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

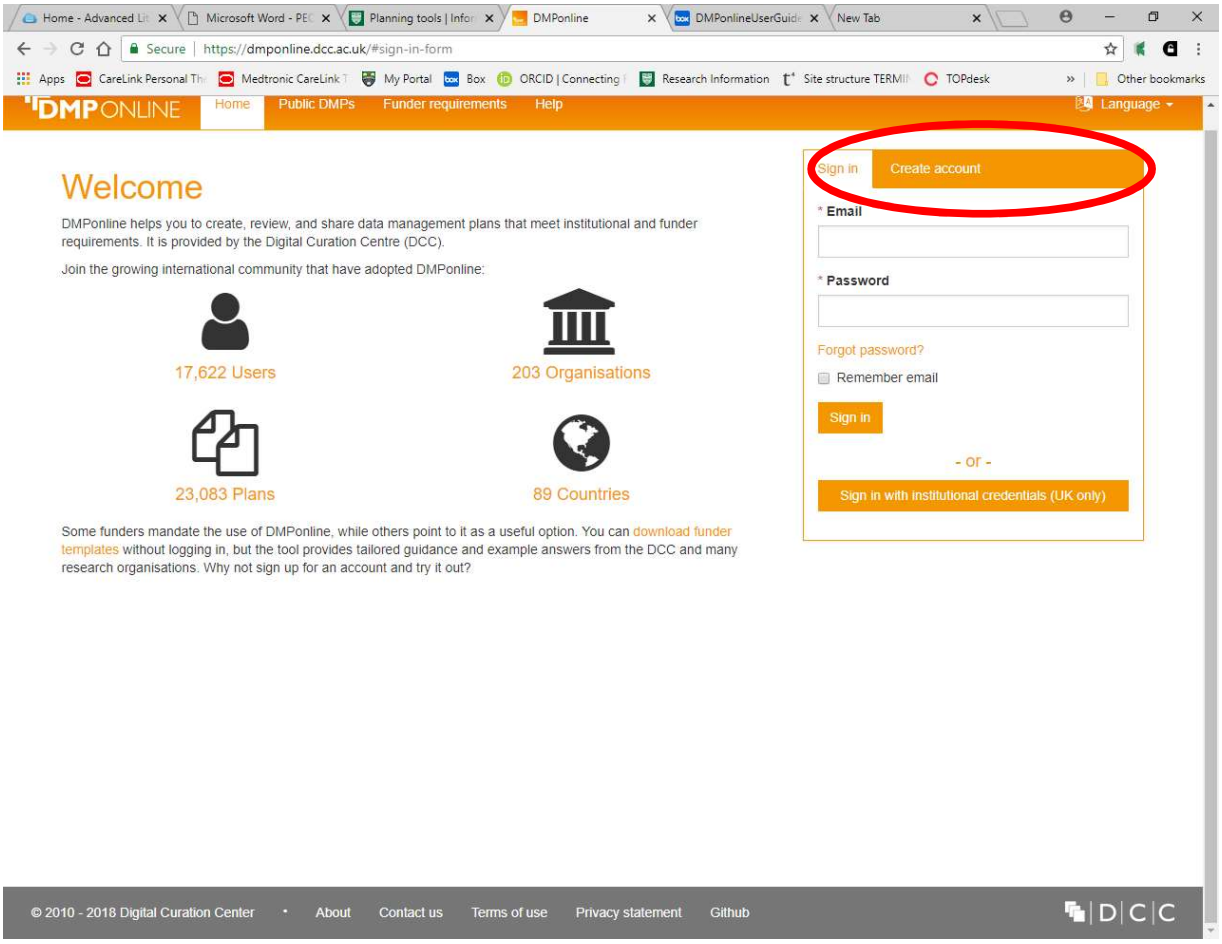
There are a number of templates within the tool that represent the requirements of different funders and institutions. Users are asked three questions at the outset to determine the appropriate template to display. Guidance is provided to help you interpret and answer the questions.

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

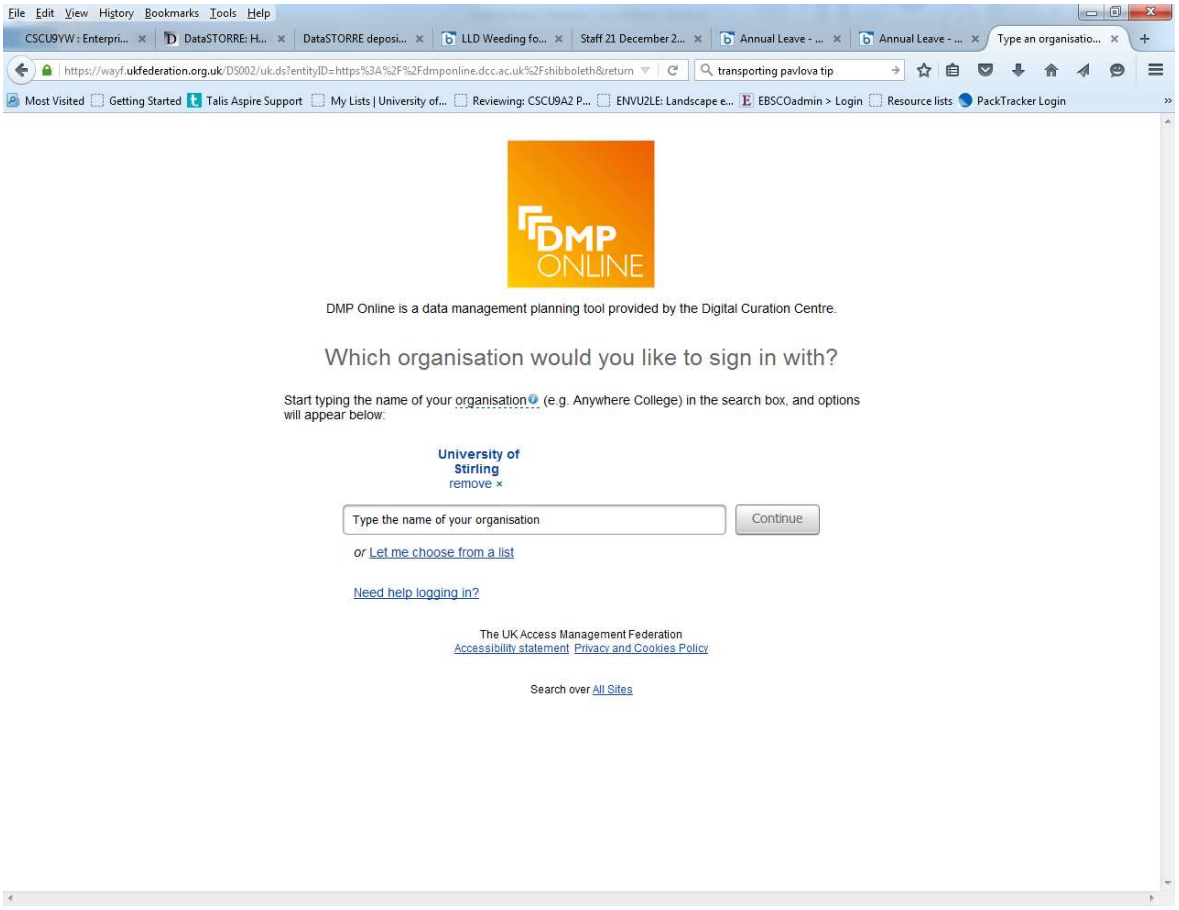
The first time you use DMPonline select the Create account tab



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.

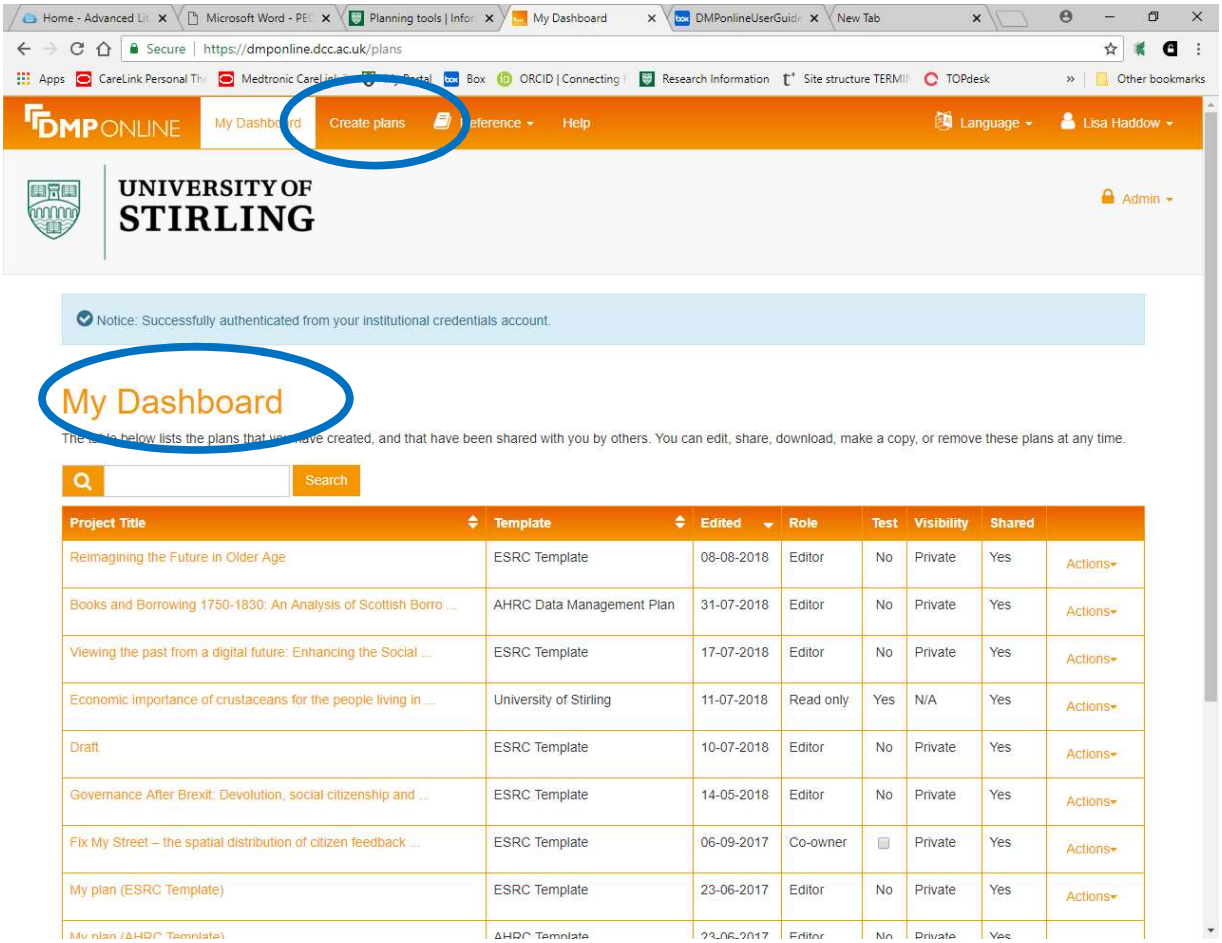


Getting Started

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



- 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

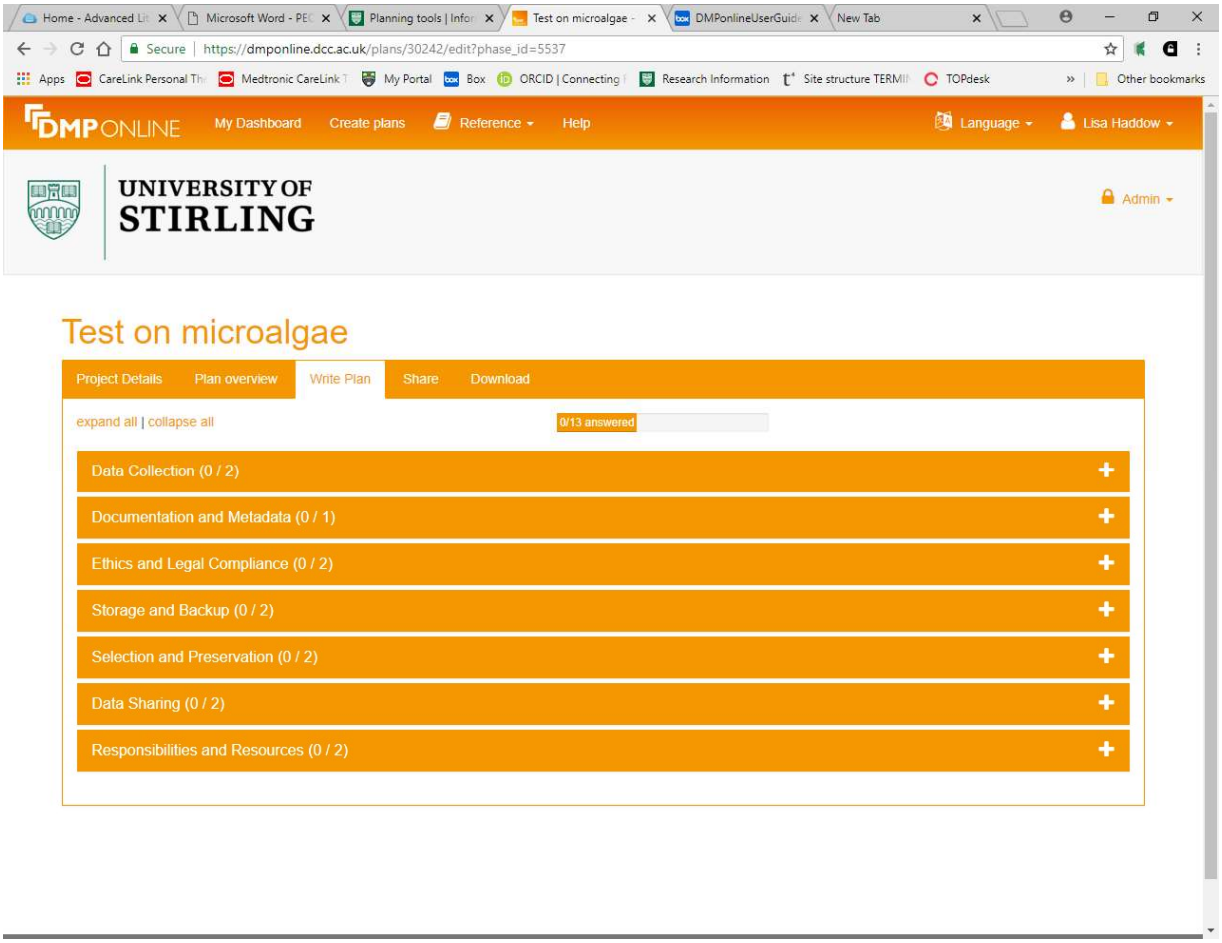
- You will then be asked if you want to see institutional guidance, select your organisation – **University of Stirling** will be selected as default but you can change this, e.g., if you want to use University of Edinburgh's guidance
- The project Details page is then created where you can add in the 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.



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