DMPonline at the University of Manchester

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3,625 research students
6,685 research and academic staff
£331m research funding
3 Faculties:

Humanities

Science and Engineering

Biology, Medicine and Health
Planning

Storing, computing, analyzing, visualising

Publishing

Recording

My Research Essentials
Data management plans at Manchester

• Mandatory for every research project
• ~60% Compliance with this policy
• Aiming to use as:
  • Educational tool
  • Asset register for GDPR
  • Contact point for starting conversations with researchers
Changing how researchers write DMPs

Outline Data Management Plan

1. Proposal title:

2. Is the project already funded?
   - Yes
   - No

3. Will the project make use of data (please select all that apply)?
   - [ ] Acquire new data
   - [ ] Re-use existing data (please list below)
   - [ ] Not acquire or re-use data (please provide details)

4. Where will the data be stored and backed-up during the project lifetime?
   - [ ] University of Manchester Research Data Storage
   - [ ] Other repository or storage system

   For guidance on University of Manchester Research Data Storage see http://www.rdsiltservices.manchester.ac.uk.
   A searchable registry of research data repositories is available at re3data.org.
   For detailed advice on where to deposit data, see:
Changing how researchers write DMPs
Manchester Data Management Outline

- Internal questions
- Inform service provision
- Manage risk (GDPR!)
- Tick-box or short answer
- Themes:
  - Funder
  - Collaboration or single-institution project
  - Whether data will be created or re-used
  - Storage
  - Retention
  - Levels of data sensitivity
  - Handling of sensitive data
  - Data custodian
Data management planning process

Researcher writes DMP
**Behind the scenes – outline check**

**12 Data Management Plans created on 2018-07-31**

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<tr>
<th>ID</th>
<th>Template</th>
<th>Name</th>
<th>Description</th>
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### My AHRC research project - TEST

<table>
<thead>
<tr>
<th>Project Details</th>
<th>Plan overview</th>
<th>Write Plan</th>
<th>Share</th>
<th>Download</th>
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<tr>
<td></td>
<td></td>
<td>expand all</td>
<td></td>
<td>collapse all</td>
</tr>
</tbody>
</table>

- **Manchester Data Management Outline (0 / 16)**
- **Data Summary (0 / 1)**
- **Data Collection (0 / 1)**
- **Short-term Data Storage (0 / 2)**
- **Long-term Data Storage (0 / 4)**
- **Data Sharing (0 / 6)**
- **Ethical and Legal Considerations (0 / 2)**
Data management planning process

Researcher writes DMP

Data management outline checks
Welcome to the DMPonline Outline checking form. Before you get started it is helpful to have the DMP you are checking and StaffNet open in separate tabs. Where researchers have selected multiple options on some questions (e.g. storage options, PII) please select the most risky answer and adapt the final email as appropriate.

If the visibility of the DMP is set to 'Test' then this form should not be used and you can ignore that DMP.
Dear [Name],

Thank you for completing the Manchester Data Management Outline questions. We recommend researchers use the University of Manchester’s Research Data Storage (RDS) for:

- robust, managed, secure, replicated storage,
- up to 8TB of (replicated) storage for each research project, free at the point of use.

To learn more about RDS, see:
- RDS Service introduction: [http://www.rds.itervices.manchester.ac.uk/](http://www.rds.itervices.manchester.ac.uk/)
- RDS request form: [http://remedy.manchester.ac.uk/cgi-bin/sr.cgi?scid=142](http://remedy.manchester.ac.uk/cgi-bin/sr.cgi?scid=142)

As your project involves the collection of personal information, there may be further considerations that fall under the General Data Protection Regulation. For more information [http://www.staffnet.manchester.ac.uk/gdpr/](http://www.staffnet.manchester.ac.uk/gdpr/) or contact information.governance@manchester.ac.uk. We have referred your data management plan to the Information Governance on possible GDPR concerns.

For Information Governance: [https://dimonline.dcc.ac.uk/plans/39093](https://dimonline.dcc.ac.uk/plans/39093)

If you are applying for ethics approval then please attach a copy of this email and any conversations you have with information governance about this project to your DMP application form.

Your DMP number is the five-digit number at the end of the URL of your plan (e.g. [https://dimonline.dcc.ac.uk/plans/99999](https://dimonline.dcc.ac.uk/plans/99999)) when you are in the 'Project details' tab.
Data management planning process

- Researcher writes DMP
- Research IT
- Information Governance
- Data management outline checks
- Feedback
Behind the scenes - Chasing DMPs

Outline check → Not enough questions answered → Record in Typeform

‘Nudge’ researchers if still not answered questions → Check ‘empty’ DMPs after 2 weeks → Export records on a weekly basis
Data management planning process

1. Researcher writes DMP
2. Feedback
3. Research IT
4. Information Governance
5. Data management outline checks
6. Full data management plan review
7. Feedback
Behind the scenes – full review process

**Initial check**
- Research Services Officer
- 5 day SLA

**Final Check**
- Research Services Librarian
- 5 day SLA

**Complete**
- Mark as complete in DMPonline
Data management planning process

Researcher writes DMP

Feedback

Research IT

Information Governance

Data management outline checks

Full data management plan review

Ethics

Research Approval Form & RDS

Feedback
Future work

• Customised homepage
• Rationalising internal questions
  • Would like to add conditional questions to make this easier
• Making process more flexible
  • NIHR and H2020 causing particular issues
• Compliance checking
• Better integration with Pure
Thank you for listening!

Contact:
rosie.higman@manchester.ac.uk
researchdata@manchester.ac.uk

@RosieHLib
@UoMLibResearch

With thanks to:
Helen Dobson, Chris Gibson, Tom Higgins, Jessica Napthine-Hodgkinson, Mary McDerby, Laurence King, Cath Barrow, Lynne McCrae, April Lockyer & Hannah Pope