DMPonline: intro and demo

Sarah Jones

Digital Curation Centre, Glasgow

sarah.jones@glasgow.ac.uk

Twitter: @sjDCC

NeDICC Research Data Management workshop, 11ᵗʰ August 2015, Ulwazi, Knowledge Commons, CSIR, Pretoria
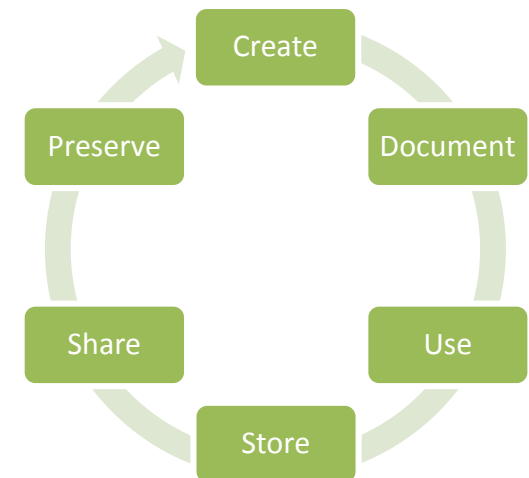
Data Management Plans and DMPonline

Why is the tool needed and what does it do?

What is a Data Management Plan?

A short plan that outlines:

- what data will be created and how

- how it will be managed (storage, back-up, access…)

- plans for data sharing and preservation

Why develop a DMP?

DMPs are often submitted with grant applications, but are useful whenever researchers are creating data.

They can help people to:

- Make informed decisions to anticipate and avoid problems

- Avoid duplication, data loss and security breaches

- Develop procedures early on for consistency

- Ensure data are accurate, complete, reliable and secure

- Save time and effort to make research easier!

What is DMPonline?

A web-based tool to help researchers write data management plans

A short history

- Launched in April 2010 at the Jisc conference

- Released v.2 in March 2011 with extra functionality

- Released v.3 in April 2012 with revisions in light of the DMPTool and work from the Jisc MRD programme

- Released v.4 in December 2013, incorporating major changes from evaluation

- Bi-monthly release schedule now to add features

Main features in DMPonline

- Templates for different requirements (funder or institution)

- Tailored guidance (funder, institutional, discipline-specific etc)

- Ability to provide examples and suggested answers

- Supports multiple phases (e.g. pre- / during / post-project)

- Granular read / write / share permissions

- Customised exports to a variety of formats

- Shibboleth authentication for single sign-on

How the tool works

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 you aren't responding to specific requirements from a funder or an institution, select here to write a generic DMP based on the most common themes.

If applying for funding, select your research funder.

Economic and Social Research Council ▾

Otherwise leave blank.   Not applicable/not listed.

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

University of Glasgow ▾

You may leave blank or select a different organisation to your own.   Not applicable/not listed.

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

☐ DCC guidance

Create plan

Click to write a generic DMP

Or choose your funder to get their specific template

Pick your uni to add local guidance and to get the uni template if there isn't a funder one

Choose any additional optional guidance

Answering questions

Co-writing DMPs

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

Exporting plans

Format

| pdf | ▼ | **Export** |

Settings (Using template PDF formatting values)

Choose what to export, set fonts and pick from a variety of formats: pdf, txt, docx, csv, xml, html, json,

Title

Title [COMET]

Included Elements

Admin details	☑	Sections	☑
Project Name	☑	**Data management procedures**	☑
Project Identifier	☑	Data management procedures to be followed during the lifetim...	☑
Grant Title	☑		
Principal Investigator / Researcher	☑	**Existing datasets**	☑
Project Data Contact	☑	Existing datasets to be used by the grant or fellowship	☑
Description	☑		
Funder	☑	**New datasets**	☑
Institution	☑	Datasets likely to be created by the grant or fellowship which wi...	☑

PDF Formatting

Font			Margin (mm)			
Face		Size (pt)	Top	Bottom	Left	Right
Arial, Helvetica, Sans-Serif ▼		11 ▼	20 ▼	20 ▼	20 ▼	20 ▼

Save **Reset**

Customising DMPonline

Tailoring the tool to gather info and present available support

Overview of customisation options

- Add your own template(s)

- Add questions to other templates

- Add custom guidance

- Add dropdowns options, examples, suggested answers...

- Brand the tool (coming soon)

Organisations can add DMP template(s)

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 ▾ | ☰ | ☷ | ▦ ▾ |

Which data will be shared and how?

Suggested answer

If you are able to make your data openly available and plan to use the Edinburgh DataShare service, you could say something along the lines of:

The University of Edinburgh undertakes to maintain the digital outputs of this project for the long-term and will utilise University infrastructure (namely the Edinburgh DataShare repository) to ensure continued access. Edinburgh DataShare is an online digital repository of multi-disciplinary research datasets produced at the University of Edinburgh, hosted by the Data Library in Information Services. A persistent identifier and suggested citation is provided for any dataset deposited.

Dropdown options and default styles

5. Ik ga bestaande data hergebruiken en ik heb toestemming van de data-eigenaar/eigenaren voor het gebruik van zijn/hun data.

- ○ Ja
- ○ De toestemming moet ik nog krijgen.
- ○ Toestemming is niet nodig, omdat de data open beschikbaar zijn.

New datasets (1 question, 0 answered)

Datasets likely to be created by the grant or fellowship which will be made available to a NERC Environmental Data Centre at the end of the Grant

| **B** | *I* | Paragraph ▼ | ☰ | ☰ | ▦ ▼ |

Data centre	Dataset description	Release data to data centre	Reuse scenarios
The most appropriate NERC Data Centre e.g. BADC, BODC, NGDC...	1-2 sentences describing the data	Noting that data should normally be delivered to a datacentre within 2 years of collection	Possible user types and estimate of numbers if possible

Nominated Data Centre

- ☐ British Atmospheric Data Centre (BADC)
- ☐ British Geological Survey (BGS)
- ☐ British Oceanographic Data Centre (BODC)
- ☐ Environmental Information Data Centre (EIDC)
- ☐ National Oceanography Centre (NOC)
- ☐ NERC Earth Observation Data Centre (NEODC)
- ☐ Polar Data Centre (PDC)
- ☐ Other e.g. Archaeology Data Service

Comment

| **B** | *I* | Paragraph ▼ | ☰ | ☰ | ▦ ▼ |

You can have more than one template

Choose a template

There are a number of possible templates you could use. Please choose one.

UEL postgraduate DMP	✕ ▲
	🔍

UEL postgraduate DMP

UEL standard DMP

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

☐ Generic guidance from the Digital Curation Centre

You may want to provide different templates for different audiences or different funding calls / programmes

And templates can have multiple phases

This encourages researchers to actively update the Data Management Plan throughout the project

Earlier versions of templates are retained

Versions

A first version is created automatically. If you want to make major changes to published versions later (e.g. add section or questions) please create a new version. If you only want to fix typos or make small changes that do not alter meanings, edit the current version.

Title	Published	Created at	Last updated	Actions
Outline for application (Version 1)	false	16-09-2013	24-07-2014	View Edit Preview
Outline for application (version 2)	true	30-05-2014	24-07-2014	View Edit Preview

NERC Template

Back to edit view   View all templates

Template details | **Outline DMP** | Full DMP | Add new phase +

New datasets   +

Existing datasets   +

Data management procedures   +

Data management procedures to be followed during the lifetime of the grant or fellowship

NERC Guidance   +

Version 1 Outline DMP now unpublished

NERC Template

Back to edit view   View all templates

Template details | **Outline DMP** | Full DMP | Add new phase +

Outline DMP   —

As lead PI you are responsible for data from all components of a project.

Note: when completed, this should be no more than one page maximum

Project Title

Save   Not answered yet

Principal Investigator(s) / Grant Holder
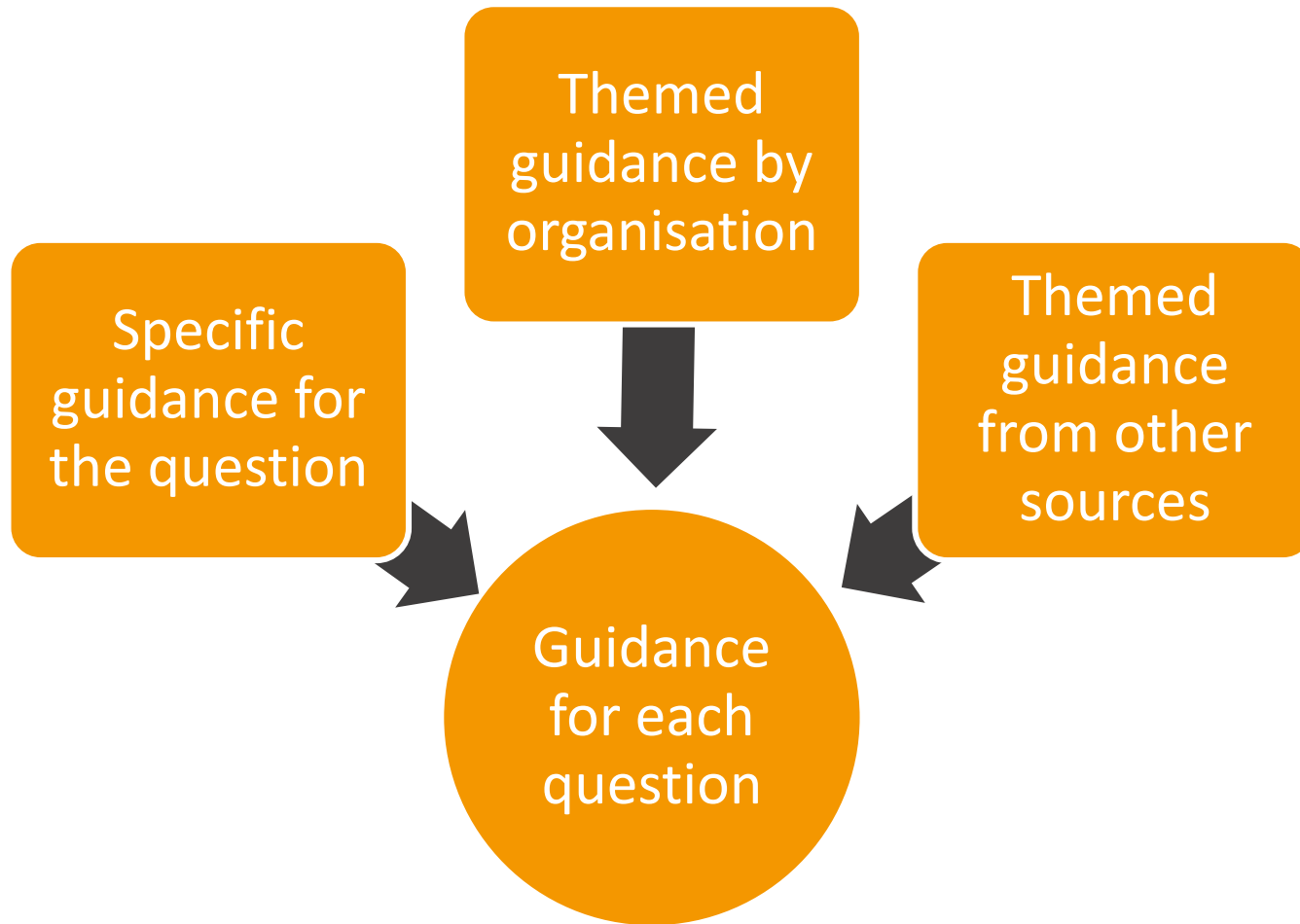
Save   Not answered yet

Will the grant produce data?   NERC Guidance   +
○ Yes
○ No

Version 2 of the Outline DMP currently in use

Guidance in DMPonline

Themes used in the tool

- Existing Data
- Data Description
- Data Format
- Data Type
- Data Volumes

- Data Capture Methods
- Documentation
- Metadata
- Data Quality

- Ethical Issues
- IPR Ownership and Licensing
- Data Security
- Storage and Backup

- Expected Reuse
- Discovery by Users
- Method for Data Sharing
- Timeframe for Data Sharing
- Restrictions on Sharing
- Managed Access Procedures

- Data Selection
- Period of Preservation
- Preservation Plan
- Data Repository

- Responsibilities
- Resourcing

Organisational guidance

Guidance can be added **by theme** (to apply across the board) or can be written **for specific questions**

Themed guidance

Glasgow guidance on Storage and Backup

During a project data should be stored on backed up University servers or other suitably backed up services. If you need advice you can contact your local IT Support for advice or email openaccess@glasgow.ac.uk.

Guidance that is presented whenever researchers are asked about storage and backup

Specific guidance

Glasgow guidance

The University provides a template answer for this MRC question which includes links to relevant policies.

Guidance that pertains to MRC question 7 only

Guidance can be set at multiple levels

Options to have guidance at organisation and 'unit' level e.g. by discipline, group, department, institute…

Admin interface demo

Allows you to add your own templates/guidance and view users

More information

Screencast on how to use DMPonline
http://www.screenr.com/PJHN
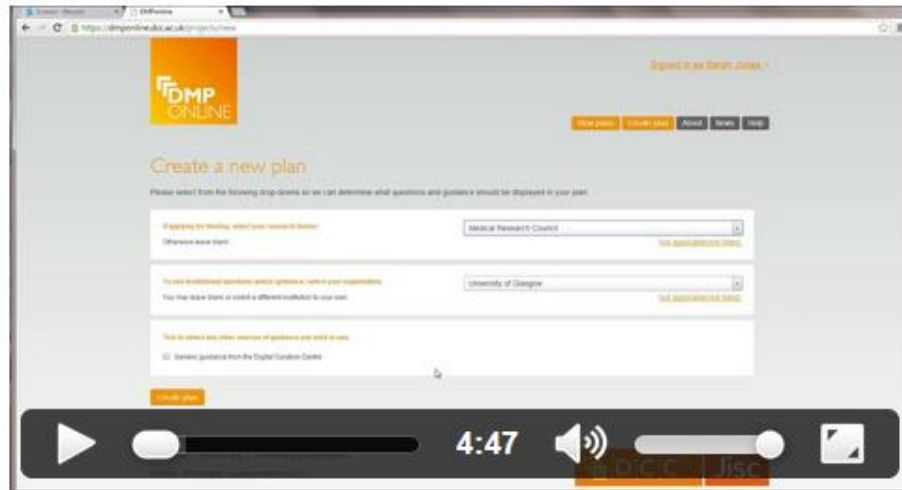
Customising DMPonline
www.dcc.ac.uk/news/customising-dmponline-admin-interface-launches

GitHub

Get the code, amend it, run a local instance, flag issues, request features...
https://github.com/DigitalCurationCentre/DMPonline_v4

Thanks for listening

DMP guidance, tools & resources:

www.dcc.ac.uk/resources/
data-management-plans

Follow us on twitter:

@digitalcuration and #ukdcc #DMPonline