Using DMPonline to write a UCL Data Management Plan
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DMPOnline is an online tool produced by the Digital Curation Centre to help researchers create Data Management Plans. The tool offers templates and guidance to meet the Data Management Plan requirements of a range of funders and institutions. Plans produced in DMPOnline can be customised and exported to a variety of formats. It is possible to share your plans with other people. Draft plans will be saved and it is possible to create multiple plans if required.

1. Sign-in or create account
   - If you have not previously used DMPOnline you will need to create an account.
   - Once you have created an account you link it to your UCL institutional credentials and in future login using your institutional credentials.
2. Create a DMP
Once you are signed-in you can create your first plan. Choose create plan.
You will now be able to access a drop down menu listing different possible funder templates. If you do not have a funder or your funder is not listed then choose not applicable/not listed.

Once you have chosen your funder you can choose your institution. This will allow you to see guidance created for UCL researchers.

You will also have the option to check the box to view DCC guidance. It is recommended to choose to view DCC guidance as UCL guidance is intended as a supplement to this guidance rather than a replacement.
You can now choose ‘create plan’. When you do this you will be asked to confirm the details of the plan you want to create including funder, institution, template and other guidance:

3. Completing your DMP

Once you have created a plan you will be able to fill in some basic information about the application.
Once you have completed these basic questions you can start answering the questions required by your funder/template by clicking on ‘answer questions’ or choosing the appropriate tab. You will now see a list of questions required by your funder. Clicking on the question will open a text box where you can fill in your answer.

On the side of the text box you will find additional guidance to help you answer these questions. This includes ‘generic’ guidance from the Digital Curation Centre, funder requirements and UCL guidance where relevant.

4. Sharing
You can share your Data Management Plan with other people. You can choose to give read only access or allow people to make edits to the document. To share your plan click on share.

5. Exporting

You can export your plan in a variety of formats including docx (Word), PDF and HTML.
Help to write and review your Plans

For more help and advice, contact your Research Data Support Officers at lib-researchsupport@ucl.ac.uk who can also review drafted UCL Data Management Plans if you send them in advance of submission (allow at least a 1-2 weeks for review).

Feedback

If you have any feedback on this user guidance, or the UCL guidance included in DMPOnline, please send an email to lib-researchsupport@ucl.ac.uk with a text or Docx version of your DMP attached.