

Writing a Data Management Plan with DMPTool

JHU Data Services
Fall 2022

Website: dataservices.library.jhu.edu

Email: dataservices@jhu.edu

JHU Data Archive: archive.data.jhu.edu



Data Services

JHU DATA SERVICES

HELPING YOU NAVIGATE DATA

WE HELP FACULTY, RESEARCHERS AND STUDENTS



FIND



USE



MANAGE



VISUALIZE



SHARE

FIND OUT
MORE

GO TO dataservices.library.jhu.edu

EMAIL dataservices@jhu.edu

SHARE AT archive.data.jhu.edu



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This workshop is about the DMPTool

We will not cover:

- All the ins and outs of writing a Data Management Plan (email us for a consultation or see our [self-paced online training on Preparing Data Management Plans](#) for that!)
- Funder-specific requirements for data management plans



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We will cover:

- Brief introduction to Data Management Plans (DMP)
- Why you should write a DMP
- How DMPTool can help you write a DMP
- DMPTool tutorial
- Resources



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Data Management Plans

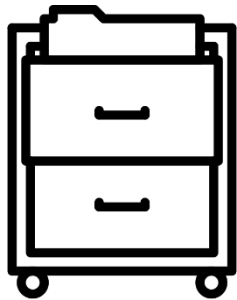
A large green arrow pointing right, containing the text 'Data Management Plans'. The arrow is a solid green color and is set against a light green background. The text is white and centered within the arrow.

What is a DMP?

- A document describing how research data will be gathered, **stored, documented and shared**
- Many funders ask for DMPs to go with grant proposals
 - PIs have been asked to revise proposals due to weak DMPs
- It is still a good practice to write a DMP, even your funder does not ask for one

These documents can also be called “Data Sharing Plans” or “Data Management and Sharing Plans”

Components of a DMP



Data Acquisition, Storage and Security

- What are you producing?
- Assessing risk of disclosing personal & health identifiers
- Preparing data to minimize risk for internal use
- Finding secure storage and collaboration platforms

Data Organization and Documentation

- Standardize protocols for file naming, organization, documentation (focused on collaboration)

Data Sharing

- What data will be shared, how, and under what conditions?

Why write a DMP?

- It's required by your funder or publisher
- Saves time at the end of the project
- Helps with creating documentation for your data
- Establishes research team procedures
- Defines roles and responsibilities
- Shareable among collaborators



Your research data, without a data management plan

Who requires DMPs?



Federal



National Institutes
of Health



U.S. DEPARTMENT OF
ENERGY



GORDON AND BETTY
MOORE
FOUNDATION



American
Heart
Association®

BILL & MELINDA
GATES *foundation*



ALFRED P. SLOAN
FOUNDATION

Private



• DMP Requirements: NIH



[NIH Policy for Data Management and Sharing](#)

- Takes effect January 25, 2023
- All data-producing research funded by NIH will require a Data Management and Sharing Plan
- How data will be managed, which data will be shared
- Plans should address privacy of human participants, planning for data sharing in informed consent

NIH Scientific Data Sharing website: <https://sharing.nih.gov/>

The logo features the text "DMPTool" in white, bold, sans-serif font, centered within a dark blue arrow shape that points to the right. The arrow is set against a light blue background.

DMPTool

What is DMPTool?



- A free, online tool that provides funder-specific templates for Data Management Plans (DMPs)
- Leads researchers through the DMP writing process
 - Breaks down DMPs into relevant sections
 - Expert guidance within the tool
 - Tailored to your funding agency
- Maintained by the University of California Curation Center
- 300+ participating institutions worldwide (including JHU!)

Why use DMPTool?



- Creates a step-by-step process for DMPs
- DMPs tailored to funder requirements
- Easy to share, export and request feedback
- Embedded guidance from JHU Data Services
- Keeps DMPs in one place



Machine-Actionable Initiatives



- Goal of connecting to funders, publishers, and repositories for automated tracking and reporting during grant-funded projects
- Features include:
 - Create a permanent identifier for your DMP
 - Create a DMP landing page
 - Add research outputs to your DMP
- [Learn more about machine-actionable DMP features](#)
- Sample landing page: <https://dmphub.cdlib.org/dmps/doi:10.48321/D1RG6W>

DMPTool Tutorial

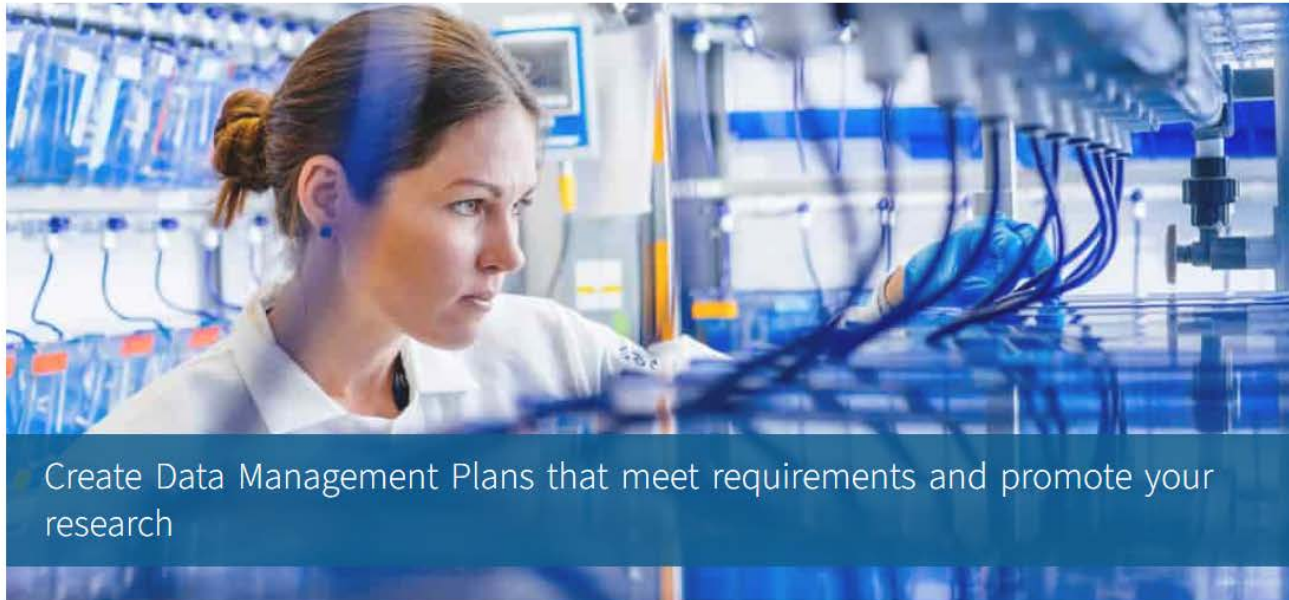
1. Log in to DMPTool
2. Dashboard view
3. Create a plan
4. Write a plan
5. Guidance tabs
6. Request feedback
7. Download and export plans
8. Create a DMP landing page

<https://dmptool.org/>



Build your Data Management Plan Funder Requirements Public DMPs Help

Language ▾



Create Data Management Plans that meet requirements and promote your research

Sign in / Sign up

Email address *

For SSO, use institutional address.

Continue

Problems signing in? Contact us.



70,353 Users



322 Participating Institutions



68,783 Plans

Latest News from DMPTool

Announcing the FASEB Dataworks! Data Management Plan Challenge

[View all news](#)



DMPTool homepage

1. Log In to DMPTool



Build your Data Management Plan Funder Requirements Public DMPs Help

Language ▼



New Account Sign Up

Email address

Your address is associated with:

**Johns Hopkins University
(jhu.edu)**

[Sign in with Institution to Continue](#)

This will create a new account. If you already have an account, go back to try a different email address, or contact us.

[< Go back](#)



70,358 Users



323 Participating Institutions



68,785 Plans

Latest News from DMPTool

Things to know about the updated DMPTool website

[View all news](#)



You can use your Johns Hopkins credentials to sign in to DMPTool. Use your JH email address (@jhu.edu, @jh.edu, or @jhmi.edu) to create an account that is connected to Johns Hopkins single sign-on. Once your account is created, you can use single sign-on for subsequent log-ins.

Note: You can disconnect your account from JH single sign-on if you leave the institution and want to keep your Plans.

2. Dashboard



Build your Data Management Plan [My Dashboard](#) [Create Plan](#) [Funder Requirements](#) [Public DMPs](#) [Help](#)

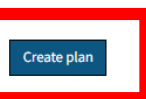
Marley Kalt [Language](#)

- Johns Hopkins University (jhu.edu) [Data Services](#)
- [JHU Data Archive](#)
- [Contact for feedback on your plan and to archive your data in the JHU Data Archive](#)

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	
DMPTool demo 20220211	NIH-GEN DMSP (Forthcoming 2023)	02-11-2022	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
Test plan 20211210	NIH-GEN DMSP (Forthcoming 2023)	12-10-2021	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
Test DMPTool plan 20210921	Digital Curation Centre	09-21-2021	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
Test DMPTool plan	NIH-GDS: Genomic Data Sharing	06-08-2021	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
test dmp plan	NIH-GEN DMSP (Forthcoming 2023)	05-19-2021	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
Writing a DMP Practice	NSF-SBE: Social, Behavioral, Economic Sciences	02-15-2021	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
test	Digital Curation Centre	08-31-2020	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
Test plan	NIH-GEN: Generic	08-17-2020	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions



Johns Hopkins University (jhu.edu) Plans

The table below lists the plans that users at your organization have created and shared within your organization. This allows you to download a PDF and view their plans as samples or to discover new research data.

Project Title	Template	Owner	Updated	DMP ID	Download
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The Dashboard view shows the Plans you contribute to and Plans that are made visible to anyone at JHU. Click the “Create Plan” button underneath your existing Plans table to create a new DMP.

3. Create your Plan



Build your Data Management Plan

[My Dashboard](#)

[Create Plan](#)

[Funder Requirements](#)

[Public DMPs](#)

[Help](#)

Marley Kalt ▾ [Language](#) ▾

Johns Hopkins University (jhu.edu)

[Data Services](#)

[JHU Data Archive](#)

[Contact for feedback on your plan and to archive your data in the JHU Data Archive](#)

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 the primary research organization

Research organization

- or -

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

* Select the primary funding organization

Funder

- or -

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

[Create plan](#)

[Cancel](#)

When creating a new Plan, you can choose a primary research organization (this determines which additional guidance you will see when writing Plan, and can be changed later) and choose a funding organization, or no/unlisted funder (this determines which template you are given to write your Plan).

4. Write your Plan

test dmp plan

The screenshot shows the 'Write Plan' tab selected in a navigation bar. The page title is 'test dmp plan'. Below the navigation bar, there is a header section with the text: 'This plan is based on the "NIH-GEN DMSP (Forthcoming 2023) " template provided by National Institutes of Health (nih.gov) - (ver: 1, pub: 2021-10-25). expand all | collapse all'. A progress indicator shows '1 / 12'. The main content area is titled '+ Data Type (1 / 3)'. It contains a text box with the instruction: 'Briefly describe the scientific data to be managed, preserved, and shared. A general summary of the types and estimated amount of scientific data to be generated and/or used in the research. Describe data in general terms that address the type and amount/size of scientific data expected to be collected and used in the project (e.g., 256-channel EEG data and fMRI images from ~50 research participants). Descriptions may indicate the data modality (e.g., imaging, genomic, mobile, survey), level of aggregation (e.g., individual, aggregated, summarized), and/or the degree of data processing that has occurred (i.e., how raw or processed the data will be)'. Below the text box is a rich text editor toolbar with icons for bold, italic, bulleted list, numbered list, link, and table. The text box contains the placeholder text 'Write your plan here.'. Below the text box is a 'Save' button. At the bottom of the text box, there is a notification: 'Answered just now by mkalt@jhu.edu'. On the right side of the page, there is a 'Guidance' and 'Comments' section. The 'Guidance' section is currently selected and shows text from NIH, JHU, and DMPTool. The text from NIH reads: 'The final DMS Policy defines Scientific Data as: "The recorded factual material commonly accepted in the scientific community as of sufficient quality to validate and replicate research findings, regardless of whether the data are used to support scholarly publications. Scientific data do not include laboratory notebooks, preliminary analyses, completed case report forms, drafts of scientific papers, plans for future research, peer reviews, communications with colleagues, or physical objects, such as laboratory specimens."'. The text from JHU reads: 'Even those scientific data not used to support a publication are considered scientific data and within the final DMS Policy's scope. We understand that a lack of publication does not necessarily mean that the findings are null or negative; however, indicating that scientific data are defined independent of publication is sufficient to cover data underlying null or negative findings.'

The “Write Plan” tab shows your template for writing your Plan. Each section corresponds to the data management and sharing requirements of the chosen funding agency. You can write and save each section individually.

5. Guidance Tabs

A description of which scientific data from the project will be preserved and shared.

B *I* [List] [List] [Link] [Table]

Save

Guidance **Comments**

NIH **JHU** **DMPTool**

expand all | collapse all

Preservation +

Contact us for help finding the best data sharing options for your research by going to the "request feedback" tab or emailing dataservices@jhu.edu. Also, view our online modules, [Data Sharing and Preservation](#), via Blackboard to learn more.

You may consider using the [JHU Data Archive](#) to publicly share your data. Visit [JHU Data Services website](#) to learn more about our archiving process (<https://dataservices.library.jhu.edu/archiving/>). If you do plan to archive with us, you may use the following text in your proposal:

"Data and research materials made available for public access will be shared through the [JHU Data Archive](#), which uses an established repository platform (Dataverse) and is supported by preservation practices, with administrative help for preparing deposits provided by Johns Hopkins Data Services. Deposited data is given standard data citations and persistent identifiers (DOIs) and will be archived for a minimum of 5 years, with the possibility of renewal."

Data sharing +

The Guidance tab, to the right of each section of your Plan, provides expert resources on data management planning and best practices. You will see resources from the chosen funding agency, suggestions from DMPTool, and guidance from the research institution(s) you chose. JHU-specific guidance is shown above.

6. Request Feedback from Data Services



Build your Data Management Plan

[My Dashboard](#) [Create Plan](#) [Funder Requirements](#) [Public DMPs](#) [Help](#)

Marley Kalt ▾ Language ▾

Johns Hopkins University (jhu.edu)

[Data Services](#)

[JHU Data Archive](#)

[Contact for feedback on your plan and to archive your data in the JHU Data Archive](#)

test dmp plan

Project Details Collaborators Write Plan Research outputs **Request feedback** Download Finalize / Publish

Request expert feedback

Click below to give data management staff at Johns Hopkins University (jhu.edu), the Plan Owner's org, access to read and comment on your plan.

Your draft data management plan (DMP) has been sent to JHU Data Services. One of our consultants will provide feedback on your DMP within 2 business days.

Thank you,
JHU Data Services
(<https://dataservices.library.jhu.edu/>)
dataservices@jhu.edu

You can continue to edit and download the plan in the interim.

[Request feedback](#)

The Request Feedback tab lets you send an email to Data Services asking for feedback on your drafted DMP. You can also request feedback using the Contact button at the top, which opens an email window to email JHU Data Services.

7. Download and Export Plan

test dmp plan

Project Details Collaborators Write Plan Research outputs Request feedback **Download** Finalize / Publish

Format

pdf

Download settings

Optional plan components

- project details coversheet
- question text and section headings
- unanswered questions

PDF formatting

Font

Face: Arial, Helvetica, Sans-Serif

Size (pt): 11

Margin (mm)

Top	Bottom	Left	Right
25	25	25	25

Download Plan

The Download tab allows you to export your Plan out of the tool into multiple formats, including PDF, Microsoft Word and plain text files.

8. Create a DMP Landing Page

test dmp plan

The screenshot shows the 'Finalize / Publish' tab of a DMP creation interface. The navigation bar at the top includes 'Project Details', 'Collaborators', 'Write Plan', 'Research outputs', 'Request feedback', 'Download', and 'Finalize / Publish'. The 'Finalize / Publish' tab is highlighted with a red box. Below the navigation bar, the 'Set plan visibility' section contains three radio button options: 'Private: visible to me, specified collaborators and administrators at my organization', 'Organization: anyone at my organization can view', and 'Public: anyone can view'. A 'Save' button is located below these options. The 'Register your plan and add to ORCID' section is highlighted with a red box and contains the following text: 'Get a DMP ID for your data management plan. In order to register your plan you must have completed the following:'. A bulleted list follows: '✗ answered at least 50% of questions', '✓ identified your funder', '✗ authorized DMPTool to add works to your ORCID record via your Third party applications page', and '✗ plan is not a mock project for testing, practice, or educational purposes'. Below the list, it states: 'Once the steps above are satisfied, a button to register your plan will appear here.'

The Finalize/Publish tab lets you choose your plan visibility and register your Plan with a DMP ID and landing page. [See a sample DMP landing page here.](#)



Wrap Up

DMPTool Overview



- Free, online tool for writing Data Management Plans
- Choose a template for your funder
- Breaks DMPs into individual sections
- Extra guidance provided by data management experts
- Share with collaborators to work together on DMPs
- Request feedback from JHU Data Services





How to get help with a DMP

- Use DMPTool to request a review from Data Services or share DMPs with colleagues
- Email Data Services for a consultation at dataservices@jhu.edu
- Take Data Services online, self-paced trainings on DMPs and de-identification: <https://dataservices.library.jhu.edu/training-workshops/>
- Take Data Services live webinars on best practices, de-identification and reproducible research: <https://dataservices.library.jhu.edu/training-workshops/calendar/>





Additional Resources

DMPTool:

- <https://dmptool.org/faq>
- https://dmptool.org/public_templates
- https://dmptool.org/general_guidance

Data Management Plans:

- [JHM Data Management Resources and Examples](#) (intranet link, must be logged into JH account)
- [USGS Data Management Plan Guidance](#)

Data Services research guides:

- [Data Management](#)
- [Protecting Identifiers in Human Subjects Data](#)

Online, self-paced trainings:

- [Preparing Data Management Plans](#)
- [De-identifying Human Subjects Data for Sharing](#)
- [Documenting Your Research Data](#) (new!)



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Resources: Discipline-Specific Data Repositories



- A data repository for research in the social, behavioral sciences and public health data
- With the options of Open or Restricted data repositories

<https://www.icpsr.umich.edu/icpsrweb/ICPSR/>



- A list of NIH-supported data repositories
- Most accept data from NIH-funded projects (and others), with some exceptions

https://www.nlm.nih.gov/NIHbmic/nih_data_sharing_repositories.html



Development Data Library (DDL)

Your gateway to USAID-funded, machine-readable data.

- For USAID-funded projects
<https://data.usaid.gov/>

Resources: General Data Repositories



- A registry of research data repositories
- Use re3data.org to search a data repository appropriate to host your data

<https://www.re3data.org/>



Data Services

- JHU Data Archive: <https://archive.data.jhu.edu>
- Available for JHU researchers
- Free for data smaller than 1 TB

Need help sharing your data?
Just ask us at JHU Data Services!

dataservices@jhu.edu
dataservices.library.jhu.edu/



Questions?

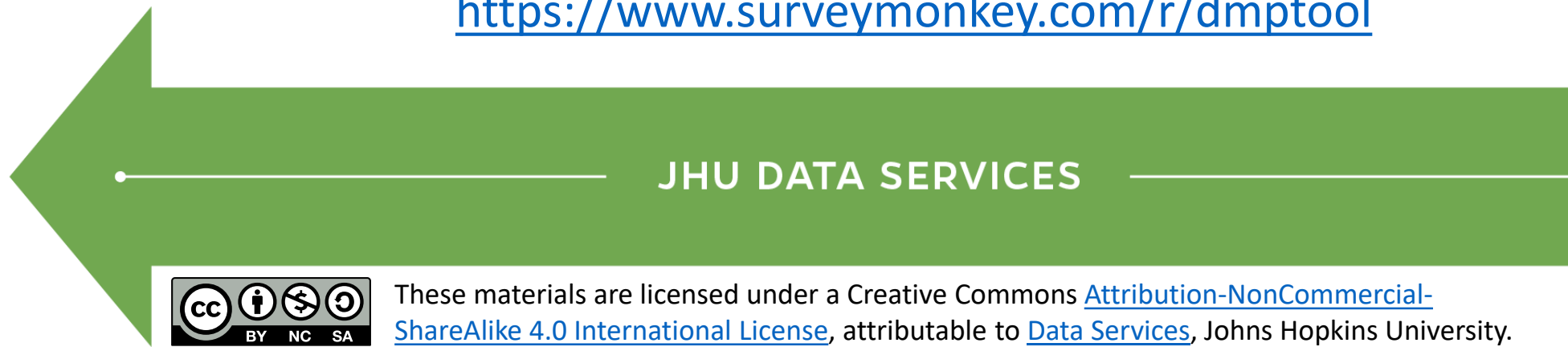
Please fill out our survey to help us improve our workshops!

<https://www.surveymonkey.com/r/dmptool>



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