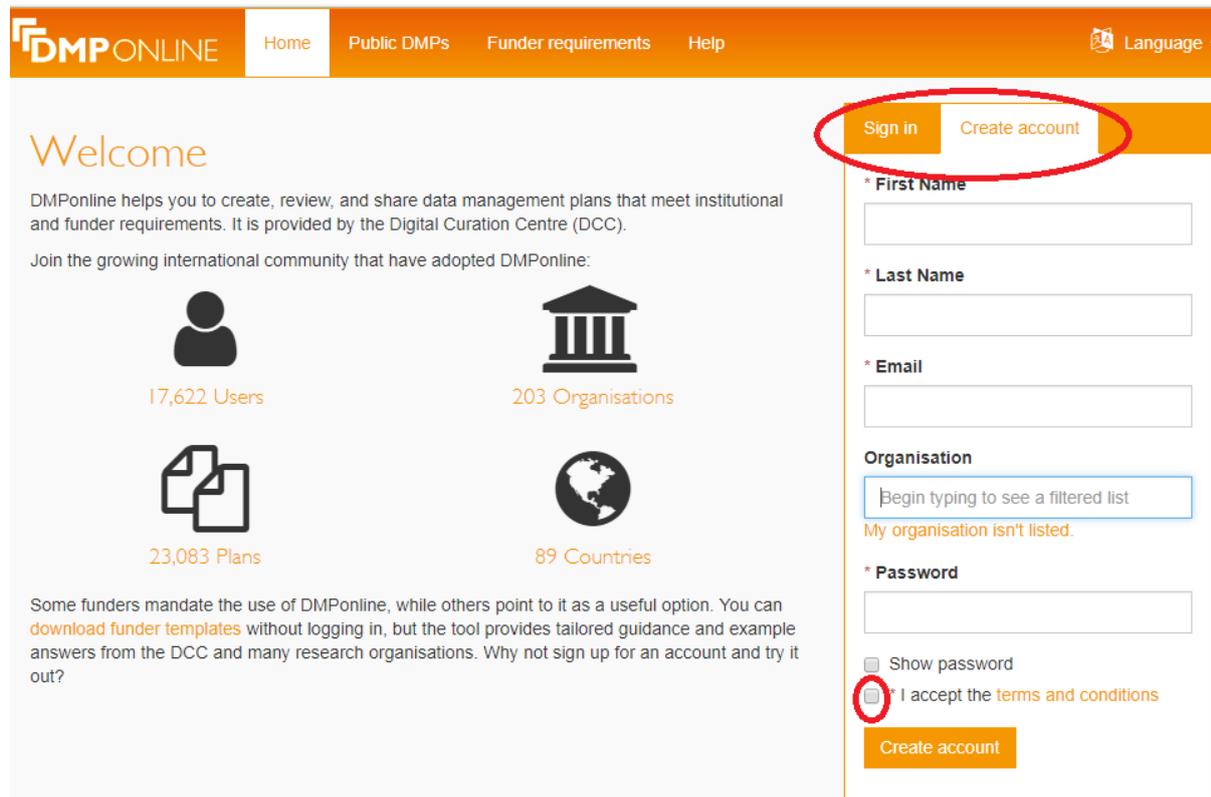
If you are working with an American funder, there is an alternate version of DMPonline called [DMPtool](#).

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/>



The screenshot shows the DMPonline website interface. At the top, there is a navigation bar with the DMPonline logo and links for Home, Public DMPs, Funder requirements, and Help. A Language dropdown menu is also visible. The main content area features a 'Welcome' message and statistics: 17,622 Users, 203 Organisations, 23,083 Plans, and 89 Countries. On the right side, there is a 'Sign in' and 'Create account' section. The 'Create account' tab is highlighted with a red circle. Below the tabs, the form includes fields for First Name, Last Name, Email, Organisation (with a search box and a note 'My organisation isn't listed'), and Password. There are also checkboxes for 'Show password' and 'I accept the terms and conditions', with the latter also circled in red. A 'Create account' button is located at the bottom of the form.

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.

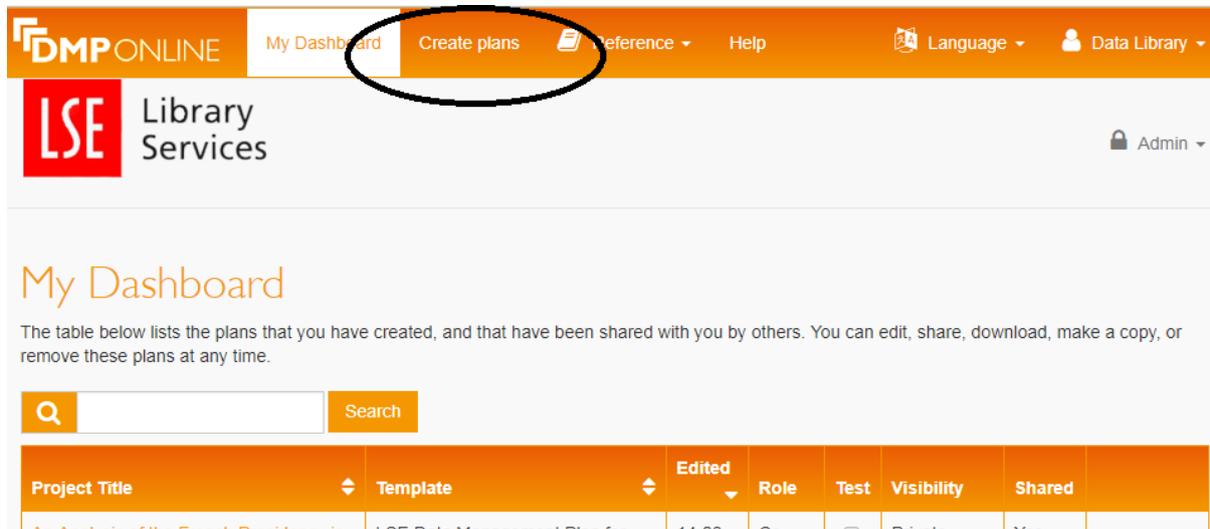
You can either choose your organisation from the list (mostly UK) or type in the name of your institution.

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

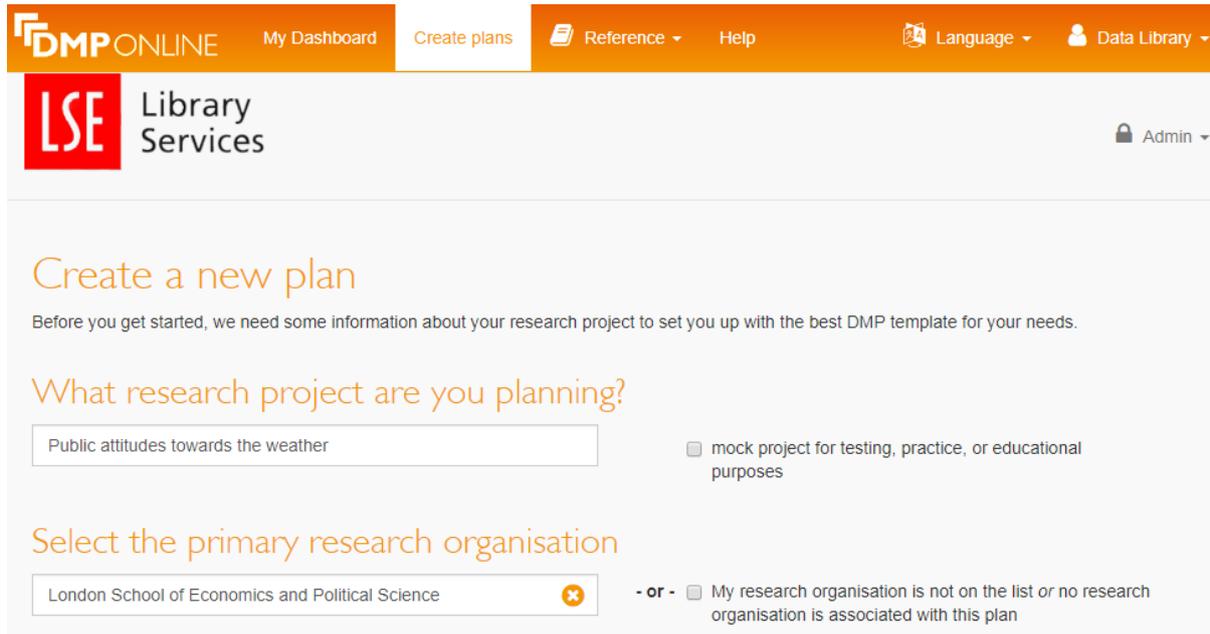
If you have used DMPonline before, then your previous plans will already be there. You can either continue to work on them, or click the “Create Plan” tab at the top of the page.



The screenshot shows the DMPonline interface. At the top, there is a navigation bar with the following items: 'DMP ONLINE', 'My Dashboard', 'Create plans' (circled), 'Reference', 'Help', 'Language', and 'Data Library'. Below this is the LSE Library Services logo and an 'Admin' dropdown menu. The main content area is titled 'My Dashboard' and contains the text: '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.' Below the text is a search bar with a magnifying glass icon and a 'Search' button. At the bottom, a table is visible with the following columns: Project Title, Template, Edited, Role, Test, Visibility, and Shared.

Project Title	Template	Edited	Role	Test	Visibility	Shared
As Aspects of the Great Depression	LSE Data Management Plan 61	11/08	Co	0	Public	Yes

3. Create a DMP



DMP ONLINE My Dashboard Create plans Reference Help Language Data Library

LSE Library Services Admin

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.

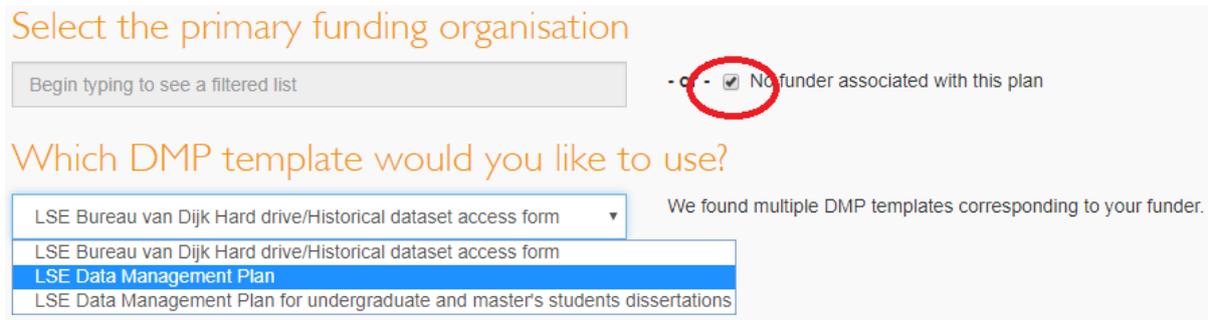
If you have a funder in mind, start typing their name and choose them from the list that appears.

Select the primary funding organisation

e		Please select a valid funding organisation from the list.
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		
Hartstichting (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?”

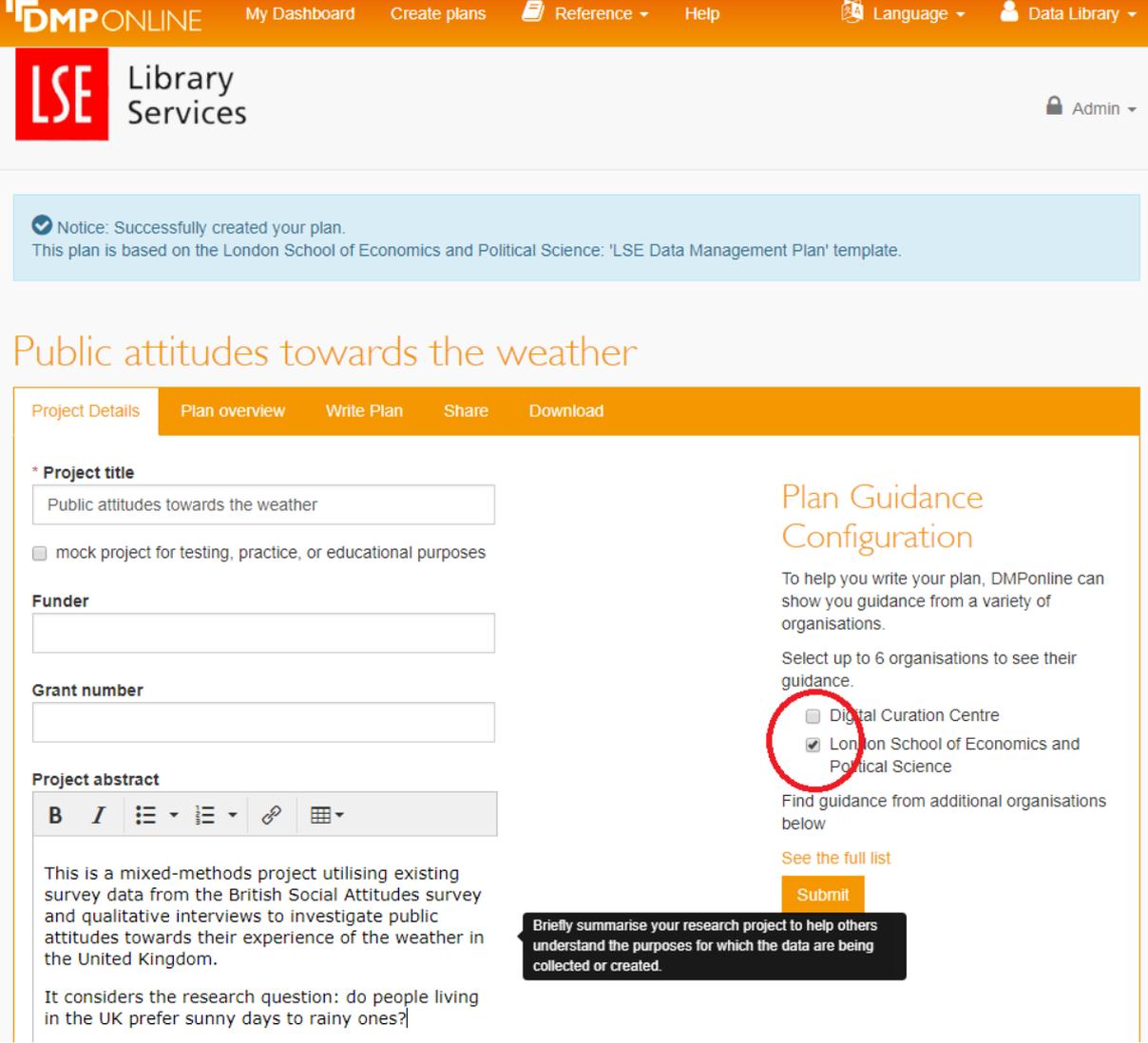


The screenshot shows a web form with two main sections. The first section is titled "Select the primary funding organisation" and contains a search input field with the placeholder text "Begin typing to see a filtered list". To the right of the input field is a radio button labeled "No funder associated with this plan", which is circled in red. The second section is titled "Which DMP template would you like to use?" and contains a dropdown menu with three options: "LSE Bureau van Dijk Hard drive/Historical dataset access form", "LSE Data Management Plan", and "LSE Data Management Plan for undergraduate and master's students dissertations". The second option is highlighted in blue. To the right of the dropdown menu is the text "We found multiple DMP templates corresponding to your funder."

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.



The screenshot shows the DMPonline interface. At the top, there is a navigation bar with 'DMP ONLINE', 'My Dashboard', 'Create plans', 'Reference', 'Help', 'Language', and 'Data Library'. Below this is the 'LSE Library Services' header with an 'Admin' dropdown. A blue notification box states: 'Notice: Successfully created your plan. This plan is based on the London School of Economics and Political Science: 'LSE Data Management Plan' template.'

The main content area is titled 'Public attitudes towards the weather'. It features a tabbed interface with 'Project Details', 'Plan overview', 'Write Plan', 'Share', and 'Download'. The 'Project Details' tab is active, showing a form with the following fields:

- * Project title:** Public attitudes towards the weather
- mock project for testing, practice, or educational purposes
- Funder:** [Empty text box]
- Grant number:** [Empty text box]
- Project abstract:** A rich text editor containing the text: 'This is a mixed-methods project utilising existing survey data from the British Social Attitudes survey and qualitative interviews to investigate public attitudes towards their experience of the weather in the United Kingdom. It considers the research question: do people living in the UK prefer sunny days to rainy ones?'

On the right side, there is a 'Plan Guidance Configuration' section. It explains that DMPonline can show guidance from various organisations and allows selecting up to 6 organisations. The following table shows the configuration options:

Organisation	Selected
Digital Curation Centre	<input type="checkbox"/>
London School of Economics and Political Science	<input checked="" type="checkbox"/>

Below this, there is a 'Find guidance from additional organisations below' section with a 'See the full list' link and a 'Submit' button. A tooltip at the bottom right reads: 'Briefly summarise your research project to help others understand the purposes for which the data are being collected or created.'

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"..

ID

Principal investigator

Name

ORCID iD
Email
Phone
Data contact person

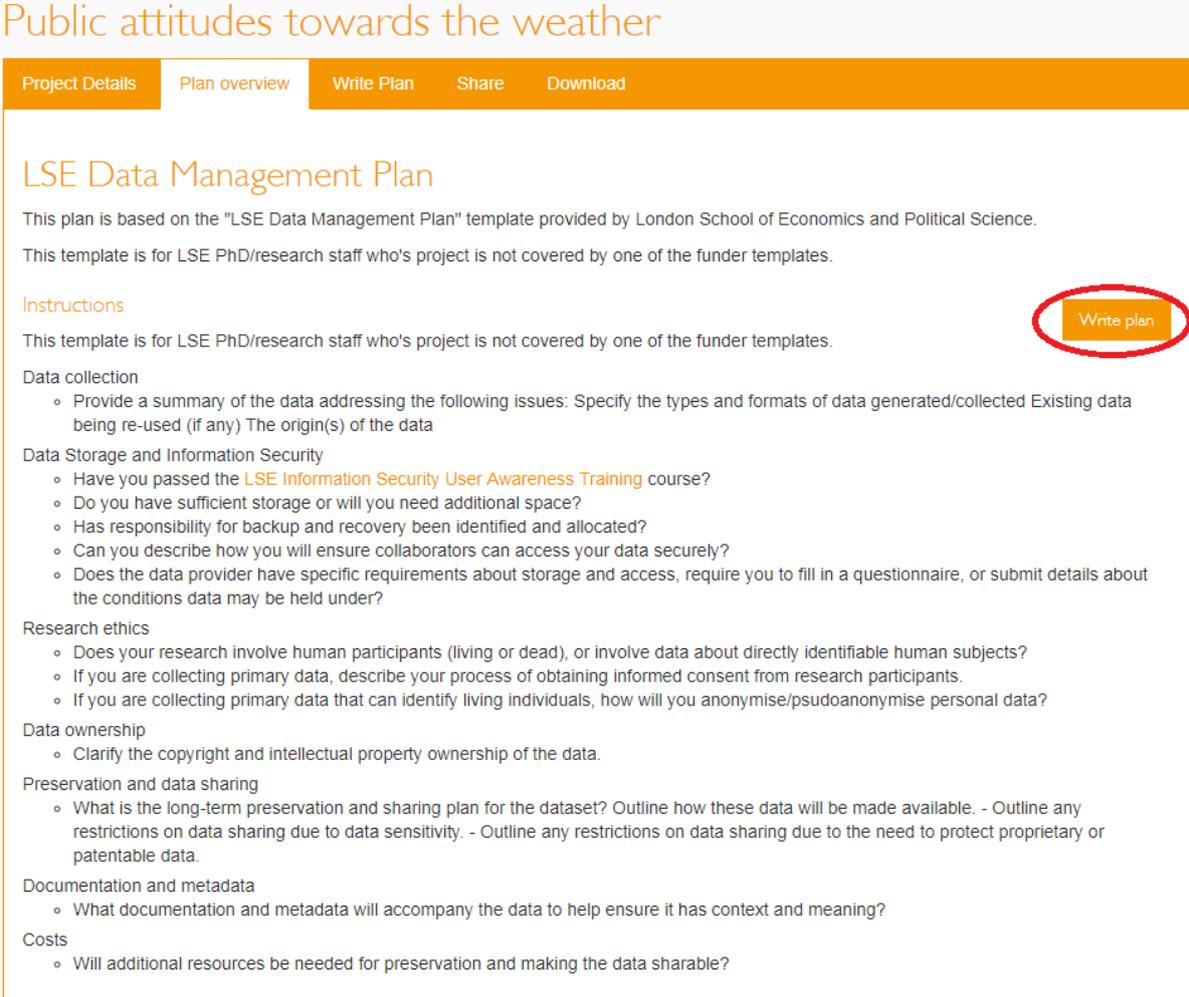
Same as Principal Investigator

If you have an [ORCID](#) identifier you can enter it.

If you are working on 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.



Public attitudes towards the weather

Project Details | Plan overview | Write Plan | Share | Download

LSE Data Management Plan

This plan is based on the "LSE Data Management Plan" template provided by London School of Economics and Political Science. This template is for LSE PhD/research staff who's project is not covered by one of the funder templates.

Instructions

This template is for LSE PhD/research staff who's project is not covered by one of the funder templates.

[Write plan](#)

Data collection

- 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

Data Storage and Information Security

- Have you passed the [LSE Information Security User Awareness Training](#) course?
- Do you have sufficient storage or will you need additional space?
- Has responsibility for backup and recovery been identified and allocated?
- Can you describe how you will ensure collaborators can access your data securely?
- Does the data provider have specific requirements about storage and access, require you to fill in a questionnaire, or submit details about the conditions data may be held under?

Research ethics

- Does your research involve human participants (living or dead), or involve data about directly identifiable human subjects?
- If you are collecting primary data, describe your process of obtaining informed consent from research participants.
- If you are collecting primary data that can identify living individuals, how will you anonymise/pseudoanonymise personal data?

Data ownership

- Clarify the copyright and intellectual property ownership of the data.

Preservation and data sharing

- What is the long-term preservation and sharing plan for the dataset? Outline how these data will be made available. - Outline any restrictions on data sharing due to data sensitivity. - Outline any restrictions on data sharing due to the need to protect proprietary or patentable data.

Documentation and metadata

- What documentation and metadata will accompany the data to help ensure it has context and meaning?

Costs

- Will additional resources be needed for preservation and making the data sharable?

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.

Public attitudes towards the weather



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.

Public attitudes towards the weather

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

expand all | collapse all 1/13 answered

Data collection (1 / 1)
—

Provide a summary of the data addressing the following issues:

- Specify the types and formats of data generated/collected
- 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

B *I*    

We can not 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.

Save

Answered just now by datalibrary@lse.ac.uk

Guidance
Comments

LSE Guidance

expand all | collapse all

Data format
+

Data collection
—

Questions to consider

- How will the data be created?
- What standards or methodologies will you use?
- How will you structure and name your folders and files?
- How will you ensure that different versions of a dataset are easily identifiable?

Guidance

Outline how the data will be collected/generated and which

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.

Guidance	Comments
MRC	LSE Guidance
<p>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].</p>	

DMPonline 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

B *I* ☰ ☰ 🔗 📄

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

Save

Answered 5 minutes ago by datalibrary@lse.ac.uk

Guidance Comments

Add comments to share with collaborators

B *I* U 🔗

Can we check the licence conditions on the LFS data?

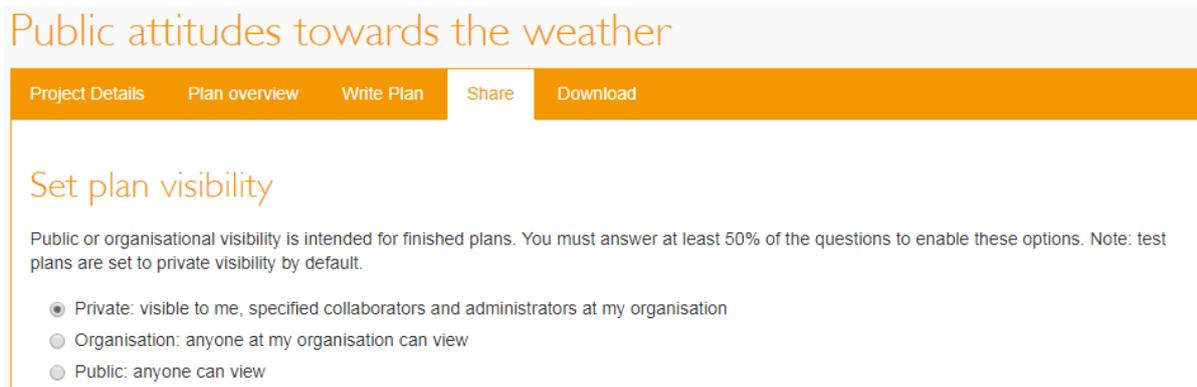
Save

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.

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
datalibrary@lse.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

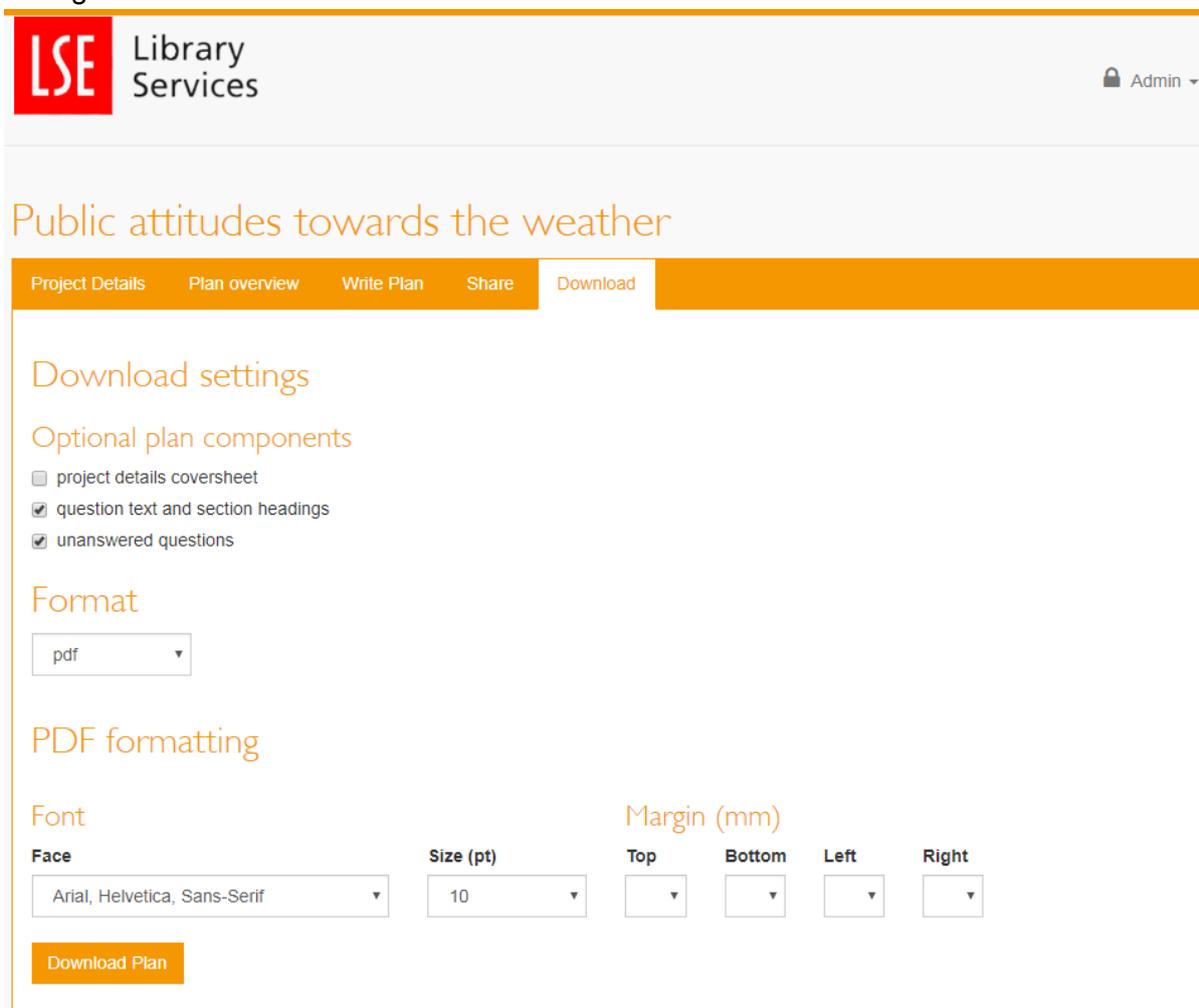
If the collaborator is already registered with DMPonline they will get a notification email. If they are not registered, they will receive an invitation.

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.



The screenshot shows the 'Download' tab of the DMPonline interface. At the top, there is a navigation bar with tabs for 'Project Details', 'Plan overview', 'Write Plan', 'Share', and 'Download'. The 'Download' tab is active. Below the navigation bar, the page title is 'Public attitudes towards the weather'. The main content area is titled 'Download settings' and includes the following sections:

- Optional plan components:** Three checkboxes are visible: 'project details coversheet' (unchecked), 'question text and section headings' (checked), and 'unanswered questions' (checked).
- Format:** A dropdown menu is set to 'pdf'.
- PDF formatting:** This section includes:
 - Font:** A 'Face' dropdown menu is set to 'Arial, Helvetica, Sans-Serif'.
 - Size (pt):** A dropdown menu is set to '10'.
 - Margin (mm):** Four dropdown menus for 'Top', 'Bottom', 'Left', and 'Right' are all set to their default values.

At the bottom of the settings area, there is an orange button labeled 'Download Plan'.

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 (Arial, Helvetia, Sans-Serif or "Times New Roman", Times, Serif), font size (8-14), and page margins.

Public attitudes towards the weather

Data collection

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 can not 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.

Data Storage and Information Security

Have you passed the [LSE Information Security User Awareness Training](#) course?

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.