



University of
Nottingham
UK | CHINA | MALAYSIA

Using DMPonline

How to write a data management plan using DMPonline: a step-by-step guide

Research Support Team

August 2023

Data Management Plans

Many research funders now expect a data management plan when applying for a grant. To help researchers write data management plans for funding applications, we've embedded guidance into DMPonline: a tool that provides Data Management Plan (DMP) templates, question-specific guidance, and sample answers to meet a range of funder requirements and to help you comply with the University's Research Data Management Policy. You can create both funder-specific templates (e.g. AHRC, BBSRC, EPSRC, etc.) and generic templates (for use by UoN researchers not in receipt of external funding).

Once you have completed your DMP, you can download a copy to send to your School or Faculty research support team for review.

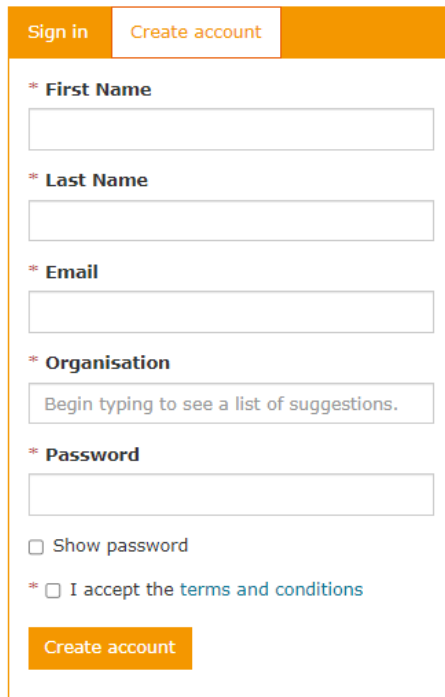
In addition to Faculty or School-specific research support staff, you can also email a copy of your data management plan to library-researchsupport@nottingham.ac.uk and request a review – please note that Libraries' turnaround time is **2 weeks**, so make sure you leave time if you wish to use the review service.

Further information and guidance on research data management and writing your plan can be found here:

<https://www.nottingham.ac.uk/library/research/research-data-management/index.aspx>

To access DMPOnline:

1. Go to <https://dmponline.dcc.ac.uk>
2. For first time access to DMPOnline, you will need to register a new account. To do this click on the 'Create account' option on the homepage. We would advise using your UoN credentials to create this account.

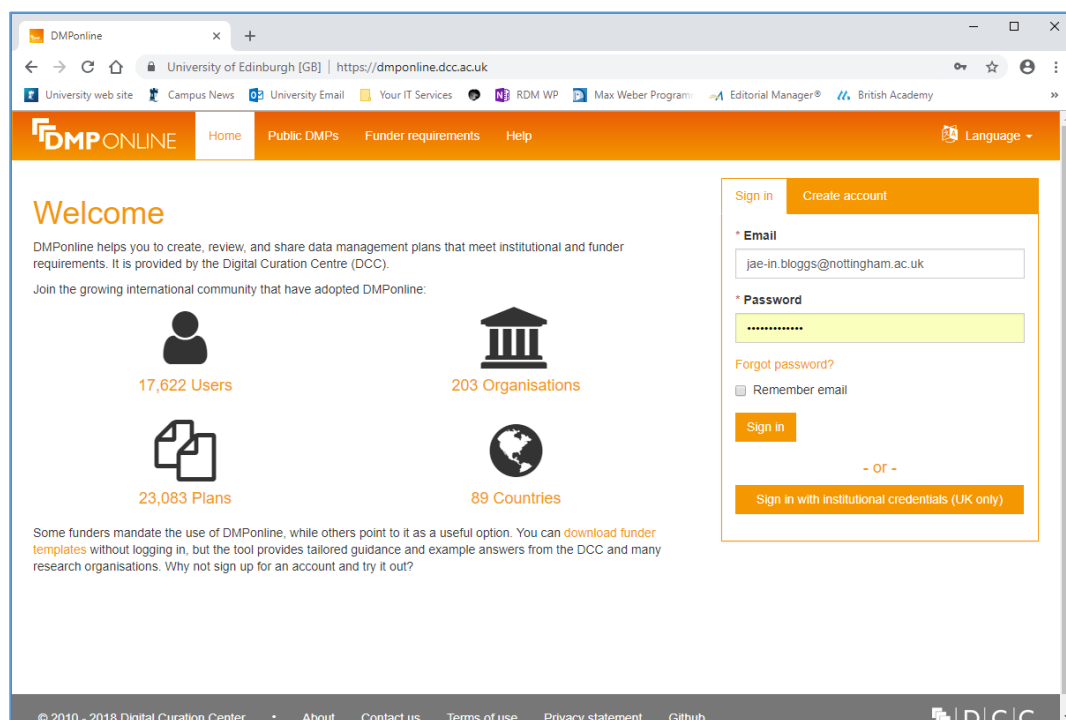


The screenshot shows the 'Create account' form on the DMPOnline website. The form is contained within a white box with an orange border. At the top, there are two tabs: 'Sign in' and 'Create account', with 'Create account' being the active tab. The form fields are as follows:

- * **First Name**: A text input field.
- * **Last Name**: A text input field.
- * **Email**: A text input field.
- * **Organisation**: A text input field with the placeholder text 'Begin typing to see a list of suggestions.'
- * **Password**: A text input field.
- Show password
- * I accept the [terms and conditions](#)

At the bottom of the form is an orange button labeled 'Create account'.

3. Once you have registered, for all future logins you can 'Sign in with institutional credentials' and follow the instructions to login with your University of Nottingham credentials.



The screenshot shows the DMPOnline homepage in a web browser. The browser address bar shows 'University of Edinburgh [GB] | https://dmponline.dcc.ac.uk'. The page features a navigation menu with 'Home', 'Public DMPs', 'Funder requirements', and 'Help'. The main content area is titled 'Welcome' and includes the following text:

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?

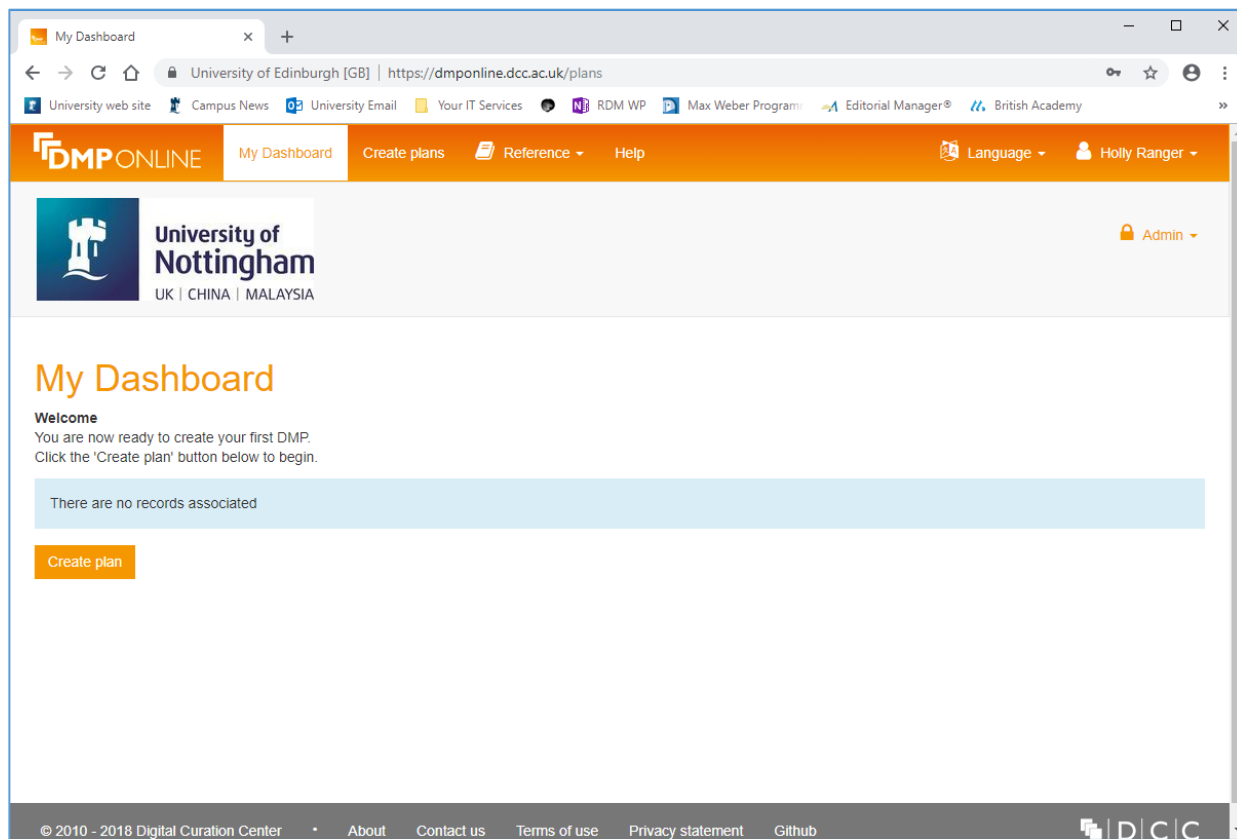
On the right side of the page, there is a 'Sign in' and 'Create account' section. The 'Sign in' form includes:

- * **Email**: A text input field containing 'jae-in.bloggs@nottingham.ac.uk'.
- * **Password**: A text input field with masked characters.
- Forgot password?
- Remember email
- Sign in button
- OR -
- Sign in with institutional credentials (UK only) button

The footer of the page contains copyright information: © 2010 - 2018 Digital Curation Center, and links to About, Contact us, Terms of use, Privacy statement, and Github.

To create your data management plan:

4. Once signed in, you'll see the 'My Dashboard' screen. Click on 'Create plan' (either in the top menu bar, or on the orange button beneath the Welcome message):



5. On the 'Create a new plan' page, complete the pro forma as follows:
 - 'What research project are you planning?'
 - **State the project title exactly as it appears in your research proposal.**
 - 'Select the primary research organisation'
 - **This will auto-fill to University of Nottingham.**
 - 'Select the primary funding organisation'
 - **Select the Research Council or funding body you are applying to from the drop down menu that appears as you begin typing, or tick the box for 'no funder associated with this plan' if there is no external funder, or if your funder does not appear in the list.**
 - Now click 'Create plan' (orange button beneath the primary funding organisation field).

DMP ONLINE My Dashboard Create plans Reference Help

University of Nottingham
UK | CHINA | MALAYSIA

Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

*** What research project are you planning?**

An investigation into Open Data in Higher Education mock project for testing, practice, or educational purposes

*** Select the primary research organisation**

University of Nottingham No research organisation associated with this plan or my research organisation is not listed

*** Select the primary funding organisation**

a No funder associated with this plan or my funder is not listed

- Arts and Humanities Research Council (AHRC)
- Biotechnology and Biological Sciences Research Council (BBSRC)
- Cancer Research UK (CRUK)
- Economic and Social Research Council (ESRC)
- Engineering and Physical Sciences Research Council (EPSRC)
- European Commission (Horizon 2020)
- European Research Council (ERC)
- Hartstichting (Dutch Heart Foundation)
- Medical Research Council (MRC)

6. Your funder specific or generic DMP template has now been generated.

On the first tab, you'll be asked to complete the **'Project Details'**. Provide the Project Abstract and the contact details of the lead or principal investigator as requested:

DMP ONLINE My Dashboard Create plans Reference Help

University of Nottingham
UK | CHINA | MALAYSIA

Notice: Successfully created your plan
This plan is based on the UK Research and Innovation (UKRI): 'UKRI Template' template with customisations by the University of Nottingham

An investigation into Open Data in Higher Education

Project Details Plan overview Write Plan Share Download

*** Project title**
An investigation into Open Data in Higher Education

mock project for testing, practice, or educational purposes

Funder
UK Research and Innovation (UKRI)

Grant number

Project abstract

ID

Plan Guidance Configuration

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 Nottingham

Find guidance from additional organisations below

[See the full list](#)

7. On the second tab, '**Plan Overview**', you'll find the funder's overview of the expectations and requirements of the DMP, as well as an overview of the DMP template. (For generic DMPs, you'll find an overview of the University's expectations and requirements):

The screenshot shows the 'Plan Overview' tab for a project titled 'An investigation into Open Data in Higher Education'. The page displays the UKRI Template, instructions, and a list of sections to be completed. The sections are:

- 0. Proposal name
 - 0. Enter the proposal name
- 1. Description of the data
 - 1.1 Type of study
 - 1.2 Types of data
 - 1.3 Format and scale of the data
- 2. Data collection / generation
 - 2.1 Methodologies for data collection / generation
 - 2.2 Data quality and standards

8. Now you are ready to '**Write Plan**'. Expand each of the sections using the '+' sign to reveal the questions:

i)

The screenshot shows the 'Write Plan' tab for the same project. The page displays a list of sections to be expanded, each with a '+' sign. The sections are:

- 0. Proposal name (0 / 1)
- 1. Description of the data (0 / 3)
- 2. Data collection / generation (0 / 2)
- 3. Data management, documentation and curation (0 / 3)
- 4. Data security and confidentiality of potentially disclosive information (0 / 2)
- 5. Data sharing and access (0 / 6)
- 6. Responsibilities (0 / 1)
- 7. Relevant policies (0 / 1)
- 8. Author and contact details (0 / 1)

ii)

The screenshot shows a web form titled "1. Description of the data (0 / 3)". It contains two main sections:

- 1.1 Type of study:** Features a text input area with a rich text toolbar (bold, italic, bulleted list, numbered list, link, table) and an orange "Save" button. To the right is a "Guidance" panel with a "Comments" tab. The "UKRI" guidance states: "Up to three lines of text that summarise the type of study (or studies) for which the data are being collected."
- 1.2 Types of data:** Features a similar text input area with a rich text toolbar and an orange "Save" button. To the right is a "Guidance" panel with "Comments" and "UoN" tabs. The "DCC guidance" section, titled "Data description", includes a "Things to consider" sub-section: "Overview of new data". The text reads: "Outline your plans for preparing, organising, and documenting data. List the kinds of data or major datasets that you expect to create or use, noting its estimated volume/size, content, coverage or scope, and the **types** of the data (e.g. quantitative, qualitative, survey data, experimental measurements, models, images, audio-visual data, samples, documents, spreadsheets, databases, images, film, digital models, contents of an application, hardcopy records, physical collections or manuscripts, physical samples, or instrumental measurements etc.). Include the raw data arising directly from the research, the reduced data derived from it, and published data. Also, include non-digital

9. State your answers in the fields provided and **click 'Save'**. You will need to **save each question** within the sections. You can go back and edit your answers at any time while completing the form, just remember to click 'Save' to save any updates. To help you complete the form, question-specific guidance can be found on the right-hand side of each question. The guidance provided is from the funder (where applicable), the Digital Curation Centre (the research data management experts who host DMPonline), and the University of Nottingham Libraries Research Support Team. Expand using the '+' sign to reveal the guidance:

10. If you are working with a colleague or collaborator, you can use the 'Comments' section to leave them a note – remember to click 'Save' to store your comment:

The screenshot displays a document editor interface. On the left, a text editor is titled '1.3 Format and scale of the data' and contains a rich text toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, and table. Below the toolbar is a large empty text area and an orange 'Save' button. On the right, a 'Comments' panel is active, showing a 'Guidance' tab and a 'Comments' tab. The 'Comments' tab contains the text: 'Add comments to share with collaborators', a smaller version of the rich text toolbar, and a comment: 'Kwame - I'm unsure about this, do you know whether 5TB storage will be enough? Thx - Jae-in'. An orange 'Save' button is located at the bottom right of the comment box. At the bottom of the page, a navigation bar shows three sections: '2. Data collection / generation (0 / 2)', '3. Data management, documentation and curation (0 / 3)', and '4. Data security and confidentiality of potentially disclosive information (0 / 2)', each with a plus sign icon on the right.

11. Once you have completed all the fields, you can share or download your DMP, and invite collaborators to view and/or edit the plan.

- Click on the '**Share**' tab. Here, you can set your plan visibility. Selecting 'private' means that only you and any collaborators you invite can view your plan (University administrators can also view plan - but to contact us about your plan, see point 11 below). You may want to select the 'Private' option until you have submitted your funding application. If your funding bid is successful, we may approach you to set your plan visibility to 'Organisation' - we can then start to build a community of best practice using example data management plans, from which all researchers at the University of Nottingham can benefit.
- You can also 'Invite collaborators' via email and set their editing permissions (click 'Submit' to add). This may be a Co-Investigator or a Research Assistant who will help you write the plan:

An investigation into Open Data in Higher Education

Project Details
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

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	
@nottingham.ac.uk	Owner	

Invite collaborators

* Email

Permissions

- * Co-owner: can edit project details, change visibility, and add collaborators
- Editor: can comment and make changes
- Read only: can view and comment, but not make changes

Submit

12. You can download a copy of your data management plan in pdf, csv, html, text, or docx formats using the ‘**Download**’ tab. You can do this whenever you want – you will want to download a draft version to send to your School or Faculty research support team for review, where available. You can also email a copy in docx format for comment and review to library-researchsupport@nottingham.ac.uk Please note that our turnaround time is **1 week**, so make sure you leave time if you wish to use the review service.

DMP ONLINE
My Dashboard
Create plans
Reference
Help

University of Nottingham

UK | CHINA | MALAYSIA

An investigation into Open Data in Higher Education

Project Details
Plan overview
Write Plan
Share
Download

Download settings

Optional Plan Components

- project details coversheet
- question text and section headings
- unanswered questions
- supplementary section(s) not requested by funding organisation

Format

pdf

PDF formatting

Font

Face: "Times New Roman", Times, Serif Size (pt): 10 Margin (mm): Top: 25, Bottom: 20, Left: 12, Right: 12

Download Plan

13. To make any changes or amendments, you can log back in to dmponline.dcc.ac.uk and edit the data management plan at any time. It will appear on 'My Dashboard' - click 'Actions' and select 'Edit' from the drop-down menu.

The screenshot shows the 'My Dashboard' page in the DMP ONLINE system. At the top, there is a navigation bar with the following items: 'DMP ONLINE', 'My Dashboard', 'Create plans', 'Reference', and 'Help'. Below the navigation bar, the University of Nottingham logo and name are displayed. The main content area is titled 'My Dashboard' and contains a table of plans. The table has the following columns: Project Title, Template, Edited, Role, Test, Visibility, and Shared. The first row of the table contains the following data: 'An investigation into Open Data in Higher Education', 'UKRI Template', '28-09-2018', 'Owner', a checked box, 'N/A', and 'No'. Below the table, there is a 'Create plan' button. An 'Actions' dropdown menu is open, showing the following options: Edit, Share, Download, Make a copy, and Remove.

Project Title	Template	Edited	Role	Test	Visibility	Shared	Actions
An investigation into Open Data in Higher Education	UKRI Template	28-09-2018	Owner	<input checked="" type="checkbox"/>	N/A	No	<ul style="list-style-type: none"> Edit Share Download Make a copy Remove

Remember to 'Save' each question that you make changes to.

14. Once you are happy that the DMP is complete, **check your funder requirements** – if, for example, your funder has an online application system, like the British Academy Flexi-Grant System, or, if they provide a specific document to complete (like the UKRI Future Leaders DMP template), then you will need to **copy and paste your answers into their form**. The DMPonline templates are designed to help you write your plan, but the final form you submit may differ. Otherwise, download your completed DMP and submit with your funding application.
15. Finally, remember to add the DMP as an attachment to your project in the University RIS.