

# 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

Welcome		Sign i Create account
DMPonline-Sheffield helps you to create, review, an institutional and funder requirements. It is provided		Note: Your account with DMPonline is separate from your University of Sheffield account. You must choose a unique password
Join the growing international community that have	adopted DMPonline:	for your DMPonline account that you do not use elsewhere
	Ⅲ	* First Name
105 347 Users	315 Organisations	* Last Name
Ċ		* Email
116 227 Plans	89 Countries	

To create a DMPonline account, go to <u>dmponline.sheffield.ac.uk</u> 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**.

Invite collaborators * Email				
* Permiss	ions			
<ul> <li>Co-owne</li> <li>Editor</li> <li>Read on</li> </ul>				
Submit				



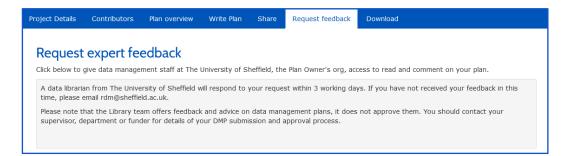
## Comment on a plan

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.

roject Details	Contributors	Plan overview	Write Plan	Share	Request feedback	Do	wnload	
expand all   colla	pse all			0/5				
Defining your	r data (0 / 1)							
during t • How will • What for • Approxin	he project? I the data be co rmats will your mately how mu	physical data if a illected or create digital data be ir ch digital data (i	d, and over w n? (E.gdoc,	vhat time p .txt, .jpeg	period? )	➤ Comments i	Guidance Add comments to sh collaborators	Comments
• Are you conditio	he project? using pre-exist ns of use. $\vdots \lor i \equiv \lor \mathscr{S}$	ting datasets? Giv	ve details if p	ossible, in	cluding	& Guidance	B I ∷≣ ∽ i≡	~ & ⊞~
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## **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 <u>RDM</u> webpages, including details of <u>training</u> sessions for staff and postgraduate students. There is also a <u>data management planning</u> 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 <u>rdm@sheffield.ac.uk</u>.