

Writing a Data Management Plan for an undergraduate or 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.

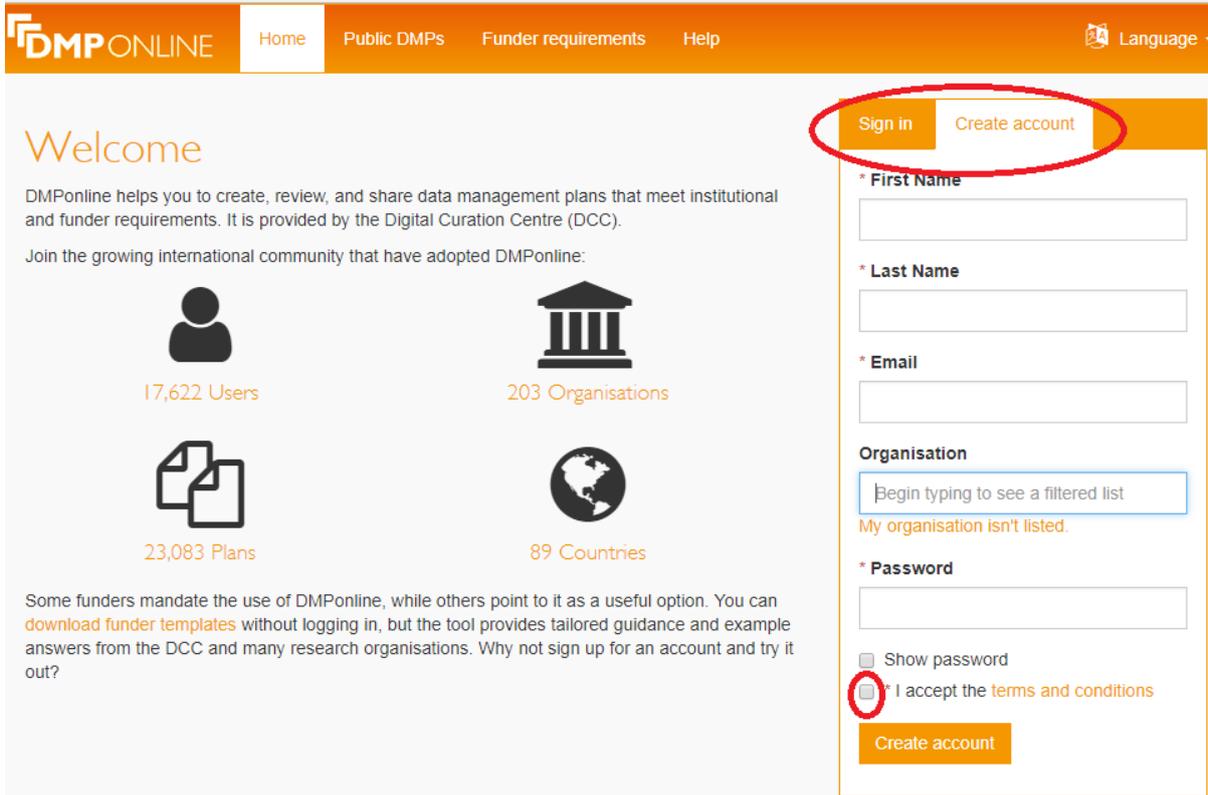
The Digital Curation Center designed [DMPonline](#) to help write a research Data Management Plan.

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.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 present. Below the navigation bar, 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 account creation form. The form has two tabs: 'Sign in' and 'Create account'. The 'Create account' tab is highlighted with a red circle. The form fields include: * First Name, * Last Name, * Email, Organisation (with a search box and a note 'My organisation isn't listed'), * Password, and a checkbox for 'I accept the terms and conditions' which is also highlighted with a red circle. 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.

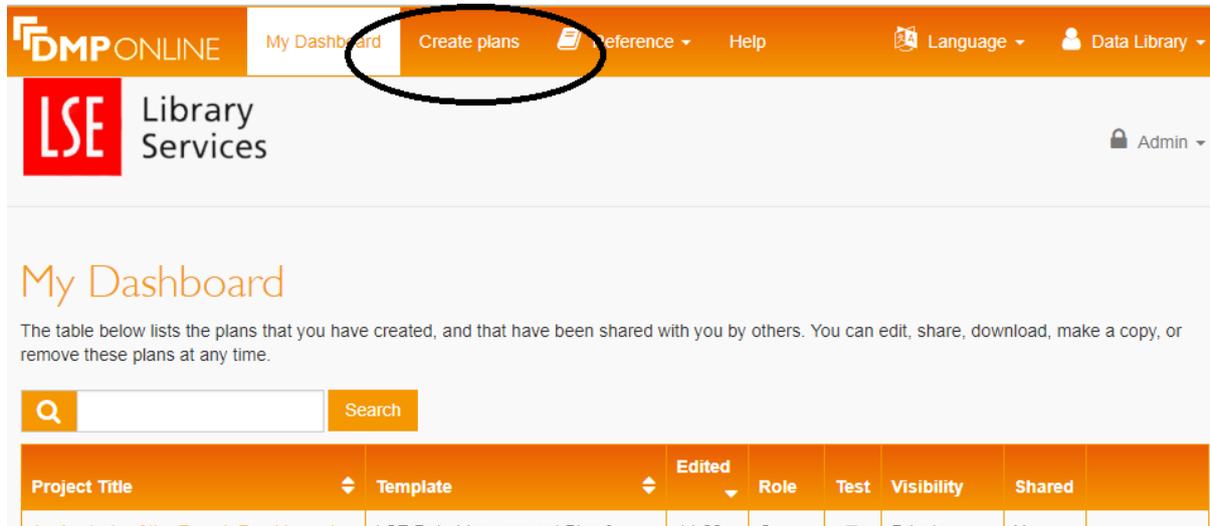
You can either choose your organisation from the list (mostly UK) or type in the name of your institution.

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.

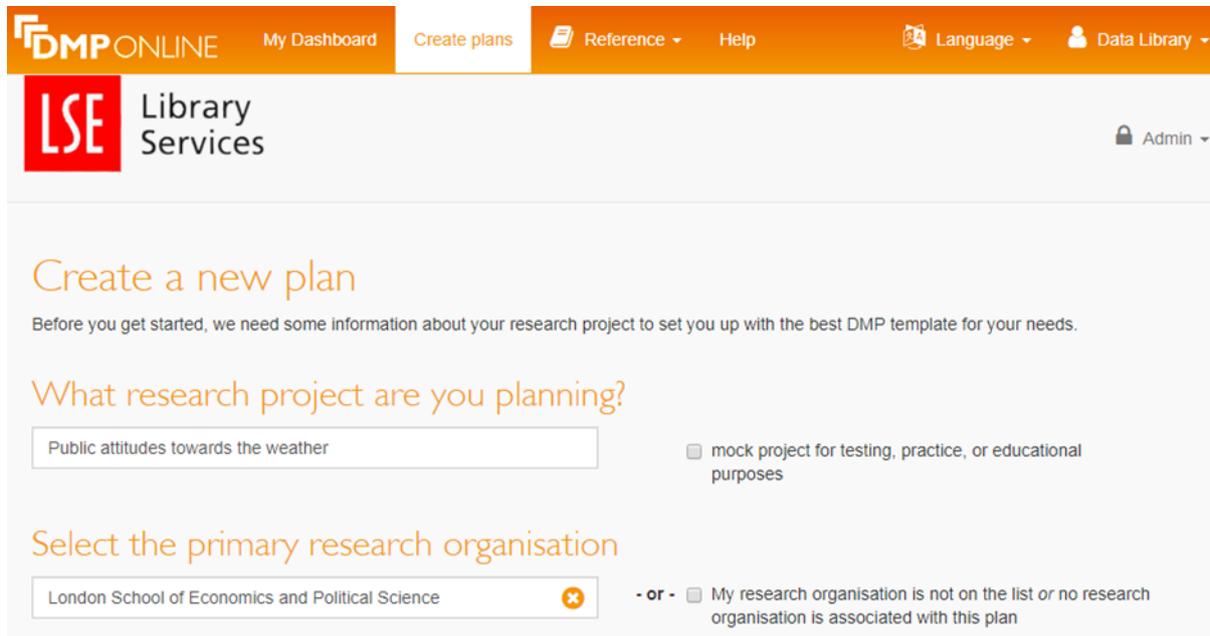


The screenshot shows the DMPonline interface. At the top, there is a navigation bar with the following items: 'DMP ONLINE', 'My Dashboard', 'Create plans' (circled), 'Reference', 'Help', 'Language', and 'Data Library'. Below this is the LSE Library Services logo and an 'Admin' dropdown menu. The main content area is titled 'My Dashboard' and contains a search bar and a table of plans.

Project Title	Template	Edited	Role	Test	Visibility	Shared
An Analysis of the Growth of...	LSE Data Management Plan for...	11/08	Co...	...	Public	Yes

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

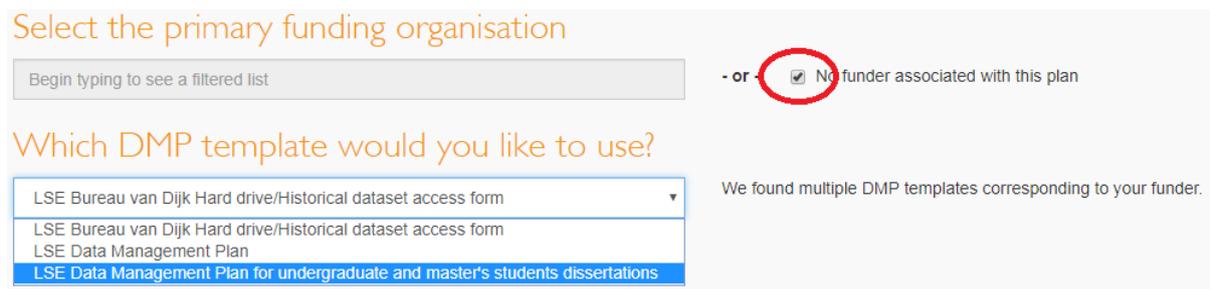
3. Create a DMP



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..."



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

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?"

If you are an undergraduate or taught master's student use the "LSE Data Management Plan for undergraduate and master's student's dissertations" template.

This is an overview section. It is useful for identifying yourself and your DMP. Enter a Project title (required) and other information.

 Notice: Successfully created your plan.
This plan is based on the London School of Economics and Political Science: 'LSE Data Management Plan for undergraduate and master's students dissertations' template.

Public attitudes towards the weather

Project Details
Plan overview
Write Plan
Share
Download

*** Project title**

mock project for testing, practice, or educational purposes

Funder

Grant number

Plan Guidance Configuration

To help you write your plan, DMPonline can show you guidance from a variety of organisations.

Select up to 6 organisations to see their guidance.

Find guidance from additional organisations below

[See the full list](#)

Submit

Project abstract

B I ☰ ☰ 🔗 📄

This is a mixed-methods project utilising existing survey data from the Labour Force 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?

Briefly summarise your research project to help others understand the purposes for which the data are being collected or created.

Click "Create plan" when you are ready, 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 for undergraduate and master's students dissertations

This plan is based on the "LSE Data Management Plan for undergraduate and master's students dissertations" template provided by London School of Economics and Political Science.

This template is designed to help LSE taught undergraduate or master's students write a Data Management Plan for their dissertation.

Instructions

Writing a thesis 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.

Dissertation title and abstract

- Name
- Department
- Email
- Supervisor
- Please summarise your research question in no more than three sentences.

Data collection

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

Research ethics

- Does your research involve human participants (living or dead), or involve data about directly identifiable human subjects?

Informed consent and anonymisation of primary research data

- 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?

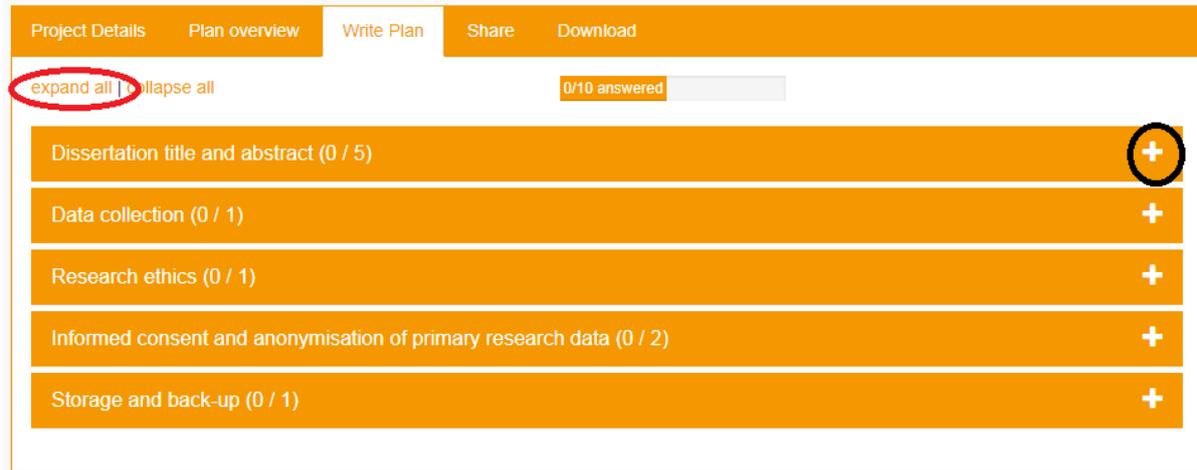
Storage and back-up

- 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?



To get started you can click on the "Write plan" button to the right of the screen or on the tabs at the top.

Public attitudes towards the weather



The screenshot shows a navigation bar with tabs: Project Details, Plan overview, Write Plan, Share, and Download. Below the navigation bar, there are two links: 'expand all' (circled in red) and 'collapse all'. To the right of these links is a progress indicator showing '0/10 answered'. Below this is a list of five sections, each with a '+' icon on the right side. The sections are: 'Dissertation title and abstract (0 / 5)', 'Data collection (0 / 1)', 'Research ethics (0 / 1)', 'Informed consent and anonymisation of primary research data (0 / 2)', and 'Storage and back-up (0 / 1)'. The '+' icon for the first section is circled in black.

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 1/10 answered

Dissertation title and abstract (0 / 5) +

Data collection (1 / 1) -

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

B *I* ☰ ☰ 🔗 📄

I can not exclusively use existing data sources because there is no research data investigating the topic of attitudes to the weather. This project will use data from the Labour Force Survey held at the UK Data Archive to control for employment and education variables.

A small set (n=5) qualitative interviews will explore 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
Check what data there is you can use and that it is available to you.
Explain how you will address issues like terms of use, copyright, and if you need to pay to use the data.
Sources of advice:

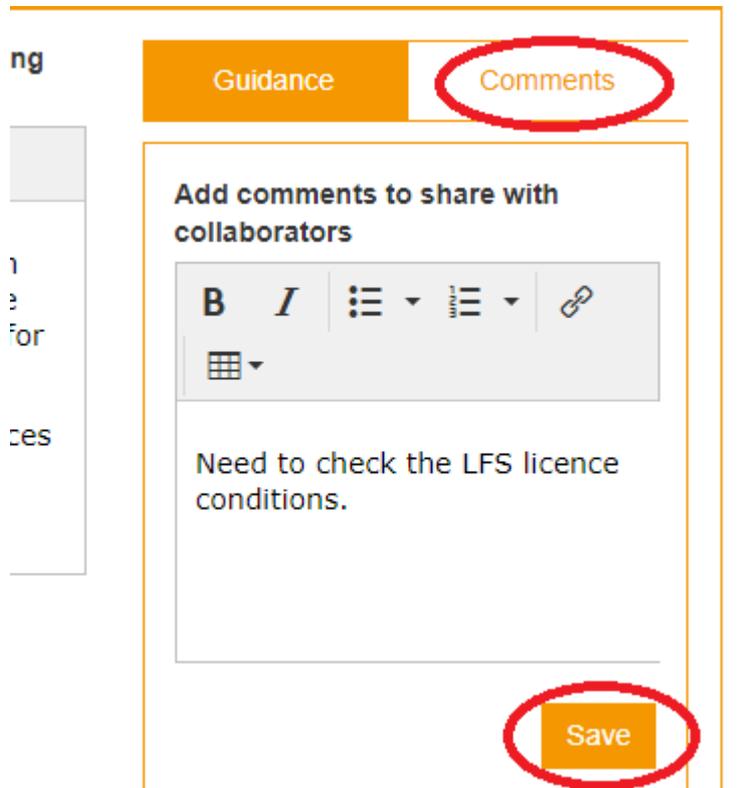
- Your supervisor
- LSE Data Library [website](#), [Companion for Data Users](#) or email datalibrary@lse.ac.uk.

By default this template provides LSE specific guidance on what to think about in order to finish this section and supporting resources to help you provide a response. This is found in the "Guidance" box to the right side of the screen.

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

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

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

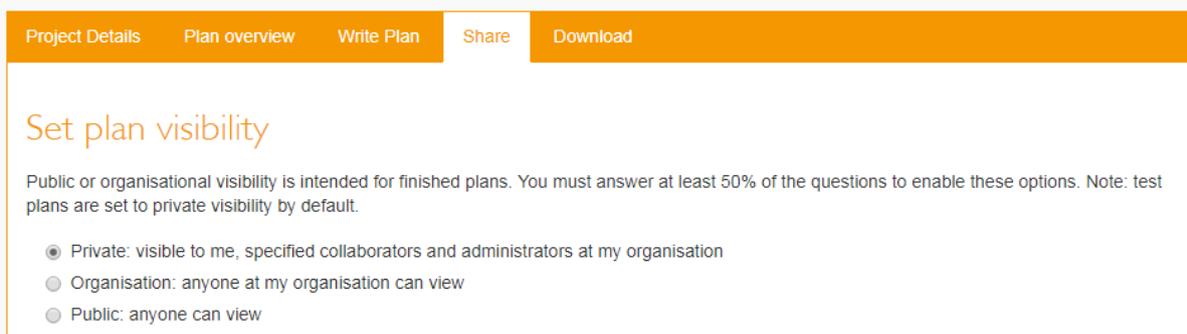


DMPonline also has the possibility to leave comments for your collaborators, data manager, or notes to yourself. Click the “Comments” tab towards the right side of the screen or the notes tab next to “Guidance”. Add your comment, and be sure to save it using the “Save” button below the note.

4. Share your DMP

At any point you can now decide if or how you want to share your plan. By default the visibility of the plan is set to "Private".

Public attitudes towards the weather



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

Set plan visibility

Public or organisational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.

- Private: visible to me, specified collaborators and administrators at my organisation
- Organisation: anyone at my organisation can view
- Public: anyone can view

However, you can 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 LSE's Research Data Management support staff to look at the plan.

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

Enter the collaborator's email and select a permissions level. You can control the level of access collaborators have: 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. Click "Submit" when done.

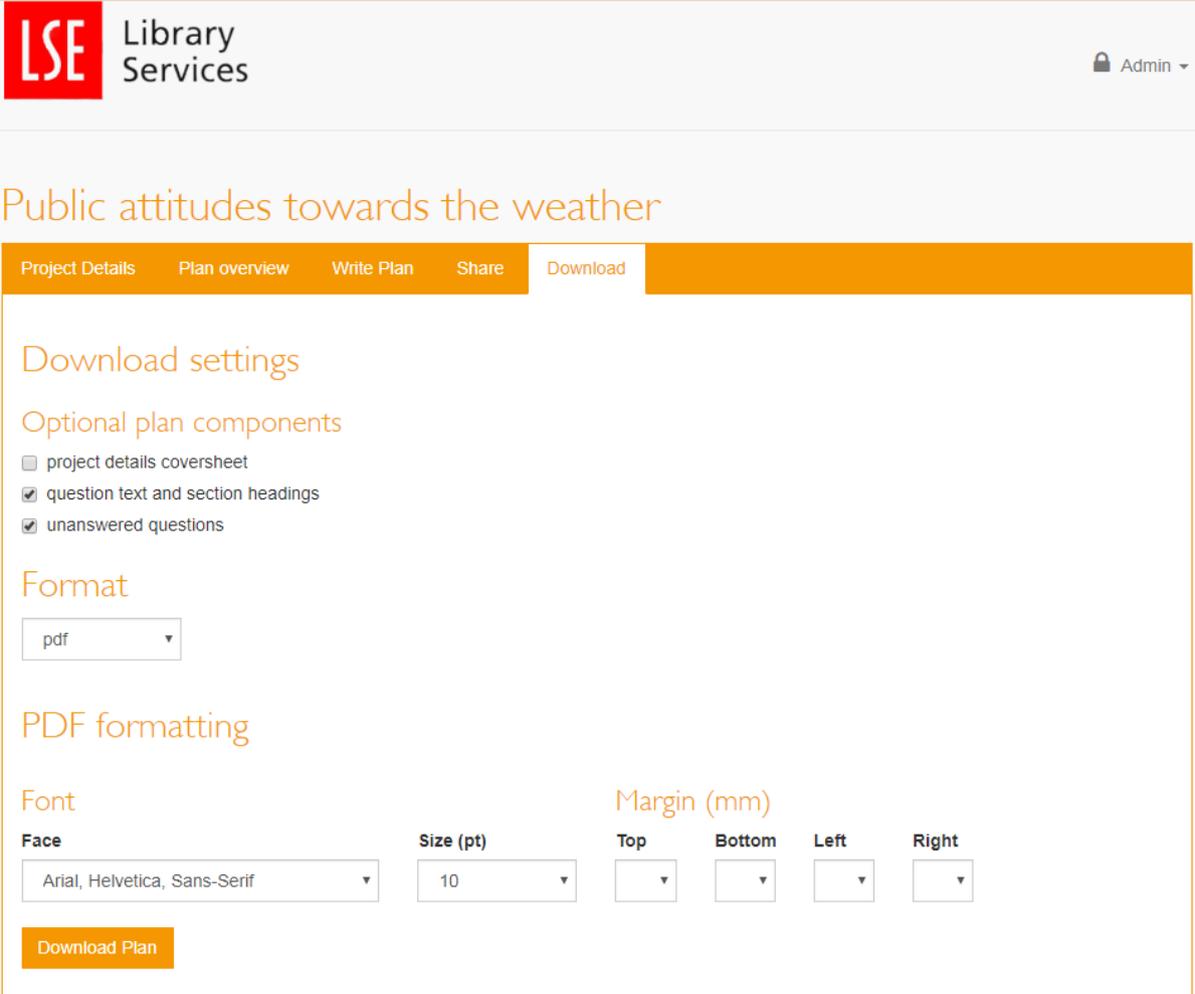
If the collaborator is already registered with DMPonline they will get a notification email. If they are not registered, they will receive an invitation.

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.



LSE Library Services Admin ▾

Public attitudes towards the weather

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

Download settings

Optional plan components

- project details coversheet
- question text and section headings
- unanswered questions

Format

pdf ▾

PDF formatting

Font

Face: Arial, Helvetica, Sans-Serif ▾

Size (pt): 10 ▾

Margin (mm)

Top: ▾ Bottom: ▾ Left: ▾ Right: ▾

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.