Writing a Data Management Plan (DMP) in DMPonline – Instructions on how to use DMPonline

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General information

Should you have an opinion (positive, negative, constructive, etc.) about
– the instructions at hand (i.e., the powerpoint document; e.g., layout, format, etc.),
– the actual DMP template within DMPonline (e.g., layout, format, wording, clarity, questions, guidance, etc.), and/or
– DMPonline as a tool itself:

please take notes in order to provide us with feedback.

Should you have questions, need advice or help with anything in this regard, please do not hesitate to contact us via dmp@slu.se.

Once you are finished with creating a DMP for the purpose of this pilot, please notify us via dmp@slu.se (the latest though by 15th September).
1. Signing in

- Go to [https://dmponline dcc.ac.uk](https://dmponline.dcc.ac.uk).
- The first time you sign in you will have to create an account with DMPonline and connect it to your SLU AD-account: Choose “Swedish University of Agricultural Sciences” from the organisation list and fill in the rest of the information on the “Create account” tab.
1. Signing in

- Should you already have a DMPonline account: Choose “Sign in with your institutional credentials”.

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).
1. Signing in

- Type “SLU” and choose “SLU” as organisation.
- Click the “Continue” button.
1. Signing in

- Login to DMPonline using your SLU AD-account credentials.
2. Creating a plan

- Choose “Create plans” to create a data management plan.
2. Creating a plan

- Tick box “No funder associated with this plan or my funder is not listed”.
- Choose “Create plan”. At this point, ‘SLU’s Data Management Plan’ template will automatically be selected.
3. Filling in project details

- Fill in the information on the “Project Details” tab. Feel free to add information from a past project should you choose not to create a DMP for a new project.
- Untick box “Digital Curation Centre”.
- Click “Save” (save frequently to ensure working on the plan at a later point in time).
4. Listing contributors

- List any contributors.

A contributor may be any person, who is involved in creating/managing/administrating this DMP or in managing the project's data (e.g., Principal Investigator, Data Manager, Project Administrator, etc.).
5. Checking plan overview

- Choose “Write plan”.

SLU's Data Management Plan

This plan is based on the "SLU's Data Management Plan" template provided by Swedish University of Agricultural Sciences.

The Carrot and the Stick
A data management plan (DMP) is a formal statement describing how data is managed and documented in and throughout a project, and how data is preserved long-term.

Managing data in a planned and well thought-through manner increases work efficiency and the data’s value, validity, as well as security (the carrot). On the other hand, both research organisations, funding agencies, and governments increasingly require data management (the stick).

SLU's Data Management Plan
SLU's data management plan has been designed to support researchers and other staff at the Swedish University of Agricultural Sciences (SLU) in considering all relevant aspects of managing their projects’ data.

The template itself is based on Recommendations for a Data Management Plan formulated by the Swedish Research Council (VR) and the Association of Swedish Higher Education Institutions (SUHF), who in turn adapted Science Europe’s Core Requirements for Data Management Plans.

SLU’s data management plan template has been designed to comply with requirements from the following funders:
- Swedish Research Council (VR),
- Swedish Research Council for Sustainable Development (FORMAS),
- Swedish Environment Protection Agency (NV),
- Riksbankens Jubileumsfond (RJ),
- Science Europe.

Additional Support
For practical advice on managing data as well as related policies see the Data Curation Unit's (DCU) SLU-website. In case you should have any questions regarding DMPs in general and/or are in need of more specific help with respect to SLU’s DMP template, please do not hesitate to contact DCU at dcu@slu.se.

Template version 16, published on 11 June 2021

Instructions
SLU's Data Management Plan complies with requirements from the following funders: Swedish Research Council (VR), Swedish Research...
6. Writing a plan

- To start filling in the template, we advise you to choose "expand all".
- Note that questions from sections 2-7 are mandatory when aiming at complying with requirements set by funders (here, FORMAS, VR, NV, RJ, and Science Europe).
6. Writing a plan

- Via “Guidance” and “SLU”, you may find help with filling in respective questions. “SLU example answers” provide further help in this regard.
- Make sure to hit the “Save” button frequently. Saving often will guarantee that you may continue completing the plan at a later point in time.
7. Resuming an already existing plan

- “My Dashboard” lists the plans that you have created and that have been shared with you by others. Should you have already started creating a plan but paused the writing, you may resume working on it by selecting “Edit”.

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Template</th>
<th>Edited</th>
<th>Role</th>
<th>Test</th>
<th>Visibility</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLU DMP</td>
<td>SLU’s Data Management Plan</td>
<td>16-05-2021</td>
<td>Owner</td>
<td>❌</td>
<td>Private</td>
<td>No</td>
</tr>
</tbody>
</table>
8. Sharing a plan

• Should you want to share your plan with someone at SLU (e.g., to add information to the plan prior to finishing), choose the “Share” tab, fill in the necessary information, and choose “Submit”.

Set plan visibility

Public or organisational 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 organisation
- Organisation: anyone at my organisation 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.

<table>
<thead>
<tr>
<th>Email address</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jung.brendan.logue@slu.se">jung.brendan.logue@slu.se</a></td>
<td>Owner</td>
</tr>
</tbody>
</table>

Invite collaborators

- Email

- Permissions
  - Co-owner
  - Editor
  - Read-only

Submit
9. Requesting feedback

- Should you need help with your DMP, select the “Request feedback” tab and click on the “Request feedback” button. A member of SLU’s Data Curation Unit (DCU) will provide feedback.
- Alternatively, download the DMP and e-mail it to DCU: dmp@slu.se (for how to download the DMP, please see next slide).
10. Downloading a plan

- Choose format, select download settings, and decide on font settings.
- Click the “Download Plan” button.