

DMPonline: introduction and basics

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Housekeeping

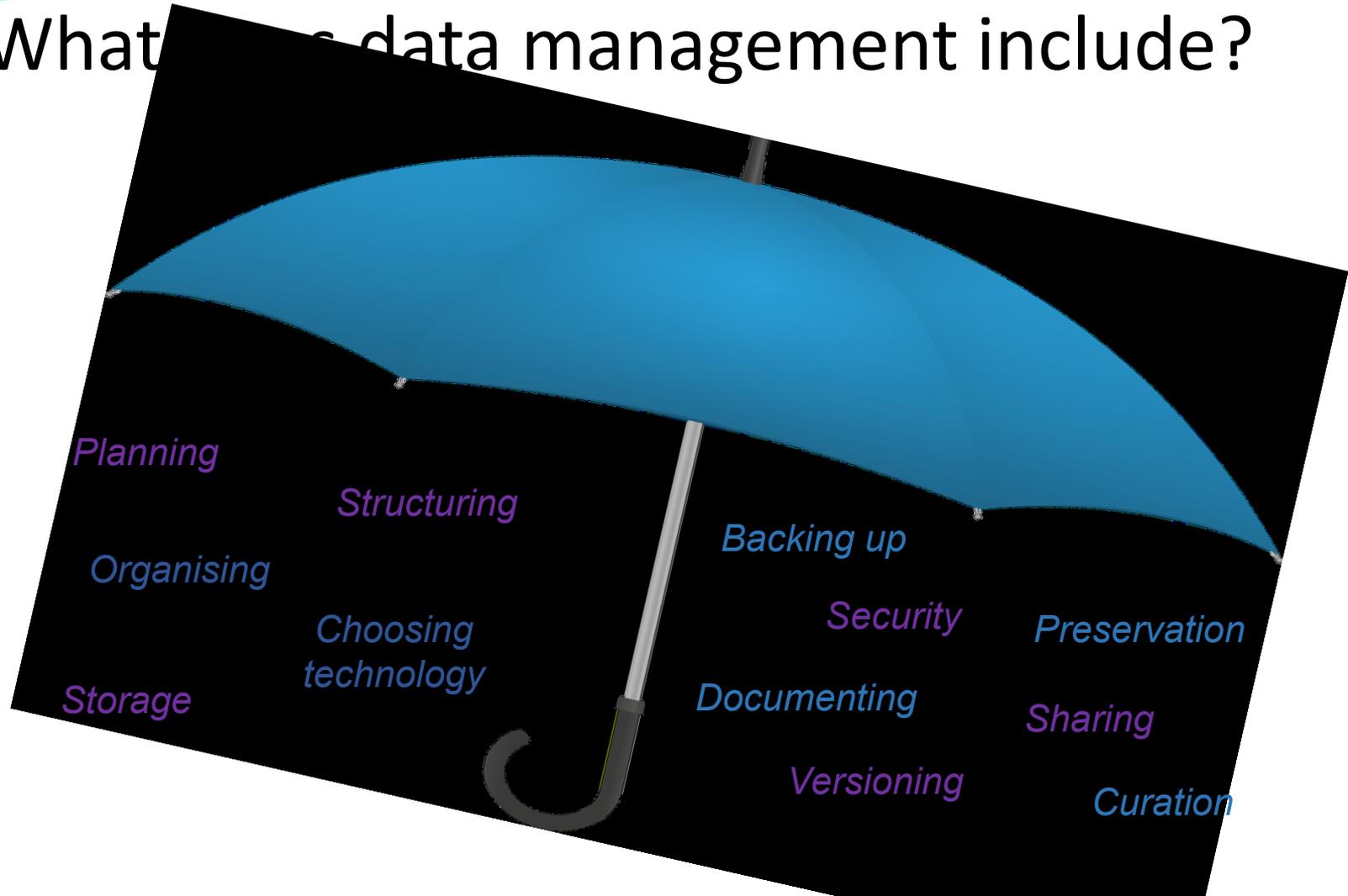
- Today's session is being recorded
 - Details of recording will follow after the event
- Please put any questions in the chat
- Please mute your microphone and turn off your camera until the end of the talk



Data management plans



What does data management include?



What is a data management plan?

- A document which outlines how data will be managed
 - During the active phase of research
 - After the project concludes
- Details of plans and expectations



Why make a data management plan?

- A chance to think through key aspects of the project
- Anticipate possible problems – and look for solutions
- Save time and reduce stress later
 - Much data management is straightforward if planned from the beginning
 - But much harder to do retrospectively



Why make a data management plan?

- Many funding bodies require a plan
- A good plan can help make your funding bid attractive
- Reassures funders that they're getting value for money
 - Good research practice will be observed
 - As much data as possible will be made available for reuse



DMPs and open scholarship

- A DMP is a chance to think through some of the ways of making your research more open
- Helps to get good processes in place
 - Consent and other permissions
 - Data structure and format
 - Documentation and metadata
- Data sharing is more likely to happen if planned from the beginning

DMPs and open scholarship

- Consider sharing DMPs for successful projects with other researchers
- Good examples are always valuable
- Help encourage open practices
- You can share your DMP via DMPonline – more on this shortly

What goes in a data management plan?

- Often dictated by funder requirements
 - Some funders provide a formal template
 - Others give a list of topics to cover
- Generic templates also available



What goes in a data management plan?

- Description of the data
- Day-to-day data management during the project
- Standards, metadata, and documentation
- Long-term plans for the data
- Ethical and legal issues
- Practical planning – resources and responsibilities



About DMPonline



DMPonline

- A free web-based tool for creating data management plans
- Provides templates and guidance
- Created and maintained by the Digital Curation Centre

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

Data management plan templates

UK Research Councils

AHRC
BBSRC
EPSRC
ESRC
MRC
NERC
STFC
UKRI

Templates from
about twenty
different
funders

Other UK funders

Cancer Research UK
Wellcome Trust

European research programmes

European Research Council
European Commission – Horizon Europe
Science Europe

Other national funders

Health Research Board (Ireland)
National Institutes of Health (USA)
National Science Foundation (USA)
Swiss National Science Foundation
Swedish Research Council
NWO (Netherlands)
ZonMw (Netherlands)

Plus a generic template from the Digital Curation Centre

Guidance

- Specify that Oxford is your institution to be given the option of seeing Oxford-specific advice
- Or select Oxford from the full list

Select Guidance

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.

- Digital Curation Centre
- University of Oxford

Find guidance from additional organisations below

[See the full list](#)

Save

Guidance

A screenshot of a document with a header bar containing three tabs: 'AHRC', 'UnivOfOx', and 'DCC'. The 'UnivOfOx' tab is selected. The text below the header reads: 'You should consult with the institution's data support (e.g. library services, IT department)'. Below this is the sentence: 'By submitting the DMP you are confirming that:'. This is followed by a bulleted list of two items. Three blue arrows originate from the text: one points from 'You should consult...' to the 'AHRC' tab, one points from 'By submitting...' to the 'UnivOfOx' tab, and one points from the first bullet point to the 'DCC' tab.

AHRC UnivOfOx DCC

You should consult with the institution's data support (e.g. library services, IT department).

By submitting the DMP you are confirming that:

- The institution is able to store the data appropriately during the lifecycle of the grant, the relevant people have been consulted and this has been considered and agreed
- The institution has considered all the risks, and storage will be in line with the institution's data management policy (provide a link to the policy if applicable)

- Guidance from funder about what they want to see in the plan
- Oxford-specific guidance
- General good practice advice from the DCC

Guidance

AHRC UnivOfOx DCC

Storage & security

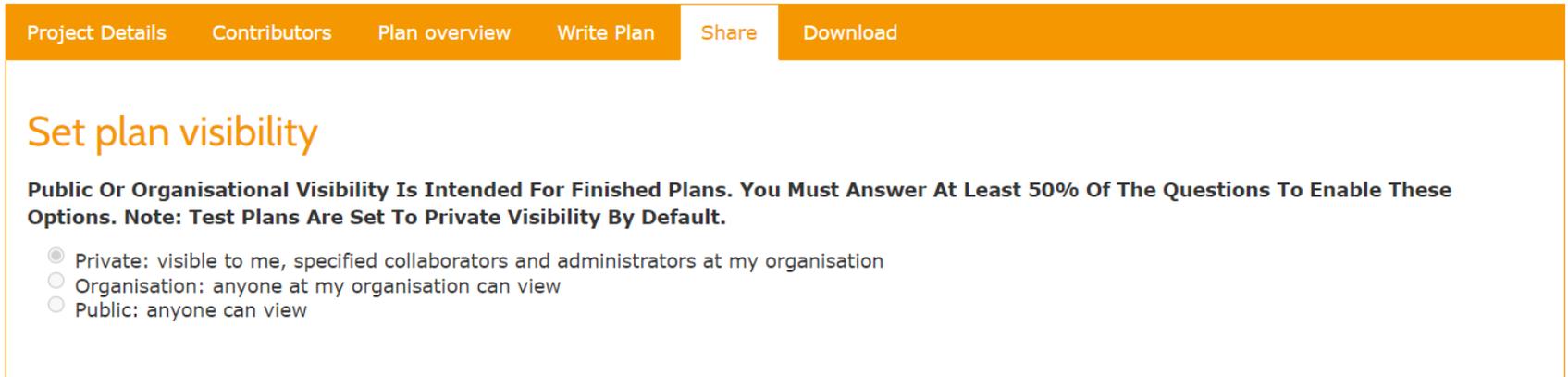
There are various options for storing data within Oxford during the course of a project.

- Your academic department or division may offer storage space in the form of shared drives and secure servers. Consult local IT support to find out what's available.
- The Nexus365 suite of tools includes services which can be used for data storage:
 - [OneDrive for Business](#) provides 5TB of secure personal cloud-based storage, with the ability to share files and folders with colleagues.
 - [SharePoint Online](#) allows the creation of a private web space for your project, including file storage and sharing.
- The [LabArchives electronic lab notebook service](#) can also be used to store and share files.
- The [Sustainable Digital Scholarship service](#) offers a platform for storing and sharing data, with the option of making material publicly available (charges may apply).

- Oxford guidance provides details of Oxford services and sources of advice
- Also some more general good practice advice

Sharing plans

- All data management plans are private by default
- You can choose to make a plan visible to other Oxford users, or fully public



The screenshot shows a navigation bar with the following items: Project Details, Contributors, Plan overview, Write Plan, Share, and Download. The 'Share' tab is active. Below the navigation bar, the page title is 'Set plan visibility'. A bolded notice states: '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.' Below this notice are three radio button options: 'Private: visible to me, specified collaborators and administrators at my organisation' (which is selected), 'Organisation: anyone at my organisation can view', and 'Public: anyone can view'.

Project Details Contributors 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

Sharing plans

- Plans can be shared with colleagues
- Three different permission levels

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
meriel.patrick@it.ox.ac.uk	Owner

Invite collaborators

* Email

* Permissions

- Co-owner
- Editor
- Read only

Download your plan

- Range of file formats and formatting options

The screenshot shows a web interface for downloading a plan. At the top, there is a navigation bar with tabs: Project Details, Contributors, Plan overview, Write Plan, Share, and Download. The 'Download' tab is active. Below the navigation bar, the 'Format' section has a dropdown menu set to 'pdf'. The 'Download settings' section includes 'Optional Plan Components' with three checkboxes: 'project details coversheet' (unchecked), 'question text and section headings' (checked), and 'unanswered questions' (checked). The 'PDF formatting' section includes 'Font' settings (Face: Arial, Helvetica, Sans-Serif; Size: 10 pt) and 'Margin (mm)' settings (Top: 25, Bottom: 20, Left: 12, Right: 12).

Project Details Contributors Plan overview Write Plan Share Download

Format

pdf

Download settings

Optional Plan Components

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

PDF formatting

Font

Face: Arial, Helvetica, Sans-Serif

Size (pt): 10

Margin (mm)

Top: 25 Bottom: 20 Left: 12 Right: 12

Plan to make data work for you

Data Management Plans that meet institutional funder requirements.



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).

Start here

Sign in | **Create account**

* **Email**

* **Password**

[Forgot password?](#)

Remember email

Sign in

- or -

Sign in with your institutional credentials

Won't work unless you create a DMPonline account first

Sign in

Create account

* **First Name**

Joe

* **Last Name**

Bloggs

* **Email**

joe.bloggs@ox.ac.uk

* **Organisation**

University of Ox

University of Oxford

* **Password**

Show password

* I accept the [terms and conditions](#)

Create account

DMPonline live demo



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

Oxford support



Research Data Oxford - website

- Central source of information and guidance
- Details of University services
- University policy



<http://researchdata.ox.ac.uk/>

Research Data Oxford – enquiry service

- Single point of contact for enquiries
 - Ask questions
 - Request support
- Get feedback on a draft data management plan

researchdata@ox.ac.uk

Training workshops

IT Learning Centre

- Research data management plans: how to write one
- <https://skills.it.ox.ac.uk/>

Bodleian iSkills

- Managing research data and data management planning
- <https://www.bodleian.ox.ac.uk/ask/workshops/>
- Run each term
- In-person and via Microsoft Teams

Coming soon...

- Further Oxford customisation of DMPonline
- We're aiming to provide
 - More specific advice for individual funders
 - More integration with other Oxford processes
 - An easier way to request feedback on plans
- Details will appear on the Research Data Oxford website



Any questions?



Ask now, or email researchdata@ox.ac.uk

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