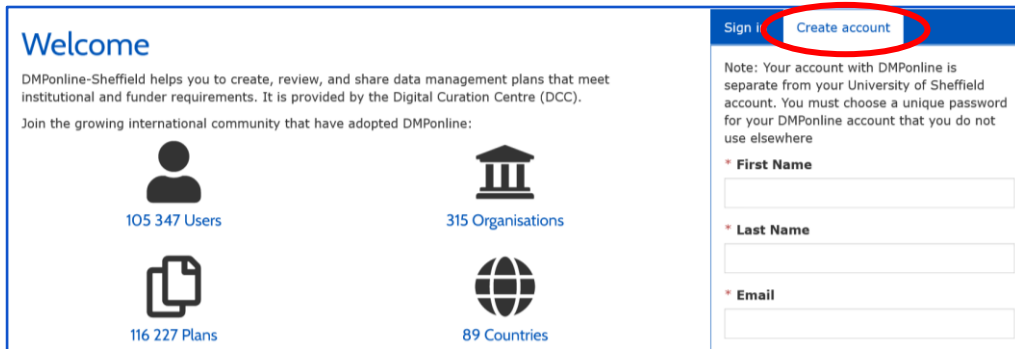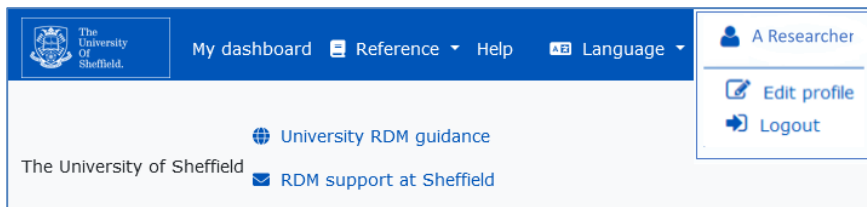# Introduction to DMPonline for supervisors

Writing a data management plan (DMP) can help ensure your data is easier to store, find and understand. The University Postgraduate Research Committee also requires all PGRs to have a DMP before their confirmation review. To support this, the Library provides access to DMPonline, a tool with templates and guidance from the University and major funders to make writing a DMP easier for students and staff.

Create an account

To create a DMPonline account, go to dmponline.sheffield.ac.uk and click on **Create account**. Enter your details, including a unique password you do not use elsewhere.
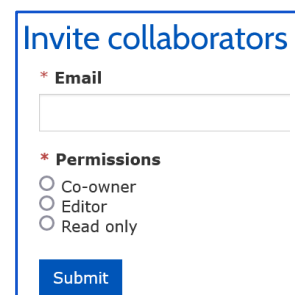
My Dashboard

Your DMPonline homepage is called **My Dashboard**. You can use the drop-down menu at the top right of the screen to edit your profile (including notification settings) and log out. You can create a new data management plan by selecting **Create plan**, and you can see the plans you have created and plans that have been shared with you.

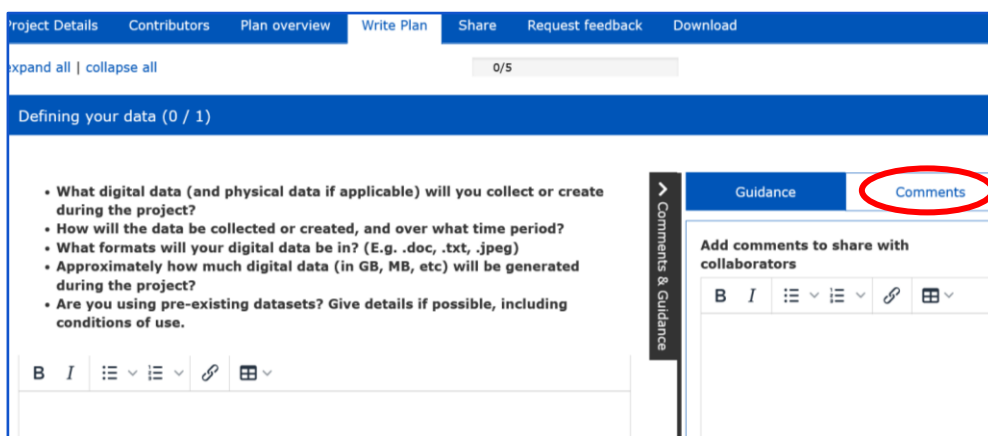| Project Title	Template	Edited	Role
MDH research project	Postgraduate Research DMP (The University of Sheffield): Faculty of Medicine, Dentistry and Health	20-02-2023	Owner
Postgraduate research project	Postgraduate Research DMP (The University of Sheffield)	20-02-2023	Co-owner

Access a data management plan

It's important to review your students' data management plans to ensure they are feasible and appropriate. Once a student has created a plan in DMPonline, ask them to share it with you.

In the plan's **Share** tab, the student should enter your email address under **Invite collaborators**, then select a **Permissions** option and click **Submit**.
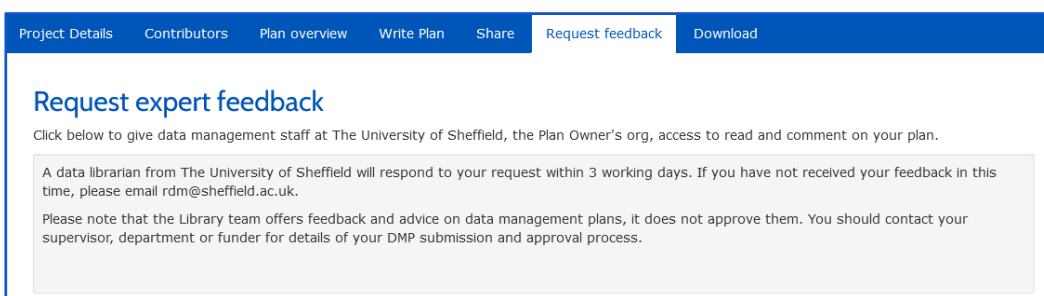
Comment on a plan

You can comment on a plan once it has been shared with you under a suitable permission. Select the plan from your Dashboard and click on the **Write plan** tab. Expand the sections of the plan and add comments, questions and suggestions in the **Comments** fields to the right, remembering to click on **Save** at the end of each one. You can also use the **Download** tab to download the plan in various formats.

Request feedback

You can use the **Request feedback** tab to request feedback from the Library's Research Data Management (RDM) team. Please note that while the Library team provides comments and advice on DMPs, it does not approve them. You should contact your department or funder for details of the DMP submission and approval process.

Ongoing support

The Library's RDM team provides training, support and guidance to help you and your students to manage your research data and write a data management plan.

You can find more information on the RDM webpages, including details of training sessions for staff and postgraduate students. There is also a data management planning page, which includes a short video introduction to DMPonline.

If you have any questions, you are welcome to contact the Research Data Management team at rdm@sheffield.ac.uk.