

DMPonline User Guide



Introduction

Funding bodies increasingly require their grant-holders to produce Data Management Plans (DMP), both during the bid-preparation stage and after funding has been secured. DMPonline has been produced by the UK's Digital Curation Centre (DCC) to help research teams respond to this requirement, and any expectations that their institution or others may apply.

The [DCC](#) has produced a tool that assists researchers to produce an effective data management plan (DMP) to cater for the whole lifecycle of a project, from bid-preparation stage through to completion.

How the tool works

There are a number of templates within the tool that represent the requirements of different funders and institutions. Users are asked three questions at the outset to determine the appropriate template to display. Guidance is provided to help you interpret and answer the questions.

Accessing DMPonline

Access DMPonline at: <https://dmponline.dcc.ac.uk/>

Alternatively use the link from the [Research Data Management pages](#) or from the **I Want to..** box on your my Portal page: <http://portal.stir.ac.uk>

The first time you use DMPonline select the Create account tab

Home - Advanced Lit x Microsoft Word - PE x Planning tools | Infor x DMPonline x DMPonlineUserGuid: x New Tab x

Secure | https://dmponline.dcc.ac.uk/#sign-in-form

Apps CareLink Personal Th Medtronic CareLink T My Portal Box ORCID | Connecting Research Information Site structure TERM// TOPdesk Other bookmarks

DMPONLINE Home Public DMPs Funder requirements Help Language

Welcome

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).

Join the growing international community that have adopted DMPonline:

- 17,622 Users
- 203 Organisations
- 23,083 Plans
- 89 Countries

Some funders mandate the use of DMPonline, while others point to it as a useful option. You can [download funder templates](#) without logging in, but the tool provides tailored guidance and example answers from the DCC and many research organisations. Why not sign up for an account and try it out?

Sign in **Create account**

* **Email**

* **Password**

Forgot password?

 Remember email

Sign in

- OR -

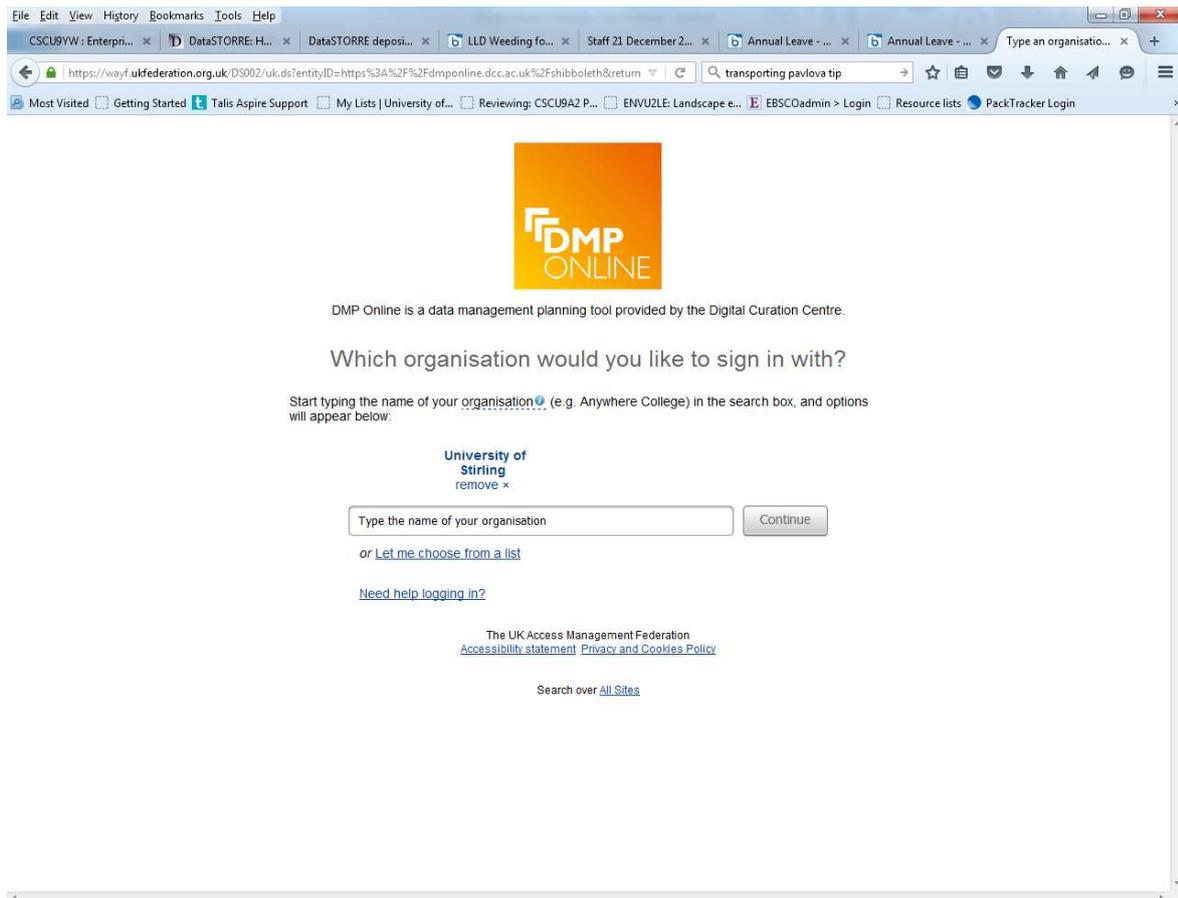
Sign in with institutional credentials (UK only)

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Enter your name, your Stirling email address, and in the Organisation box type **stirling** and select **University of Stirling** from the drop down menu. You will then create a password and accept the terms and conditions.

Once you've ticked the box to accept terms and conditions, you will receive an email with a link to confirm your account.

Once you've clicked the link in the email and signed in, you will be asked to Edit your profile (add your name and ORCID number). Select 'Link to institutional credentials': this means from now you won't need to use the separate password, instead when you come to login you will then be able to select 'Or sign in with your institutional credentials(UK only)' and choose University of Stirling.



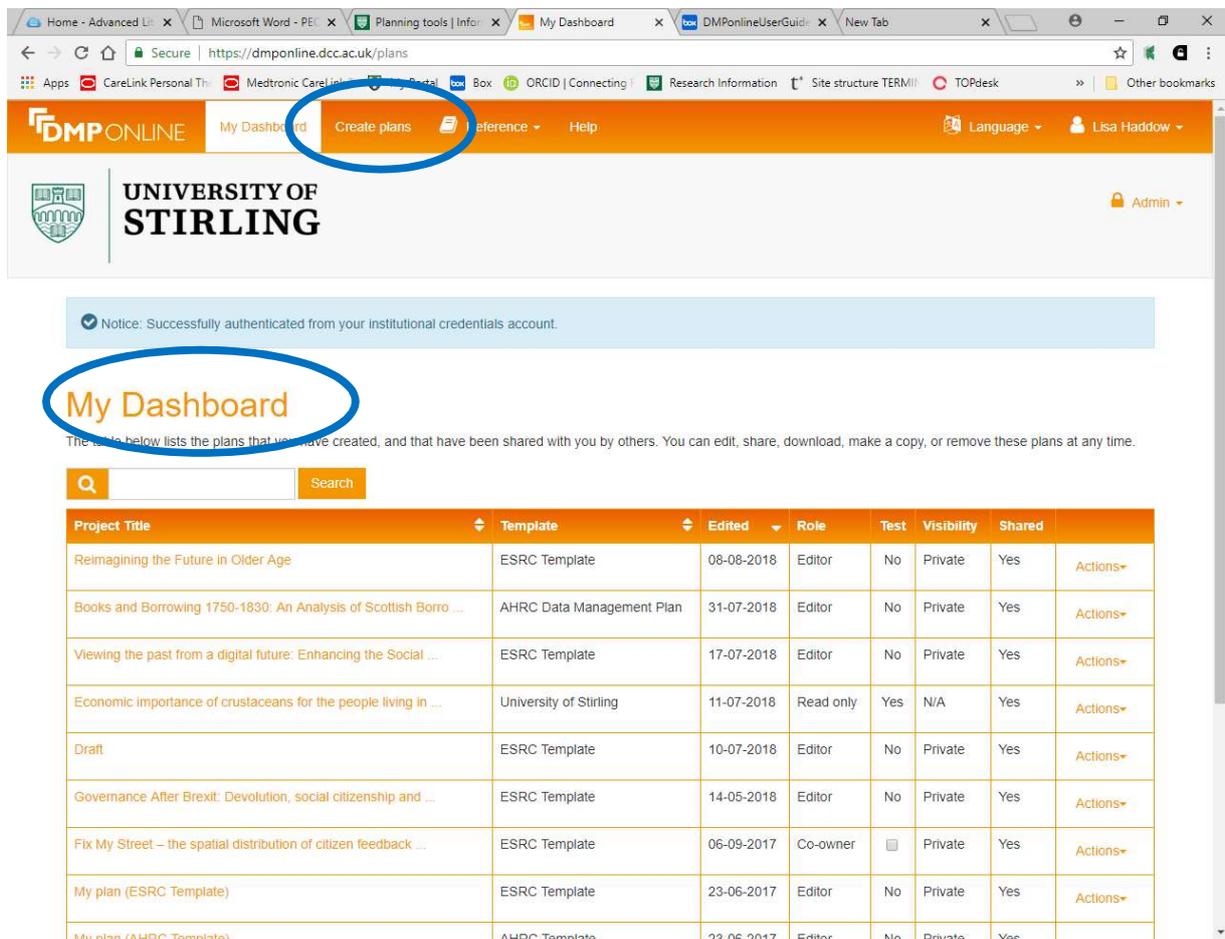
The screenshot shows a web browser window with several tabs open. The active tab is titled 'Type an organisation...' and the address bar shows the URL: <https://wayf.ukfederation.org.uk/D5002/uk.ds?entityID=https%3A%2F%2Fdmponline.dcc.ac.uk%2Fshibboleth&return>. The search bar contains the text 'transporting pavlova tip'. Below the browser window, the DMP ONLINE logo is displayed, consisting of an orange square with the text 'DMP ONLINE' in white. Below the logo, the text reads: 'DMP Online is a data management planning tool provided by the Digital Curation Centre.' The main heading is 'Which organisation would you like to sign in with?'. Below this, there is a search box with the placeholder text 'Type the name of your organisation' and a 'Continue' button. The search box contains the text 'University of Stirling' and a 'remove x' link. Below the search box, there is a link 'or Let me choose from a list' and a link 'Need help logging in?'. At the bottom of the page, there is a footer with the text 'The UK Access Management Federation' and links for 'Accessibility statement' and 'Privacy and Cookies Policy'. There is also a link 'Search over All Sites'.

Getting Started

When you login to DMPOnline you will be taken into your 'My Dashboard' page. From here you can edit, share, export or delete any of your plans. You will also see plans that have been shared with you by others.

Create a plan

To create a plan, click the 'Create plans' tab from the 'My Dashboard' page



Notice: Successfully authenticated from your institutional credentials account.

My Dashboard

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.

Project Title	Template	Edited	Role	Test	Visibility	Shared	Actions
Reimagining the Future in Older Age	ESRC Template	08-08-2018	Editor	No	Private	Yes	Actions
Books and Borrowing 1750-1830. An Analysis of Scottish Borrowing	AHRC Data Management Plan	31-07-2018	Editor	No	Private	Yes	Actions
Viewing the past from a digital future: Enhancing the Social ...	ESRC Template	17-07-2018	Editor	No	Private	Yes	Actions
Economic importance of crustaceans for the people living in ...	University of Stirling	11-07-2018	Read only	Yes	N/A	Yes	Actions
Draft	ESRC Template	10-07-2018	Editor	No	Private	Yes	Actions
Governance After Brexit: Devolution, social citizenship and ...	ESRC Template	14-05-2018	Editor	No	Private	Yes	Actions
Fix My Street – the spatial distribution of citizen feedback ...	ESRC Template	06-09-2017	Co-owner	<input type="checkbox"/>	Private	Yes	Actions
My plan (ESRC Template)	ESRC Template	23-06-2017	Editor	No	Private	Yes	Actions
My plan (AHRC Template)	AHRC Template	23-06-2017	Editor	No	Private	Yes	Actions

- Type in the title of the research plan or select the box for “Mock project for testing, practice or educational purposes”.
- Type in University of Stirling for the primary research organisation.
- Now “Select the primary funding organisation” by beginning to type in the name of the funder, e.g., E... Select the Appropriate UKRI research organisation from the drop-down menu
- If you do not have a funder or the funder is not listed, tick the “No funder associated with this plan or my funder is not listed” box

- You will then be asked if you want to see institutional guidance, select your organisation – **University of Stirling** will be selected as default but you can change this, e.g., if you want to use University of Edinburgh’s guidance
- The project Details page is then created where you can add in the Grant number, the Project abstract, ID etc. You are also asked if you want to select other sources of guidance. Please select the **Digital Curation Centre** and **University of Stirling**
- Now click on **Write Plan**

The tabbed interface allows you to navigate through different functions when editing your plan.

- **Project Details** includes basic administrative details,
- the **Plan overview** tells you what sets of questions and guidance your plan is based on and gives you an overview of the questions that you will be asked.
- The following tab(s) present the questions to answer. There may be more than one tab if your funder or university asks different sets of questions at different stages, e.g., at grant application and post-award.
- The **Share** tab allows you to invite others to read or contribute to your plan.
- The **Download** tab allows you to download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application.

Write plan

Depending upon which funder you have selected there will be a variety of questions to answer.

The screenshot shows a web browser window with the URL https://dmponline.dcc.ac.uk/plans/30242/edit?phase_id=5537. The page header includes the DMPonline logo, navigation links (My Dashboard, Create plans, Reference, Help), and user information (Language, Lisa Haddow, Admin). The main content area is titled "Test on microalgae" and features a navigation bar with tabs: Project Details, Plan overview, Write Plan, Share, and Download. Below the tabs, there is a section titled "expand all | collapse all" with a progress indicator "0/13 answered". A list of sections is displayed, each with a plus sign (+) to expand it:

- Data Collection (0 / 2)
- Documentation and Metadata (0 / 1)
- Ethics and Legal Compliance (0 / 2)
- Storage and Backup (0 / 2)
- Selection and Preservation (0 / 2)
- Data Sharing (0 / 2)
- Responsibilities and Resources (0 / 2)

To expand each question select the + symbol. You will then see specific questions for each area with guidance from the funder, DCC and the University to help you answer each question.

Share plans

To share a plan, select the Share tab, from here you can set the plan's visibility – Private – visible only to you; Organisation – anyone at my organisation can view and public anyone can view.

You can **Manage collaborators** here by inviting people using their email address, e.g., you may want to invite a member of the Library and Archives Research Support Team to help you create your DMP so insert the email address of any collaborators, e.g., l.j.haddow@stir.ac.uk, you would like to invite to read or edit your plan. Set the level of permissions you would like to grant them via the options

and then click on Submit. Your collaborator will then get an email to enable them to access the DMP via DMPOnline.

Download plans

To export a plan, select the **Download** tab and then select the Optional Plan Components and the Format of your download, e.g., pdf or docx. This document/pdf can then be added to Worktribe in the Projects Document tab and tagged as a Data Management Plan.

Further help

If you have any queries please contact us at researchdatamanagement@stir.ac.uk