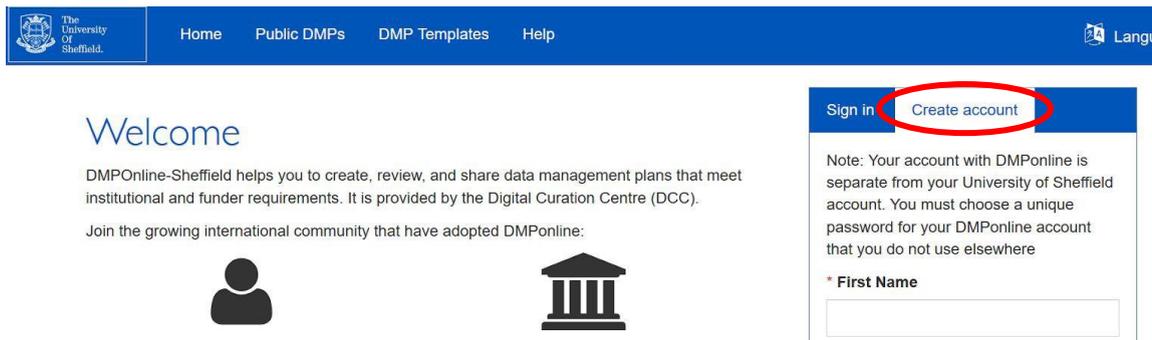


A Practical Guide to DMPonline

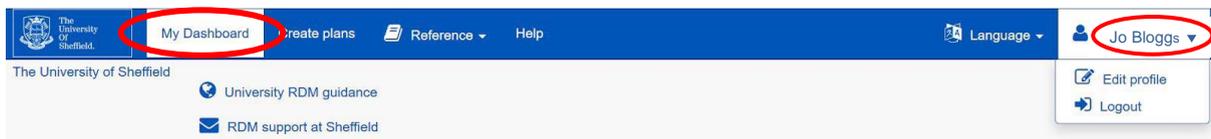
Writing a data management plan (DMP) can help ensure your data is easier to store, find, and understand. The University Postgraduate Research Committee require all PGRs from 2019/20 to have a DMP before their confirmation review. To support this the Library is providing access to DMPonline, a tool with templates and guidance from the University and major funders to make writing a DMP easier for students and staff.

Create an account



- Go to dmponline.sheffield.ac.uk.
- Click on 'Create Account' on the right-hand side.
- Fill in your details, including a unique password you do not use elsewhere.

My Dashboard



My Dashboard

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Project Title	Template	Edited	Role	Test	Visibility	Shared	
My excellent research project	The University of Sheffield Postgraduate Research DMP	16-08-2019	Owner	<input type="checkbox"/>	Private	No	Actions
Test PGR guidance	The University of Sheffield Postgraduate Research DMP	08-08-2019	Owner	<input type="checkbox"/>	Private	No	Actions

My Dashboard links to previous plans you have created and ones that have been shared with you. You can use the drop-down menu at the top right of the screen to edit your profile (including notification settings) and log out.

To create a new data management plan, select 'Create plans' at the top of the screen.

Create a new plan

Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

* What research project are you planning?

mock project for testing, practice, or educational purposes

* Select your research organisation

- or -

No research organisation associated with this plan or my research organisation is not listed

* Select the primary funding organisation

- or -

No funder associated with this plan or my funder is not listed

Create plan

Cancel

To begin your DMP, complete the boxes on the 'Create a new plan' page, giving a title for your project in the first box.

If your research has no external funding, tick the 'No funder associated with this plan' box. This will give you access to the University of Sheffield Postgraduate Research DMP templates, including the 'paper-based' template for those with no digital data.

Select 'Create plan', then use the tabs on the following page to create your DMP.



Project Details: Make sure the existing details are correct and add a project abstract. Details of external funding should be added here if applicable.

Plan Overview: This gives details of the information you should include in your DMP.

Write Plan: Expand each section using the '+' on the right, or select 'expand all'.

Share: Set plan visibility to 'Private'. Under 'Invite collaborators', add your supervisor's email address, then select 'Co-owner' and 'Submit'. Once your supervisor has commented on your plan, you can also ask for Library feedback by using the 'Request expert feedback' option.

Download: You can download the plan in several formats and use the 'Optional Plan Components' function to show or hide various items.

Writing your plan

The screenshot shows the 'Write Plan' tab selected in a navigation bar. Below the navigation bar, there are links for 'expand all' and 'collapse all', and a progress indicator showing '3/4 answered'. The main content area contains four blue expandable sections, each with a plus sign on the right:

- Defining your research (1 / 1)
- Looking after your research (1 / 1)
- Archiving your research (1 / 1)
- Implementing your plan (0 / 1)

Answer the questions for each section as fully as possible. You can find guidance from The University of Sheffield (TUoS) and the Digital Curation Centre (DCC) via the tabs on the right. There is also a 'Comments' section, which can be used by anyone you share the plan with, including your supervisor.

The screenshot shows the 'Defining your data (0 / 1)' section. On the left, there is a list of questions:

- Where does your data come from?
- How often do you get new data?
- How much data do you generate?
- What format(s) are your data in?
- If pre-existing datasets are being used, where will these come from? How will they be used? Who owns them?

Below the questions is a rich text editor with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, and table. A 'Save' button is located at the bottom left of the section.

On the right side, there are tabs for 'Guidance' and 'Comments'. Under 'Guidance', there are sub-tabs for 'TUoS' and 'DCC'. Below these, there are links for 'expand all' and 'collapse all', and three expandable sections with plus signs:

- Data description
- Data format
- Data collection

Ongoing Support

The Library's [DDP sessions on 'Looking after your Research Data'](#) introduce good data management and give you the opportunity to draft your DMP with support from Library staff.

Advice is available on the Research Data Management [website](#) and via rdm@sheffield.ac.uk.