DMPTool
User Instructions

What is the DMPTool?

The DMPTool helps researchers create data management plans (DMPs). Many funding agencies, especially federal agencies, require Principal Investigators (PIs) to share their project's research data and to provide a DMP at the time of application or prior to award. With this in mind, a group of research institutions led by the University of California Curation Center of the California Digital Library partnered to create the DMPTool to simplify the process of writing DMPs by clarifying the questions to be addressed and by providing suggested text.

Why use the DMPTool?

In 2011, the National Science Foundation (NSF) began requiring DMPs in all their grant proposals. DMPs are required for many other federal funders, including the National Institutes of Health (NIH) which will be rolling out additional DMP requirements in the near future. Writing DMPs helps researchers formalize the process, identify weaknesses in their plan, and provide them with a record of what they intend to do. We recommend using the DMPTool to create your data management plan. This resource can help save time, protect your data investment, and increase your research efficiency. It also helps you prospectively think about the data you will collect and how you will manage it, thus strengthening your research design.
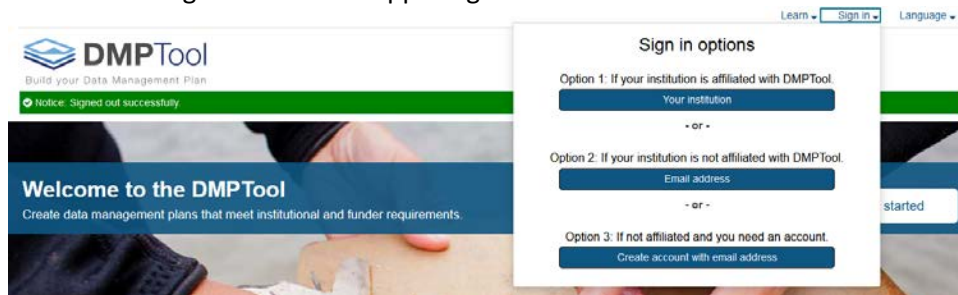
The DMPTool allows researchers to:
- **Browse other DMPs** that have been made publicly visible by DMPTool users,
- **Save their DMPs** for future review and revision,
- **Access ready-to-use, funder-specific DMPs**, such as plans for the National Science Foundation (NSF), National Institutes of Health (NIH), National Endowment for the Humanities (NEH) and Department of Energy (DOE),
- **Review funder requirements for DMPs** by being able to review a list of funding agencies' DMP requirements,
- **Get step-by-step instructions and guidance** for data plans, and
- **Find additional data management resources**.

How to use the DMPTool

Marquette University (MU) has registered as a participating institution with DMPTool which enables users to log in with their MU credentials, receive MU-specific information and guidance as it becomes available, and save the plans they create.
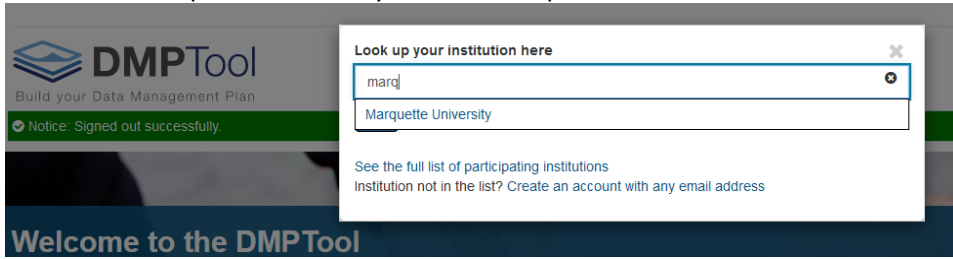
To create a DMPTool account:
1. Go to www.dmptool.org
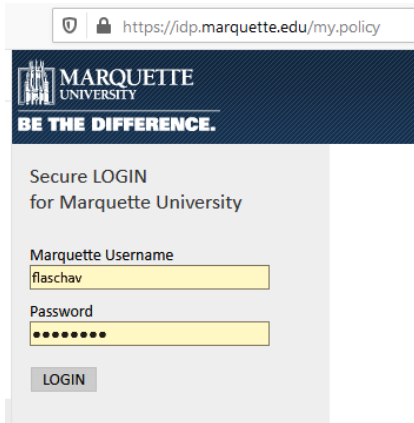2. Click on 'Sign In' button in upper right-hand corner

3. Choose Option 1

4. Select Marquette University from the dropdown menu and click 'Go'

5. You will be taken to an MU authentication page, where you can enter your MU username and password

To create a new DMP:

Click the 'Create plan' in the top menu. There are three initial fields to complete to create a new DMP:
1. <u>What research project are you planning?</u> – If part of a grant application, state the project title here; there is also a box to check if creating a practice plan
2. <u>Select the primary research organization</u> – This field should be pre-populated with Marquette University
3. <u>Select the primary funding organization</u> – Select a funder from the drop-down list; you can check the box if there is not a funder associated with the plan

Click 'Create Plan' button at bottom of page when done. This will open a new page with an overview of the plan and guidance to start building it. For further instructions, you can visit DMPTool's webpage: https://dmptool.org/help#how-do-i-create-a-data-management-plan. As referenced earlier, you can either select a template from your funding agency

or you can utilize other PI's existing DMPs as a template, both providing helpful examples for you to create your own DMP. The DMPTool hosts a collection of plans for each type:

- [Public plans](#) contain actual plans created by DMPTool users who have opted to share their plans publicly. Please note that public plans have not been vetted for quality.
- Sample plans are created by funders and offered as guidance on their websites; links to these plans are available on the [Funder Requirements page](#).

All these plans can be accessed from the Learn dropdown menu in the top right-hand corner of the DMPTool website:

Other things to keep in mind
- Sample data management plans are not vetted for quality!

- Creating a plan in the DMPTool does not automatically send the plan to a funding agency. Once the plan is created, you need to save it and upload it as a part of your application package. You can download the file in csv, html, pdf, text, docx file formats (with other formatting options for some of the choices).

- When creating a DMP in the DMPTool, you will have three visibility options:
  - Private (default) - Your plan will only be visible to you and any specified plan collaborators. Basic plan details (from the project details page, but not the plan content) will be available to DMPTool administrators at MU.
  - Organization* – Since MU is registered with DMPTool, this option is available for you to select and have any other users at MU (along with default DMPTool administrators) see your plan.
  - Public* - Your plan will be available on the Public Plans page of the DMPTool website. Choose this option to allow others to see your plan without restrictions (under a CC-Zero license).
  *You must answer at least 50% of the questions to enable the Organization or Public options.

- To work with a collaborator on the same plan, add your collaborator(s) with permissions as either a co-owner, editor or read only. You can do this on the "Share" tab of your plan. Enter an email address in the field "Invite collaborators," select the desired level of permissions, and click "Submit" to send an email invitation.

My Dashboard   Create plan   Admin Features ▾

Test 4-8-20

| Project Details | Contributors | Plan overview | Write Plan | Share | Download |

Set plan visibility

Public or organizational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.

○ Private: visible to me, specified collaborators and administrators at my organization
○ Organization: anyone at my organization can view
○ Public: anyone can view

Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Email address	Permissions	
averia.flasch@marquette.edu	Owner	

Invite collaborators

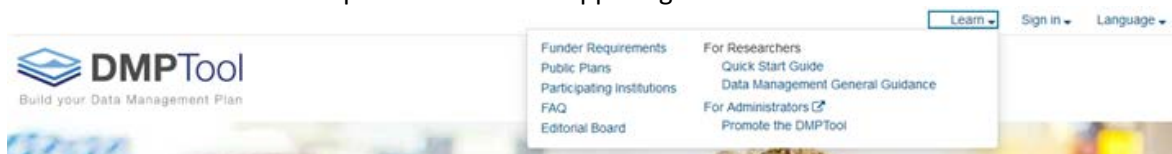*** Email**

[   ]

* Permissions
○ Co-owner
○ Editor
○ Read only

[Submit]

- Data management plans are the intellectual property of their creators. The California Digital Library makes no claim of copyright or ownership to the data management plans created using the DMPTool. You can, however, choose to share your plan publicly and it will appear in the library of public plans on the DMPTool website. This will benefit other DMPTool users and promote open research. You can change the visibility option at any time. See the Quick Start Guide for more information on setting your plan's visibility.

- DMPTool does not actively delete any plans created with the DMPTool. As a plan owner, however, you can delete plans by going to "My Dashboard" and selecting "Remove" from the Actions menu next to the plan name.

For additional information, see DMPTool's FAQ's, Quick Start Guide, and Data Management General Guidance. These links can also be found in the Learn drop down box in the upper righthand corner:

| | Learn ▾ | Sign in ▾ | Language ▾ |

◇ DMPTool
Build your Data Management Plan

Funder Requirements   For Researchers
Public Plans   Quick Start Guide
Participating Institutions   Data Management General Guidance
FAQ   For Administrators ⬈
Editorial Board   Promote the DMPTool

Below is the contact information for additional MU support on the following topics:

Login Authentication – IT Services Help Desk

Data Management and DMPTool Guidance – Raynor Memorial Research Librarian for your department or visit the library's DMP website: https://www.marquette.edu/library/dataplan/#

Grant-related Questions – Averia Flasch (ORSP)