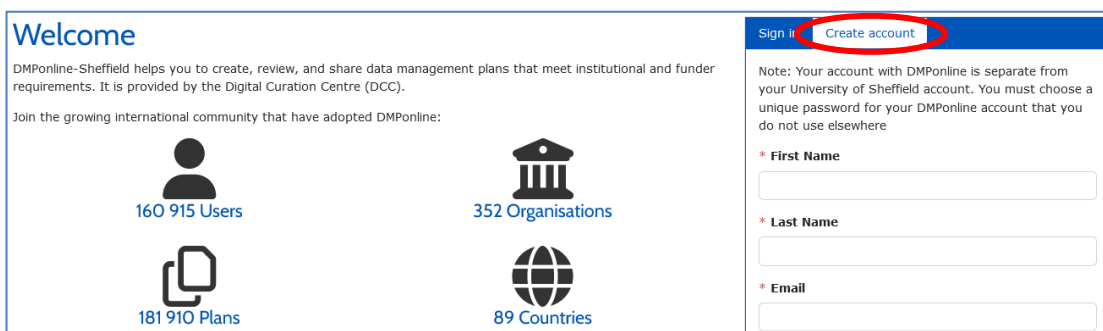


A practical guide to DMPonline

Writing a data management plan (DMP) can help ensure your data is easier to store, find and understand. DMPs are required by most research funders and for PGR confirmation review. Writing a DMP is also a requirement of the University's [Research Data Management Policy](#). To support this, the Library provides access to DMPonline, a tool with templates and guidance from the University and major funders to help students and staff in writing a DMP.

Create an account



Welcome

DMPonline-Sheffield 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).

Join the growing international community that have adopted DMPonline:

- 160 915 Users
- 352 Organisations
- 181 910 Plans
- 89 Countries

Sign in **Create account**

Note: Your account with DMPonline is separate from your University of Sheffield account. You must choose a unique password for your DMPonline account that you do not use elsewhere

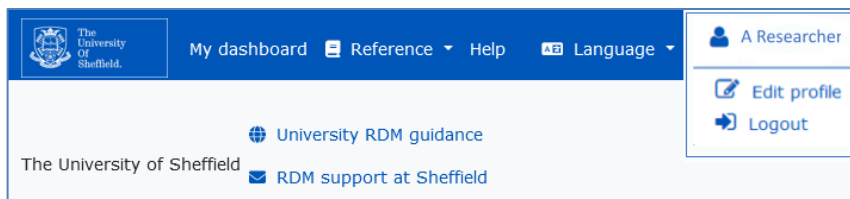
* First Name

* Last Name

* Email

- 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



The University of Sheffield

My dashboard Reference Help Language

A Researcher

Edit profile

Logout

University RDM guidance

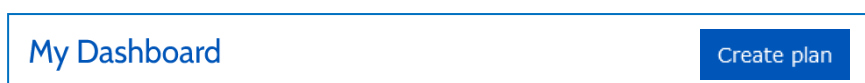
The University of Sheffield

RDM support at Sheffield

- 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 also 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

- To create a new data management plan, click on **Create plan**.

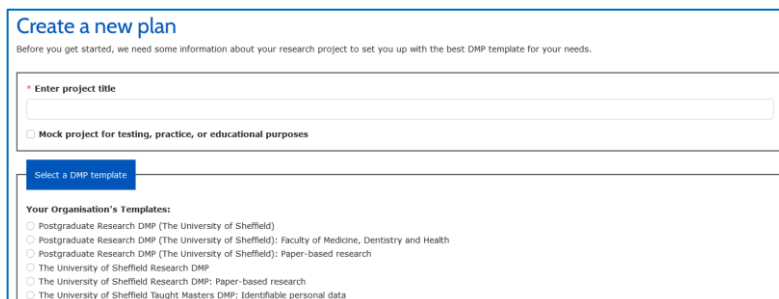


My Dashboard

Create plan

Create a new plan

- Give a title for your project and select an appropriate template from the list.



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.

Enter project title


☐ Mock project for testing, practice, or educational purposes

Select a DMP template

Your Organisation's Templates:

- ☐ Postgraduate Research DMP (The University of Sheffield)
- ☐ Postgraduate Research DMP (The University of Sheffield): Faculty of Medicine, Dentistry and Health
- ☐ Postgraduate Research DMP (The University of Sheffield): Paper-based research
- ☐ The University of Sheffield Research DMP
- ☐ The University of Sheffield Research DMP: Paper-based research
- ☐ The University of Sheffield Taught Masters DMP: Identifiable personal data

- If you select a funder template, check the details of your funding for specific DMP requirements such as word count. The University of Sheffield templates are suitable for projects with no external funding, or whose funder is not listed. (Note that 'paper-based' templates are for research involving very little digital data.)
- Select **Create**, then use the tabs across the top of your chosen template to create and manage your DMP.
- Under **Project details**, give brief details of the research in the **Project abstract** field and complete the **Project start/end dates** if possible. Then select **Write plan** to access the plan template. (Completion of other tabs is optional.)



Postgraduate Research DMP (The University of Sheffield)

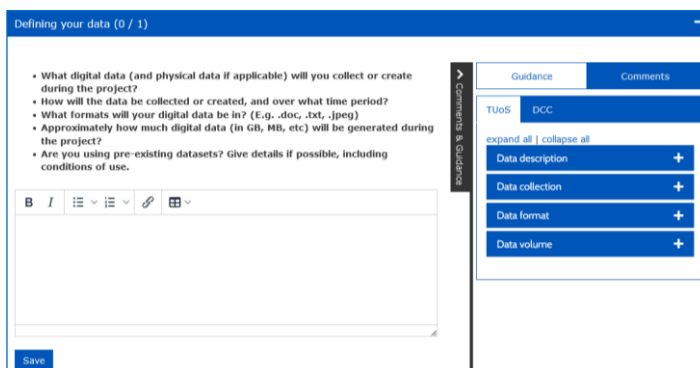
Project Details Contributors Plan overview **Write Plan** Share Request feedback Download

expand all | collapse all 0/5

- Defining your data (0 / 1) +
- Looking after data during your research (0 / 1) +
- Storing data after your research (0 / 1) +
- Sharing data after your research (0 / 1) +
- Putting your plan into practice (0 / 1) +

Write a plan

- In the **Write plan** tab, select + or **expand all** to view sections of the template. Use the prompts in each section to complete the plan as fully as possible.



Defining your data (0 / 1)

- What digital data (and physical data if applicable) will you collect or create during the project?
- How will the data be collected or created, and over what time period?
- What formats will your digital data be in? (E.g. .doc, .txt, .jpeg)
- Approximately how much digital data (in GB, MB, etc) will be generated during the project?
- Are you using pre-existing datasets? Give details if possible, including conditions of use.

B I [list] [link] [image]

Save

Guidance Comments

TUoS DCC

expand all | collapse all

- Data description +
- Data collection +
- Data format +
- Data volume +

- You can find useful information to help you write your plan from The University of Sheffield (TUoS), Digital Curation Centre (DCC), and funder if applicable, via the **Guidance** tabs to the right of each section. There is also a **Comments** tab in each section, which can be used by those you share the plan with.
- Try to focus in your plan on the data you will use and create in your research, and remember to click on **Save** at the end of each section.

Share a plan

- To share a plan with a supervisor or colleague, click on **Share** at the top of the plan. Add their email address under **Invite collaborators**, then select a **Permissions** option and **Submit**. You can also set your plan visibility here – this would normally be **Private**.

Comment on a plan

- To comment on a plan that has been shared with you, first open the plan in **My Dashboard**. Select **Write plan**, then click on the **Comments** tab to the right of each section. You can add feedback, questions and suggestions in each comments field – remember to click on **Save** at the end of each one.

Download a plan

- You can use the **Download** tab to download a plan in your chosen format (e.g. .docx) and select which components you wish to be included. Please note that there is no facility to submit your plan via DMPonline. Ask your supervisor, department or funder for details of your DMP submission process.

Request feedback

- You can use the **Request feedback** tab to request feedback on a plan 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. Contact your supervisor, department or funder for details of your DMP approval process.

Ongoing support

- The Library's RDM team provides training, support and guidance to help you manage your research data and write a data management plan. You can find more information on the RDM [webpages](#), including advice on [data management planning](#) and details of [training](#) sessions. If you have any questions, email the RDM team at rdm@sheffield.ac.uk.