



July 2018

RDM 2: Writing a data management plan



Georgina Parsons, Research Data Manager

Prerequisites: You should have already attended “RDM 1: Introduction”, via a workshop, webinar, or the VLE. [See [DATES](#) and the [RDM VLE module](#).]

Materials: Today’s slides are on the [DRCD intranet site](#) > Session resources.





Session plan:

- What/why/how/when of DMPs.
- Introduction/sign up to DMPonline.
- Drafting your own DMP in DMPonline.



DMPs: what?



- A document setting out how you will approach various aspects of RDM during your project.
- Usually one to three pages.
- A living document that you develop throughout your project and discuss at review meetings.

Now a what-why-how of DMPs.



DMPs: why?



1. To ensure compliance with requirements.
2. To ensure data is handled appropriately throughout a project.
3. To save you time.
4. Another publication to your name?
(See the DMPTool's [public DMPs](#) and DMPs in the [RIO journal](#).)

5

1. Mandatory for doctoral students registered from 1 October 2016. It's a document that's on the checklist for supervisor review meetings, alongside your risk assessment etc..

2. And that's why they're required by funders and institutions – because they want assurance that you're planning the appropriate procedures and security.

3. They are to benefit you and plan research efficiently and get support early on where needed, so don't put them off or disregard them.

4. You get a DOI, citations, metrics... useful to see what others have done, PhD examples in the RIO journal at

http://rio.pensoft.net/articles.php?id=8664&instance_id=3072860

DMPTool's public DMPs are not peer reviewed; DMPs in the RIO journal have optional peer review.



DMPs: how?

Cranfield researchers should use DMPonline:

We'll sign up to <https://dmponline.dcc.ac.uk/>.

See also our [Using DMPonline pdf](#).



Occasionally you could use a Word template:

Intranet > Research > Research Data Management

> [Data management plans](#)

> Choose a template: EPSRC, STFC, BBSRC, ESRC, H2020, NERC, generic.

6

Benefits of DMPonline: sharing, collaboration, compliance monitoring, submit for review, can also export and publish.



DMPs: when?



1. You must write a DMP before starting to collect data.
2. For doctoral students, the DMP is on the checklist at supervisory review meetings.
3. The DMP should be regularly reviewed and updated at key points, e.g. if you identify a new dataset you will create/use.

7

DMPs are mandatory for doctoral students registered from 1 October 2016. The first draft must be before data collection but this may not be for your initial review. At supervisory or project review meetings, the DMP should be checked over to see if there are any questions/concerns to address. They can always be referred to me!

Staff: in research, increasingly required when submitting a proposal for funding. E.g. all UKRI councils except EPSRC want one submitted with your proposal; H2020 want a full plan as a deliverable at month 6. Your plan should then be reviewed at each project review meeting to make sure everything's on track and address any concerns.



Accessing DMPonline.

1. Go to <https://dmponline.dcc.ac.uk/> and choose 'sign in with institutional credentials'.
2. Enter your Cranfield username and password.

The first time you do this, you need to fill in the form for a new account. Although you must enter a password, you will sign in using institutional credentials in future.

Sign in Create account

* Email

* Password

Forgot password?

☐ Remember email

Sign in

- OR -

Sign in with institutional credentials (UK only)

When you have a split screen option choose 'create new account' on the right.



Creating a new plan.



1. Choose 'Create plans' from the menu bar at the top.
2. Enter your research project title.
3. Choose Cranfield University as your organisation.
4. Tick the 'no funder' box (or choose a funder if relevant).

In this session, we are using the 'no funder' template.



Your plan's menu options.

Project Details

Plan overview

Write Plan

Share

Download

- **Project details:** add any further administrative details e.g. grant number or second contact for your plan.
- **Plan overview:** this provides an outline of what the DMP will cover.
- **Write plan:** this is where you write the actual DMP!
- **Share:** publish your plan, add collaborators (e.g. your supervisor), and request my feedback here.
- **Download:** download your DMP in csv/html/pdf/text/docx format.



Writing your plan.

Project Details

Plan overview

Write Plan

Share

Download


- Choose 'Write plan' and you'll see eight expandable sections.
- In each section, you will have one or more questions to answer.
- Guidance is provided on the right-hand side in tabs (DCC and Cranfield guidance is separate).

I'll now talk through the screen where you answer the questions.

11

If you chose a funder, the template will look different, but the same content should be covered.

Now live demo in DMPOnline – talking through the screen for each question, noting answer box, guidance to the right from DCC and CU, and comments area.



Questions/exercise:

- You now have time to draft your own DMP.
- I'll come round for questions and guidance.
- When your draft is done, submit it for review (in the 'share' tab).

NB Generally plans are checked by me, or you can go through the guidance by each question again and make sure it is covered.

Some plans can also be evaluated on your own using a rubric where this is available – namely for specific funder templates used in funding bids, available on the DMP intranet page.

Final recap:

- Go to <https://socrative.com> > login > student login
- Room name: **PARSONS7469** > join



Now we'll move on to look at the DMPonline system.

Do still make a note of your password as an alternative login route should there be any technical issues.



Further help and information.

Intranet: Research > Research Data Management (<http://bit.ly/RDM-home>)

Personal support: Georgina Parsons, 01234 754548 (x4548), g.i.parsons@cranfield.ac.uk, researchdata@cranfield.ac.uk. Tue-Thur.

Training: [DATES](#) for workshops/webinars; full RDM module on VLE at <https://moodle.cranfield.ac.uk/RDM>



14

Do email me about any draft plans or arrange a one-to-one; I can review plans or help liaise to resolve any questions/concerns highlighted by the DMP (e.g. around storage, consent, IP, etc).

You can also chat to me at our Research Support Stand in the B52 Forum (11:00-13:00 first Tuesday of the month), B83 Forum (11:00-13:00 first Wednesday of the month), and the Slim Atrium (12:00-14:00 first Thursday of the month).