



# DMPonline: basic demo

<https://dmponline.dcc.ac.uk>

# What is DMPonline?

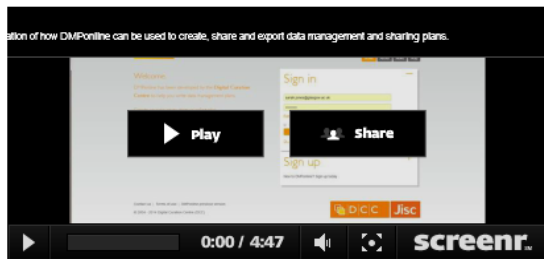
- A web-based tool to help researchers write Data Management and Sharing Plans
- Includes requirements and guidance from funders, universities and other groups
- Developed by the Digital Curation Centre

# Sign up or sign in

Welcome.

DMPonline has been developed by the [Digital Curation Centre](#) to help you write data management plans.

[Screencast on how to use DMPonline](#)



## Sign in

[Forgot your password?](#)

Remember me

Sign in

[Or, sign in with your institutional credentials \(UK users only\)](#)

## Sign up

New to DMPonline? Sign up today.

Use your email and password to login

Or if you're at a UK university, you can use your standard university login

# Returning users see 'My plans' page

Signed in as Sarah Jones ▾

[View plans](#)
[Create plan](#)
[About](#)
[News](#)
[Help](#)

## 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.

Name	Owner	Shared?	Last edited	Select an action
My project (NERC Template)	Valerie McCutcheon	Yes (with 1 people)	17-12-2013	Edit Export
Withdrawal of services for young adults	Me	No	06-03-2014	Edit Share Export Delete
My project (MRC Template)	Me	No	05-03-2014	Edit Share Export Delete

[Create plan](#)

Summary of the DMPs that you have created, or others have shared with you. Note the varying permissions.

# Creating a new plan

Signed in as Sarah Jones ▾

[View plans](#)

[Create plan](#)

[About](#)

[News](#)

[Help](#)

## 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 applying for funding, select your research funder.**

Otherwise leave blank.

European Commission (Horizon 2020) ▾

[Not applicable/not listed.](#)

**To see institutional questions and/or guidance, select your organisation.**

You may leave blank or select a different institution to your own.

University of Glasgow ▾

[Not applicable/not listed.](#)

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

Generic guidance from the Digital Curation Centre

[Create plan](#)

Select funder (if any)

Select organisation for additional questions and guidance

Select other sources of guidance



# Plan details: summary

This plan is based on:

Funder | Economic and Social Research Council

[Answer questions](#)

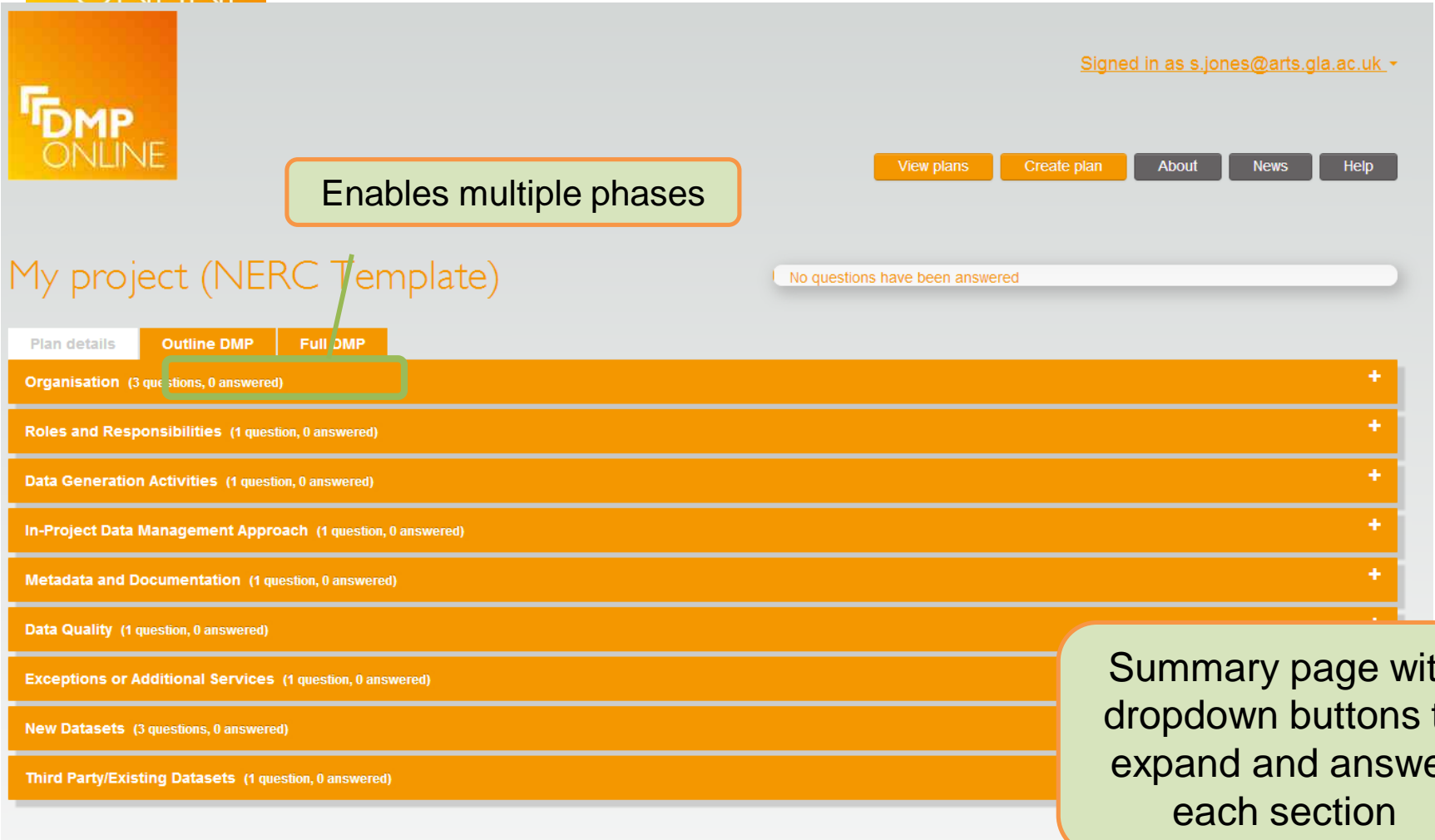
[Export](#)

The ESRC requires that all applicants seeking ESRC funding include a statement on data sharing in the relevant section of the Je-S application form. If data sharing is not possible, the applicant must present a strong argument to justify their case.

Sections	Questions
Existing data	<ul style="list-style-type: none"><li>- An explanation of the existing data sources that will be used by the research project (with references)</li><li>- An analysis of the gaps identified between the currently available and required data for the research</li></ul>
Information on the data that will be produced	<ul style="list-style-type: none"><li>- Methodologies for data collection</li><li>- Data volume and data type, e.g. qualitative or quantitative data</li><li>- Data quality, formats, standards documentation and metadata</li></ul>
Planned quality assurance and back-up procedures (security/storage)	<ul style="list-style-type: none"><li>- Quality Assurance</li><li>- Back-Up</li></ul>
Management and archiving of collected data	<ul style="list-style-type: none"><li>- Plans for management and archiving of collected data</li></ul>
Overcoming data sharing difficulties	<ul style="list-style-type: none"><li>- Expected difficulties in data sharing, along with causes and possible measures to overcome these difficulties.</li></ul>
Consent, confidentiality, anonymisation and other ethical considerations	<ul style="list-style-type: none"><li>- Explicit mention of consent, confidentiality, anonymisation and other ethical considerations</li></ul>
Copyright and intellectual property ownership of the data	<ul style="list-style-type: none"><li>- Copyright and intellectual property ownership of the data</li></ul>
Responsibilities for data management and curation	<ul style="list-style-type: none"><li>- Responsibilities for data management and curation within research teams at all participating institutions</li></ul>

Summary of the sections and questions in your DMP

# Overview of sections in a DMP



Signed in as [s.jones@arts.gla.ac.uk](mailto:s.jones@arts.gla.ac.uk)

[View plans](#) [Create plan](#) [About](#) [News](#) [Help](#)

Enables multiple phases

## My project (NERC Template)

No questions have been answered

Plan details	Outline DMP	Full DMP
Organisation (3 questions, 0 answered)		
Roles and Responsibilities (1 question, 0 answered)		
Data Generation Activities (1 question, 0 answered)		
In-Project Data Management Approach (1 question, 0 answered)		
Metadata and Documentation (1 question, 0 answered)		
Data Quality (1 question, 0 answered)		
Exceptions or Additional Services (1 question, 0 answered)		
New Datasets (3 questions, 0 answered)		
Third Party/Existing Datasets (1 question, 0 answered)		

Summary page with dropdown buttons to expand and answer each section

# Answering questions

My project (DCC Template)

1/13

Plan details

Generic DMP

Share

Export

Data Collection (2 questions, 0 answered)



Documentation and Metadata (1 question, 1 answered)



What documentation and metadata will accompany the data?

**B** *I* Paragraph ▾ ☰ ☷ ☲ ▾

Metadata will be tagged in XML using the Data Documentation Initiative (DDI) format. The codebook will contain information on study design, sampling methodology, fieldwork, variable-level detail, and all information necessary for a secondary analyst to use the data accurately and effectively.

Save

Answered less than a minute ago by Sarah Jones

## DCC Guidance

### Questions to consider:

- What information is needed for the data to be read and interpreted in the future?
- How will you capture / create this documentation and metadata?
- What metadata standards will you use and why?

### Guidance:

Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it. This should at least include basic details that will help people to find the data, including who created or contributed to the data, its title, date of creation and under what conditions it can be accessed.

Documentation may also include details on the methodology used, analytical and procedural definitions of variables, vocabularies, units, any assumptions made, and the format of the data. Consider how you will capture and where it will be recorded. Wherever possible, you should identify and use existing community

Notes who has answered the question and when

Progress bar updates how many questions remain



# Institutions can provide examples and suggested answers

What data is being generated or reused in this research?

Example answer

Historic possum abundance (trap-catch) and possum control effort data will be provided by OSPRI. We will collect possum abundance (trap-catch) and movement (GPS collar) data during the project. Broad habitat/vegetation class information will be extracted from LCDB3.

**B** *I* Paragraph ▾ ☰ ☷ ☸ ▾

Identify the repository to which the data will be offered for deposit

Suggested answer

The University of Edinburgh undertake to maintain the digital outputs of this project for the long term and will utilise university infrastructure (the Edinburgh DataShare repository) to ensure preservation and continued access. We will make all data outputs available under permissive licensing allowing broad community adoption and re-purposing.

**B** *I* Paragraph ▾ ☰ ☷ ☸ ▾



# Sharing plans

## Withdrawal of services for young people

- Plan details
- ESRC Data Management Questions
- Share**
- Export

You can share your plan to allow others to read or edit it. Please insert the email address of the person you wish to share it with. You can leave a note to explain why you are sharing the plan, or what you wish them to look at.

### Collaborators

User name	Permissions	
Sarah Jones	Owner	
Laura Molloy	<input type="text" value="Read only"/>	<a href="#">Remove user access</a>

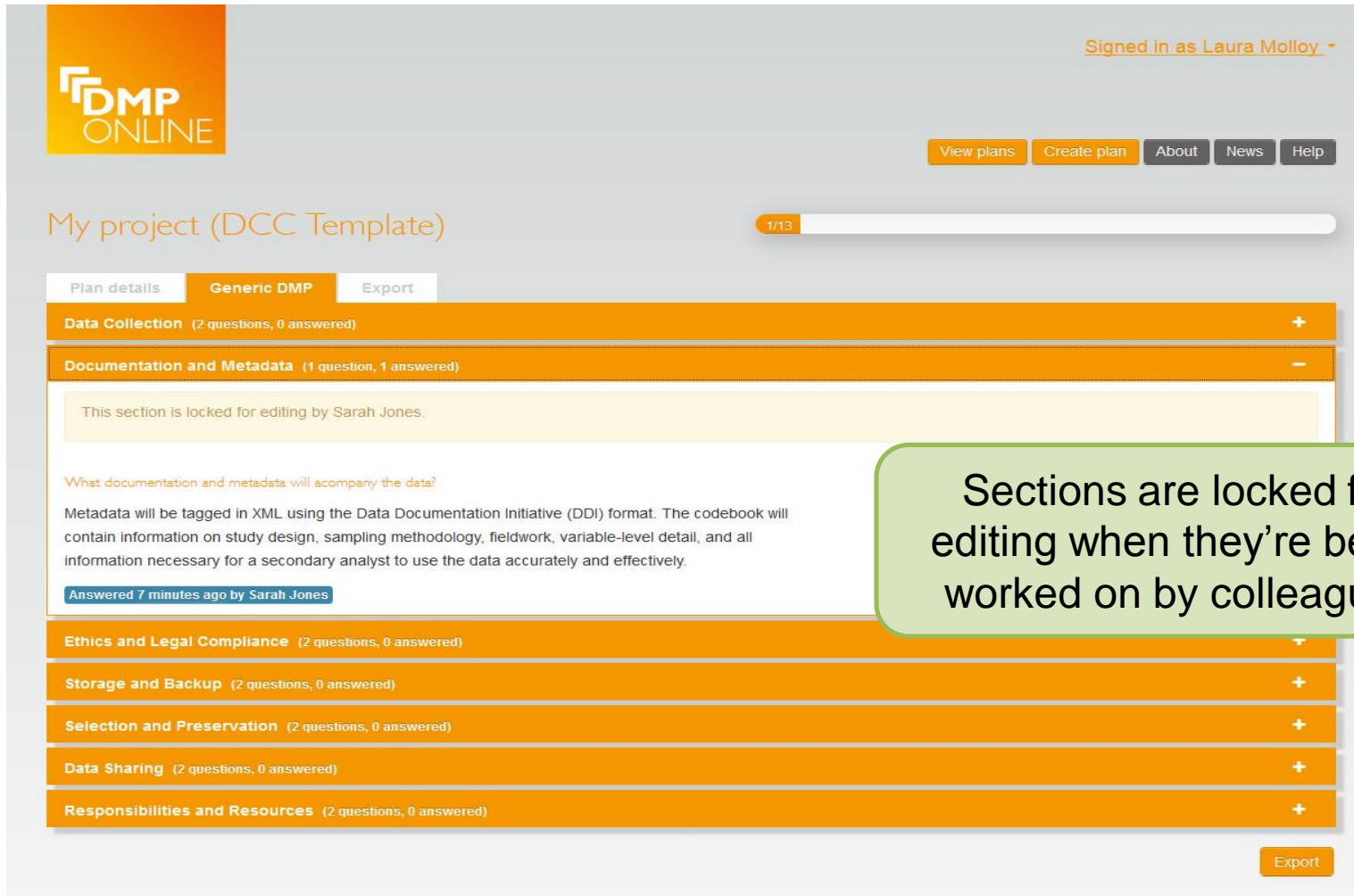
### Add collaborator

Permissions:

Allow colleagues to read-only, read-write, or become co-owners

Internal and external partners

# Collaborative writing of DMPs



Signed in as [Laura Molloy](#)

[View plans](#) [Create plan](#) [About](#) [News](#) [Help](#)

## My project (DCC Template) 1/13

[Plan details](#) [Generic DMP](#) [Export](#)

**Data Collection** (2 questions, 0 answered) +

**Documentation and Metadata** (1 question, 1 answered) -

This section is locked for editing by Sarah Jones.

What documentation and metadata will accompany the data?

Metadata will be tagged in XML using the Data Documentation Initiative (DDI) format. The codebook will contain information on study design, sampling methodology, fieldwork, variable-level detail, and all information necessary for a secondary analyst to use the data accurately and effectively.

Answered 7 minutes ago by Sarah Jones

**Ethics and Legal Compliance** (2 questions, 0 answered) +

**Storage and Backup** (2 questions, 0 answered) +

**Selection and Preservation** (2 questions, 0 answered) +

**Data Sharing** (2 questions, 0 answered) +

**Responsibilities and Resources** (2 questions, 0 answered) +

[Export](#)

Sections are locked for editing when they're being worked on by colleagues

# Templates can have multiple phases

## Withdrawal of services for young adults

Plan details

Initial DMP (within first 6 months)

Mid-term Review DMP

Final review DMP

Share

Export

This page gives you an overview of your plan. It tells what your plan is based on and gives an overview of the questions that you will be asked.

Project name	Withdrawal of services for young adults
ID	-
Grant number	-
Principal Investigator/Researcher	Sarah Jones
Project data contact	-
Description	-

This plan is based on:

Funder	European Commission (Horizon 2020)
Institution	University of Glasgow

**Remember to update the DMP throughout the life of the project!**

# Exporting DMPs

## Withdrawal of services for young people

### ESRC Data Management Questions

Can export as plain text, PDF, html...

#### Existing data

Questions	Answers
- An explanation of the existing data sources that will be used by the research project (with references)	The ESDS archive has been systematically searched using a series of search terms related to and derivative of 'public service withdrawal', 'impacts', and/or 'children' and 'young people'. Our overall assessment is that there are no datasets that will adequately address the aims of this project. The following datasets are tangentially related to this project.
- An analysis of the gaps identified between the currently available and required data for the research	Given the contemporary nature of the proposed project, we know of no datasets that cover users' (especially young people's) views and experiences of austerity measures and service withdrawal. The proposed project will therefore capture new and unprecedented data, for which there is an evident demand among national and regional stakeholders, decisionmakers and service-providers (see 'Pathways to Impact' attachment). Moreover, whilst several datasets incorporate longitudinal data, none includes data gleaned from oral history and multigenerational family interview methods central to the proposed project. The proposed project therefore represents an extension to the methods and data quality of the tangentially-related projects listed in section 1. Finally, the novel use of 'impact' activities to generate data (e.g. workshops, mapping software) exceeds the scope of all extant and even tangentially-related datasets.

#### Information on the data that will be produced

Questions	Answers
- Data volume and data type, e.g. qualitative or quantitative data	The project shall generate new quantitative data (Bristol Online Survey outputs, SPSS data and outputs), qualitative data (digital audio files, audio transcripts, digital photographic and video data, workshop outputs, NVivo files), and mapping data (TIFF files). Metadata, in the form of pdfs and Excel spreadsheets, shall be used to facilitate the management and archiving of these data. Data shall be stored in password-protected folders on the host institution's secure servers. Data transfer between the PI and Co-I shall take place via face-to-face meetings.
	Quantitative data shall be generated from an anonymous online survey (target 10,000 responses). The survey will be administered via Bristol Online Surveys (BOS) software: a secure, quality-assured, widely-used online survey tool. Data will be exported to SPSS for analysis.

# Roadmap for 2015



# Try it out

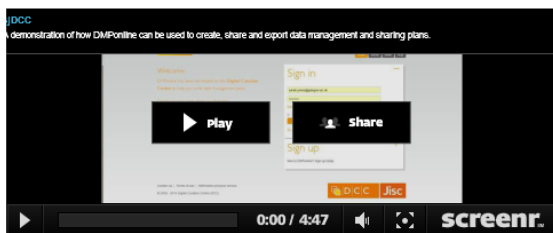
<https://dmponline.dcc.ac.uk>

[Home](#) [About](#) [News](#) [Help](#)

Welcome.

DMPonline has been developed by the Digital Curation Centre to help you write data management plans.

Screencast on how to use DMPonline



## Sign in

[Forgot your password?](#)

Remember me

Sign in

[Or, sign in with your institutional credentials](#) (UK users only)

## Sign up

New to DMPonline? Sign up today.

# Thanks – any questions?

DMP guidance, tools and resources:

[www.dcc.ac.uk/resources/data-management-plans](http://www.dcc.ac.uk/resources/data-management-plans)

Follow us on twitter:

@digitalcuration and #DMPonline