Writing a Data Management Plan with DMPonline

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OVERVIEW

What is a Data Management Plan?
What is DMPOnline?
DMPOnline demo
What is a DMP?

A formal statement describing how research data will be managed and documented throughout a research project.
DMP
Data Management Plan
DMPOnline is...

...a tool created by the UK’s Digital Curation Centre (DCC) to help researchers write data management and sharing plans.
SIGN UP

dmponline.dcc.ac.uk

Email
Organisation
Password

New to DMPonline? Sign up today.

My organisation isn't listed.

I accept the terms and conditions.

Sign up
Edit profile

Please note that your email address is used as your username. If you change this, remember to use your new email address on sign in.

You can edit any of the details below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:jenny.oneill@ucd.ie">jenny.oneill@ucd.ie</a></td>
</tr>
<tr>
<td>First name</td>
<td>Jenny</td>
</tr>
<tr>
<td>Last name</td>
<td>O'Neill</td>
</tr>
<tr>
<td>Organisation</td>
<td>Other organisation</td>
</tr>
<tr>
<td>ORCID number</td>
<td>orcid.org/0000-0002-1644-1236</td>
</tr>
</tbody>
</table>

Link your DMPonline account to your institutional credentials (UK users only)

If you would like to change your password please complete the following fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current password</td>
<td></td>
</tr>
<tr>
<td>New password</td>
<td></td>
</tr>
<tr>
<td>Password confirmation</td>
<td></td>
</tr>
</tbody>
</table>

Enter ORCID number
Change email
Update organisation
Change password
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Shared?</th>
<th>Last edited</th>
<th>Select an action</th>
</tr>
</thead>
<tbody>
<tr>
<td>My plan (Horizon 2020 DMP)</td>
<td>Me</td>
<td>No</td>
<td>17-08-2016</td>
<td>Edit Share Export Delete</td>
</tr>
</tbody>
</table>

Create plan

Contact us | Terms of use | DMPonline previous version
© 2004 - 2016 Digital Curation Centre (DCC)

Main homepage is 'My Plans' page

Plans you have created

Plans shared with you

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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.

To see institutional questions and/or guidance, select your organisation.
You may leave blank or select a different organisation to your own.

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

Create plan

Funder (e.g. Horizon 2020)
You can select guidance from DCC
DCC hope to add discipline specific guidance in the future

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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

<table>
<thead>
<tr>
<th>Email address</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny O'Neill</td>
<td>Owner</td>
</tr>
</tbody>
</table>

Share the plan so you can edit together

Level of access: Co-owner, edit, read-only
My plan (DCC Template)

From here you can download your plan in various formats. This may Select what format you wish to use and click to 'Export'.

Format

Settings (Using default PDF formatting values)
Getting started

1. ANSWER QUESTIONS
Click the 'Answer questions' button or browse the tabs at the top of the screen.

2. GUIDANCE
The guidance comes in the right hand pane from your funder, organisation or DCC.

3. CLICK SAVE
It tells you who answered the question and when.

4. PROGRESS BAR
The progress bar at the top updates as you answer and save questions.
### Plan (DCC Template)

<table>
<thead>
<tr>
<th>Details</th>
<th>Generic DMP</th>
<th>Share</th>
<th>Export</th>
</tr>
</thead>
</table>

Fill in the basic project details below and click 'Update' to save.

<table>
<thead>
<tr>
<th>Plan name</th>
<th>My plan (DCC Template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Grant number</td>
<td></td>
</tr>
<tr>
<td>Principal Investigator/Researcher</td>
<td>Jenny O'Neill</td>
</tr>
<tr>
<td>Principal Investigator/Researcher ID</td>
<td></td>
</tr>
<tr>
<td>Plan data contact</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

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**MY PLAN**

**METADATA**

- Plan name
- ID
- Grant number
- Principal Investigator/Researcher
- Principal Investigator/Researcher ID
- Plan data contact
- Description

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DATA COLLECTION

What data will you collect or create?

How will the data be collected or created?

Provides a description of the data your project will capture, create or use. It is important to record this detail to help you and subsequent users understand why and how the data were created.
DATA COLLECTION

Choosing a file format for preservation

- Open source vs proprietary
- Ubiquity

http://libguides.ucd.ie/data/fileformats
DOCUMENTATION AND METADATA

What documentation and metadata will accompany the data?

Organising, documenting and describing data is important in order to assure quality control and reproducibility of data.
DOCUMENTATION AND METADATA

Research Data Alliance Metadata Standards Directory
http://rd-alliance.github.io/metadata-directory/

BioSharing
https://biosharing.org
ETHICS AND LEGAL COMPLIANCE

How will you manage any ethical issues?

Office of Research Ethics:
www.ucd.ie/researchethics

- Are there any ethical and privacy issues that may prohibit sharing of some or all of the data? If so, how will these be resolved?
- Do your data contain confidential or sensitive information? If so have you discussed data sharing with the respondents from whom you collected the data?
ETHICS AND LEGAL COMPLIANCE

How will you manage copyright and Intellectual Property Rights (IPR) issues?

UCD Innovation Intellectual Property Guide:
http://www.ucd.ie/innovation/researchers/intellectualpropertyguide/

- Who owns the data arising from your research, and the intellectual property rights relating to them?
STORAGE AND BACKUP

How will the data be stored and backed up during the research?

Storage: Where and what media? Short-term, longer-term? How will the data be shared during the project? Back-up: How will it be done and how often will it be done?
3-2-1 BACKUP STRATEGY

3 - total copies of your data
2 - different mediums (devices)
1 - copy offsite
STORAGE AND BACKUP

How will you manage access and security? How will data security be guaranteed e.g. data encryption, password etc.
STORAGE AND BACKUP

Which File Storage should I use?:
http://www.ucd.ie/itservices/ourservices/documentsandstorage/options/
Research IT: http://www.ucd.ie/itservices/ourservices/researchit/
SELECTION AND PRESERVATION

Which data are of long-term value and should be retained, shared, and/or preserved?

- What data will be kept or destroyed after the end of the project?
- How long will data be kept? e.g. 3-5 years, 10-20 years, permanently?
SELECTION AND PRESERVATION

What is the long-term preservation plan for the dataset?

- Where will the data be stored? e.g. archive, data repository, network etc.
- What is needed to prepare the data for preservation or data sharing?
- What related information will be deposited with the data?
DATA SHARING

How will you share the data?

- In addition to the owners of the data you generate, who else has a right to see or use this data? And who else should reasonably have access? Who will be the audience for your data?
- Are there any sharing requirements? e.g. funder data sharing policy
DATA SHARING

Are any restrictions on data sharing required?

- Are there any limits to data sharing required?
- How will the data be discovered and shared?
- What tools / software will be needed to work with the data?
- Will there be embargo periods?
RESPONSIBILITIES AND RESOURCES

Who will be responsible for data management?

Who will be responsible for ensuring your plan is followed?
How often will your plan be reviewed and updated?
RESPONSIBILITIES AND RESOURCES

What resources will you require to deliver your plan?

Carefully consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.
THANK YOU!

Useful links:

DMPOnline: dmponline.dcc.ac.uk
Research Data Management: http://libguides.ucd.ie/data
DCC How-to Guides & Checklists: http://www.dcc.ac.uk/resources/how-guides

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