Customising DMPonline

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Introduction to Data Management Planning and DMPonline, 29th January 2015,
www.dcc.ac.uk/events/workshops/introduction-data-management-planning-dmponline
Overview of options

• Add your own template(s)

• Add questions to other templates

• Add custom guidance

• Add dropdowns, examples, suggested answers...

• Brand the tool (coming soon)
Unis can add their own DMP template

<table>
<thead>
<tr>
<th>Administrative Data</th>
<th>10 questions, 0 answered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data collection</td>
<td>1 question, 0 answered</td>
</tr>
<tr>
<td>Ethics and Intellectual Property</td>
<td>1 question, 0 answered</td>
</tr>
<tr>
<td>Storage and Backup</td>
<td>1 question, 0 answered</td>
</tr>
</tbody>
</table>

**UEL Guidance**

Give a rough idea of data volume. Say where and on what media you will store data, and how they will be backed-up. Mention security measures to protect data which are sensitive or valuable.
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.

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.
Dropdown options and default styles
Unis can have more than one template

You may want to provide different templates for different audiences e.g. PhD students and research staff
And templates can have multiple phases

This encourages researchers to actively update the Data Management Plan throughout the project.
Adding questions to other templates

Things you need to know that funders don’t ask e.g.

– What volume of data will you create? Does it exceed X GB?
– Are there any training requirements?
– Would you like help with your DMP & details of support services?

We plan to build in flags so you can trigger alerts
Guidance in DMPonline

Guidance for each question

- Specific guidance for the question
- Themed guidance by organisation
- Themed guidance from other sources
Themes

• 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.

**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...
Branding *(coming soon)*

- Adding logos

- High-level organisational summary
  - Email address for RDM helpdesk
  - Links to guidance webpages
  - Details of uni policy

- Custom URL e.g. dmponline.ed.ac.uk

- Own stylesheet for uni colours / look & feel
What to do to customise DMPonline?

1. Define your requirements
2. Draft your institutional template
3. Review existing funder templates
4. Draft your guidance, examples and suggested answers
5. Add content to DMPonline via the admin interface

Guidance at: www.dcc.ac.uk/dmponline
More information

Customising DMPonline
www.dcc.ac.uk/news/customising-dmponline-admin-interface-launches

Screencast on how to use DMPonline
http://www.screenr.com/PJHN

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

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

Contact us to request admin access on dmponline@dcc.ac.uk
Thanks – any questions?

DCC guidance, tools and case studies:  
www.dcc.ac.uk/resources

Follow us on twitter:  
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Email DMPonline enquiries to:  
dmponline@dcc.ac.uk