



## 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.

**Sign in**

Email address \*

Password \*

[Forgot your password?](#)

Remember me

**Sign in**

[Or, sign in with your institutional credentials \(UK users only\)](#)

**Sign up**

New to DMPOnline? Sign up today.

- If you have previously used DMPOnline logging in will allow you to see any previous plans you have created.

**DMP ONLINE** | [View plans](#) | [Create plan](#) | [About](#) | [Future plans](#) | [Help](#)

## My plans

The table below lists the plans that you have created, and any that have been shared with you by others. These can be edited, shared, exported or deleted at anytime.

Filter plans <input type="text" value="Filter"/>				
Name	Owner	Shared?	Last edited	Select an action
My plan (A minimal Software Management Plan)	Me	No	07-03-2017	<a href="#">Edit</a> <a href="#">Share</a> <a href="#">Export</a> <a href="#">Delete</a>
My plan (A full Software Management Plan)	Me	No	07-03-2017	<a href="#">Edit</a> <a href="#">Share</a> <a href="#">Export</a> <a href="#">Delete</a>
My plan (Horizon 2020 DMP)	Me	No	29-03-2017	<a href="#">Edit</a> <a href="#">Share</a> <a href="#">Export</a> <a href="#">Delete</a>
My plan (Wellcome Trust Template)	Me	No	31-03-2017	<a href="#">Edit</a> <a href="#">Share</a> <a href="#">Export</a> <a href="#">Delete</a>
My plan (AHRC Template)	Me	No	06-04-2017	<a href="#">Edit</a> <a href="#">Share</a> <a href="#">Export</a> <a href="#">Delete</a>
Test Plan	Me	No	08-05-2017	<a href="#">Edit</a> <a href="#">Share</a> <a href="#">Export</a> <a href="#">Delete</a>
My plan (AHRC Template)	Me	No	08-05-2017	<a href="#">Edit</a> <a href="#">Share</a> <a href="#">Export</a> <a href="#">Delete</a>

[Create plan](#)

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## 2. Create a DMP

Once you are signed-in you can create your first plan. Choose create plan.

# My plans

## Welcome.

You are now ready to create your first DMP.

Click the 'Create plan' button below to begin.

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.

## 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.

Otherwise leave blank.

Funder

Funder

Arts & Humanities Research Council

Biotechnology and Biological Sciences Research Council

Cancer Research UK

Economic and Social Research Council

Engineering and Physical Sciences Research Council

European Commission (Horizon 2020)

Medical Research Council

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

If applying for funding, select your research funder.

Otherwise leave blank.

Biotechnology and Biological Sciences Research Council

[Not applicable/not listed.](#)

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

You may leave blank or select a different organisation to your own.

University College London

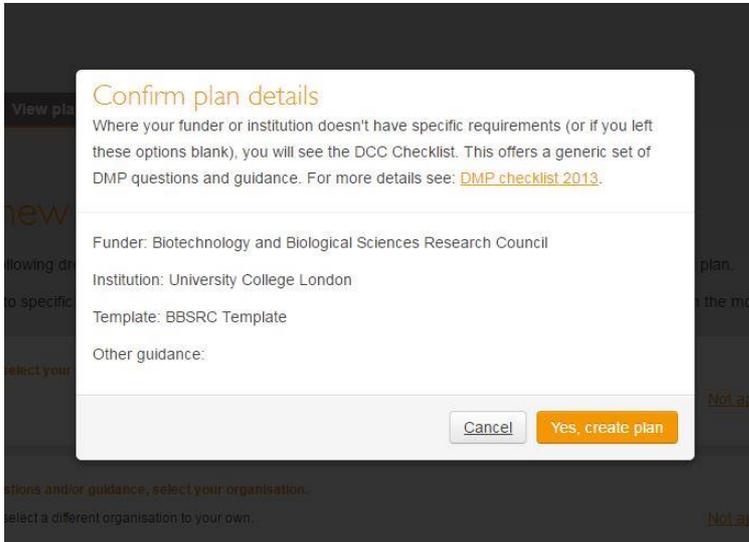
[Not applicable/not listed.](#)

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.

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

DCC guidance

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:



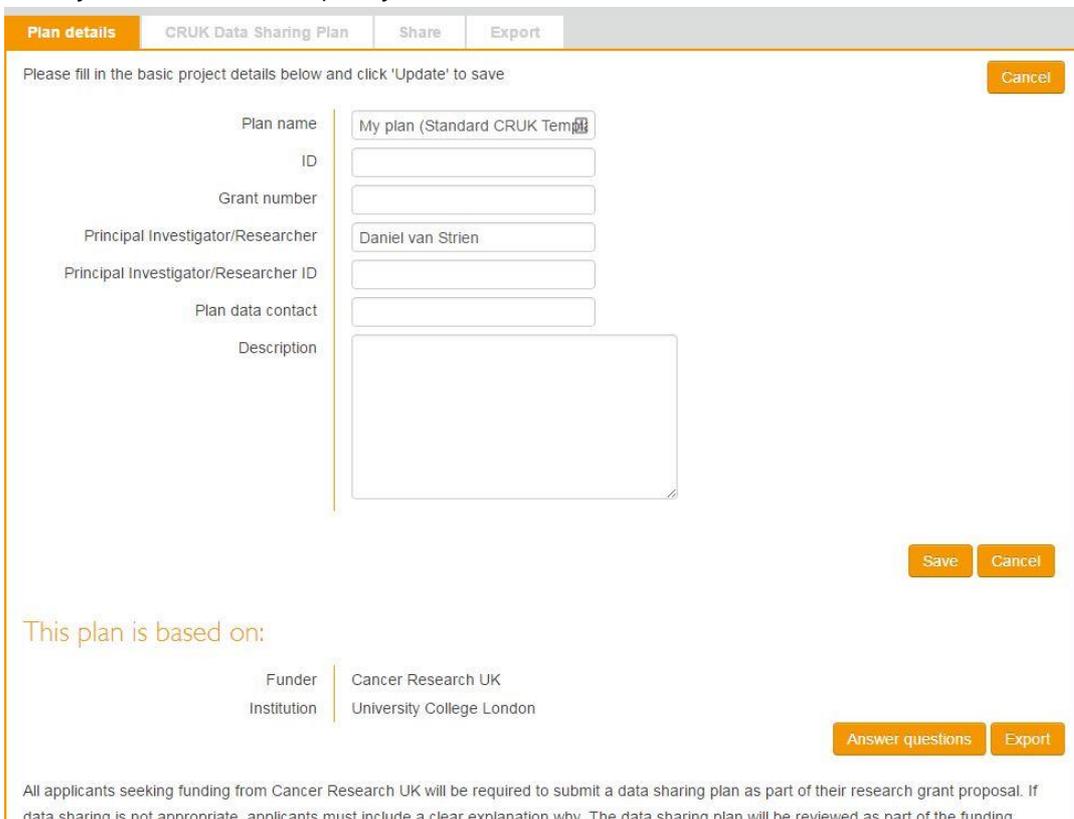
**Confirm plan details**

Where your funder or institution doesn't have specific requirements (or if you left these options blank), you will see the DCC Checklist. This offers a generic set of DMP questions and guidance. For more details see: [DMP checklist 2013](#).

Funder: Biotechnology and Biological Sciences Research Council  
Institution: University College London  
Template: BBSRC Template  
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.



**Plan details** | CRUK Data Sharing Plan | Share | Export

Please fill in the basic project details below and click 'Update' to save

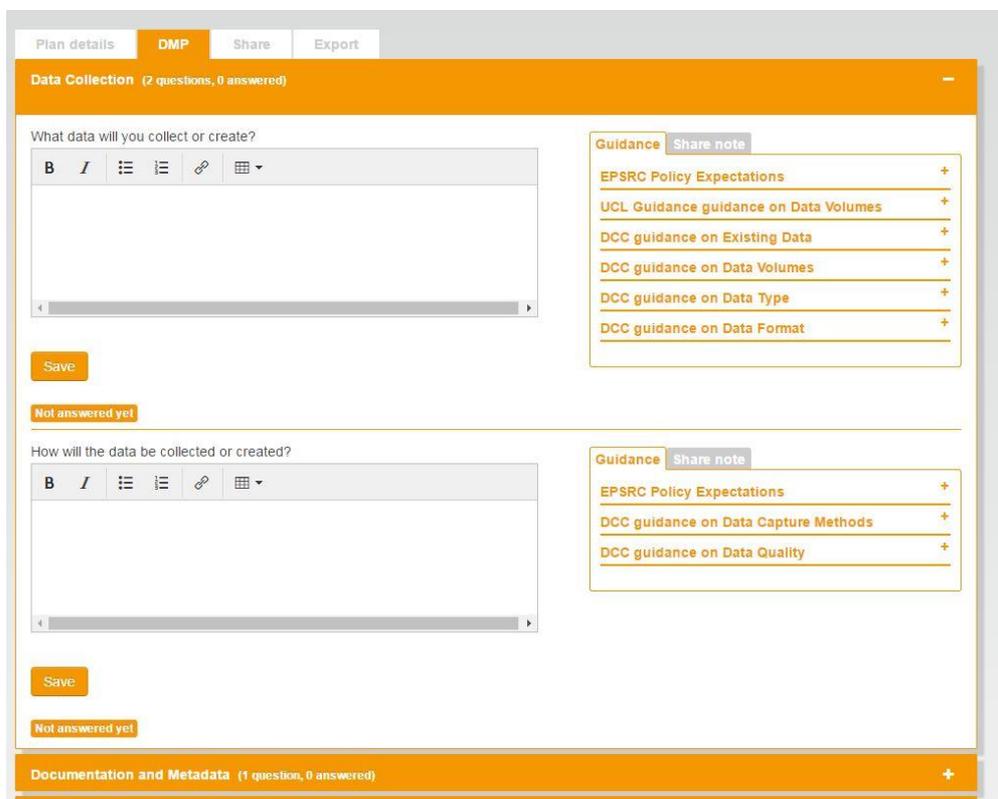
Plan name	<input type="text" value="My plan (Standard CRUK Template)"/>
ID	<input type="text"/>
Grant number	<input type="text"/>
Principal Investigator/Researcher	<input type="text" value="Daniel van Strien"/>
Principal Investigator/Researcher ID	<input type="text"/>
Plan data contact	<input type="text"/>
Description	<input type="text"/>

**This plan is based on:**

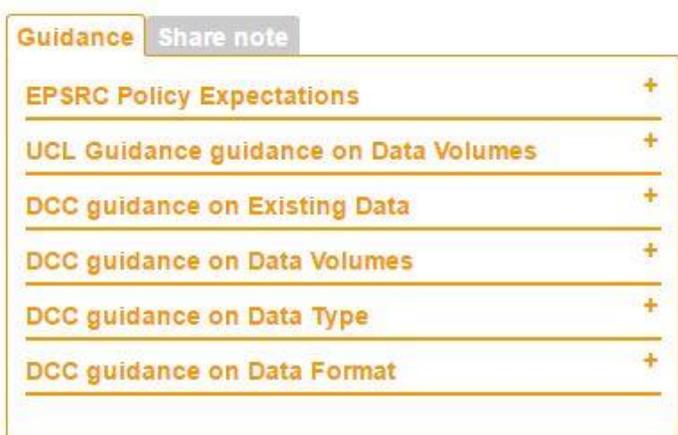
Funder	Cancer Research UK
Institution	University College London

All applicants seeking funding from Cancer Research UK will be required to submit a data sharing plan as part of their research grant proposal. If data sharing is not appropriate, applicants must include a clear explanation why. The data sharing plan will be reviewed as part of the funding

Once you have completed these basic questions you can start answering the questions required by you 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.

The screenshot shows the 'Share' tab of a Data Management Plan interface. At the top, there are four tabs: 'Plan details', 'DMP', 'Share' (which is highlighted in orange), and 'Export'. Below the tabs, there is a text area explaining sharing options. It states that there are three permission levels: 'read only', 'editor', and 'co-owner'. It also provides instructions on how to add collaborators by entering their email address and selecting a permission level. A table below shows one collaborator, Daniel van Strien, with 'Owner' permissions. At the bottom, there is a form to 'Add collaborator' with an 'Email' input field, a 'Permissions' dropdown menu set to 'Read only', and an 'Add collaborator' button.

Plan details | DMP | **Share** | Export

You can give other people access to your plan here. There are three permission levels.

Users with "read only" access can only read the plan.  
Editors can contribute to the plan.  
Co-owners can also contribute to the plan, but additionally can edit the plan details and control access to the plan.

Add each collaborator in turn by entering their email address below, choosing a permission level and clicking "Add collaborator".

Those you invite will receive an email notification that they have access to this plan, inviting them to register with DMPonline if they don't already have an account. A notification is also issued when a user's permission level is changed.

### Collaborators

Email address	Permissions
Daniel van Strien	Owner

### Add collaborator

Email

Permissions:

**Add collaborator**

## 5. Exporting

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

The screenshot shows the 'Export' tab of a Data Management Plan interface. At the top, there are four tabs: 'Plan details', 'DMP', 'Share', and 'Export' (which is highlighted in orange). Below the tabs, there is a text area explaining the export options. It states that users can download their plan in various formats (docx, PDF, HTML) and provides instructions on how to select a format and click 'Export'. A dropdown menu for 'Format' is set to 'pdf', and an 'Export' button is visible. At the bottom, there is a 'Settings' bar with the text '(Using default PDF formatting values)' and a plus sign.

### My plan (EPSRC Data Management Plan)

Plan details | DMP | Share | **Export**

From here you can download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application. Select what format you wish to use and click to 'Export'.

Format

**Export**

**Settings** (Using default PDF formatting values) +

**Help to write and review your Plans**

For more help and advice, contact your Research Data Support Officers at [lib-researchsupport@ucl.ac.uk](mailto: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](mailto:lib-researchsupport@ucl.ac.uk) with a text or Docx version of your DMP attached.