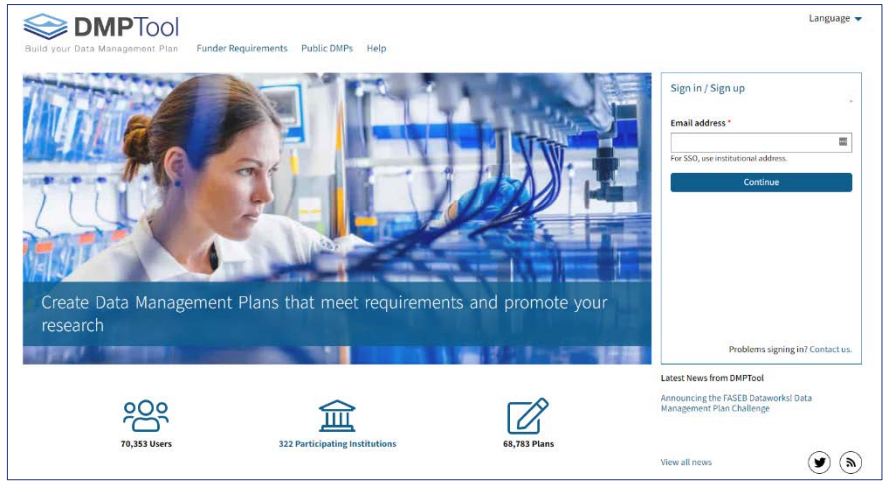


# Writing a Data Management Plan with DMPTool

## JHU Data Services

## Fall 2022

**Website:** dataservices.library.jhu.edu

**Email:** dataservices@jhu.edu

**JHU Data Archive:** archive.data.jhu.edu

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LIBRARIES

**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

# 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

NSF

NIH
National Institutes of Health

CDC

U.S. DEPARTMENT OF ENERGY

USGS
science for a changing world

## Private

GORDON AND BETTY MOORE FOUNDATION

BILL & MELINDA GATES foundation

American Heart Association®

ALFRED P. SLOAN FOUNDATION

# 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/

# 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?

DMPTool
Build your Data Management Plan

- 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

DMPTool
Build your Data Management Plan

- Goal of connecting to funders, publishers, and repositories for automated tracking and reporting during grant-funded projects

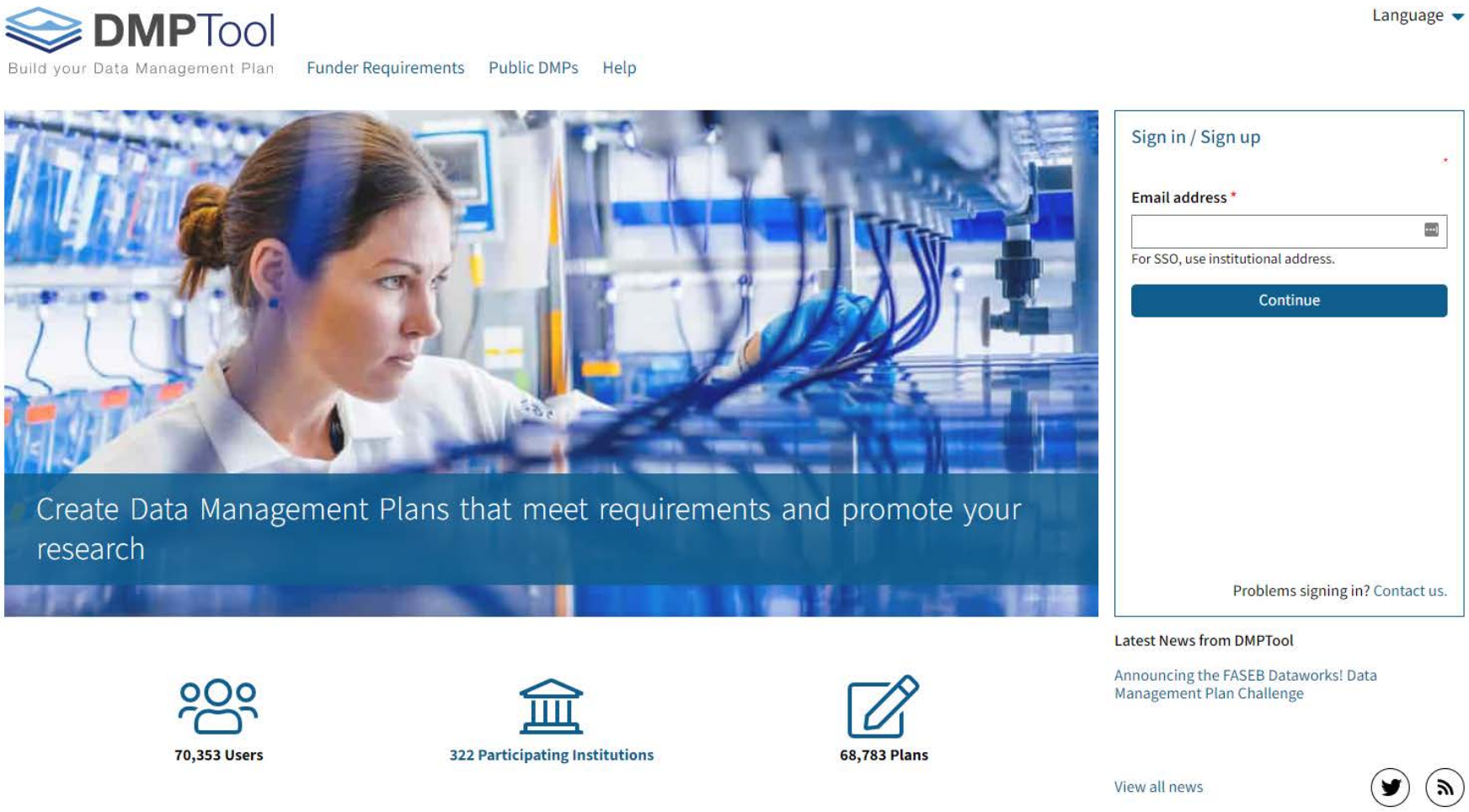
- Features include:
  - Create a permanent identifier for your DMP
  - Create a DMP landing page
  - Add research outputs to your DMP

- Learn more about machine-actionable DMP features
- Sample landing page: https://dmphub.cdlib.org/dmps/doi:10.48321/D1RG6W

# DMPTool Tutorial

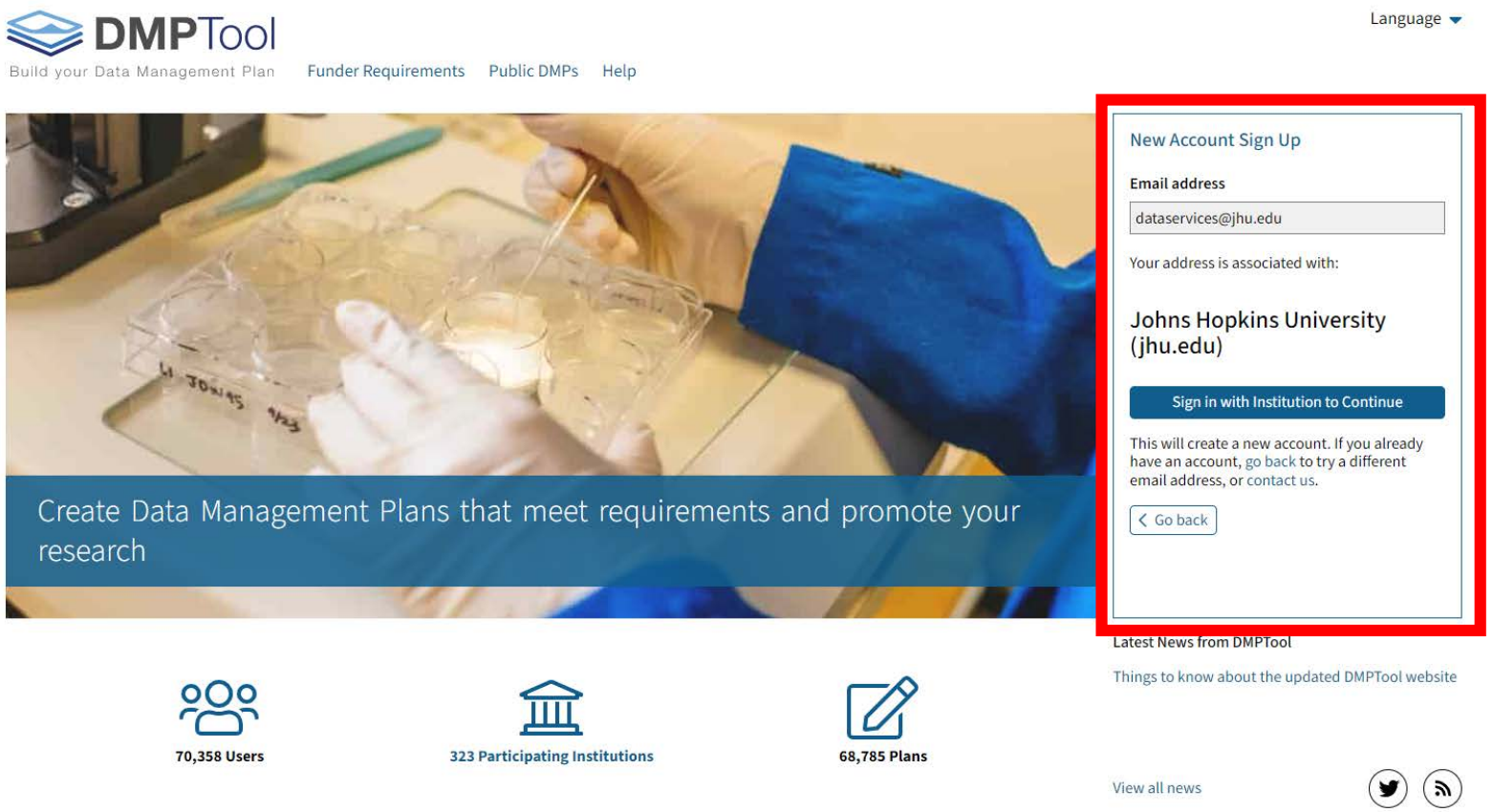
1. Log in to DMPTool
2. Dashboard view
3. Create a plan
4. Write a plan
5. Guidance tabs
6. Request feedback
7. Download and export plans
8. Create a DMP landing page

# https://dmptool.org/




DMPTool homepage

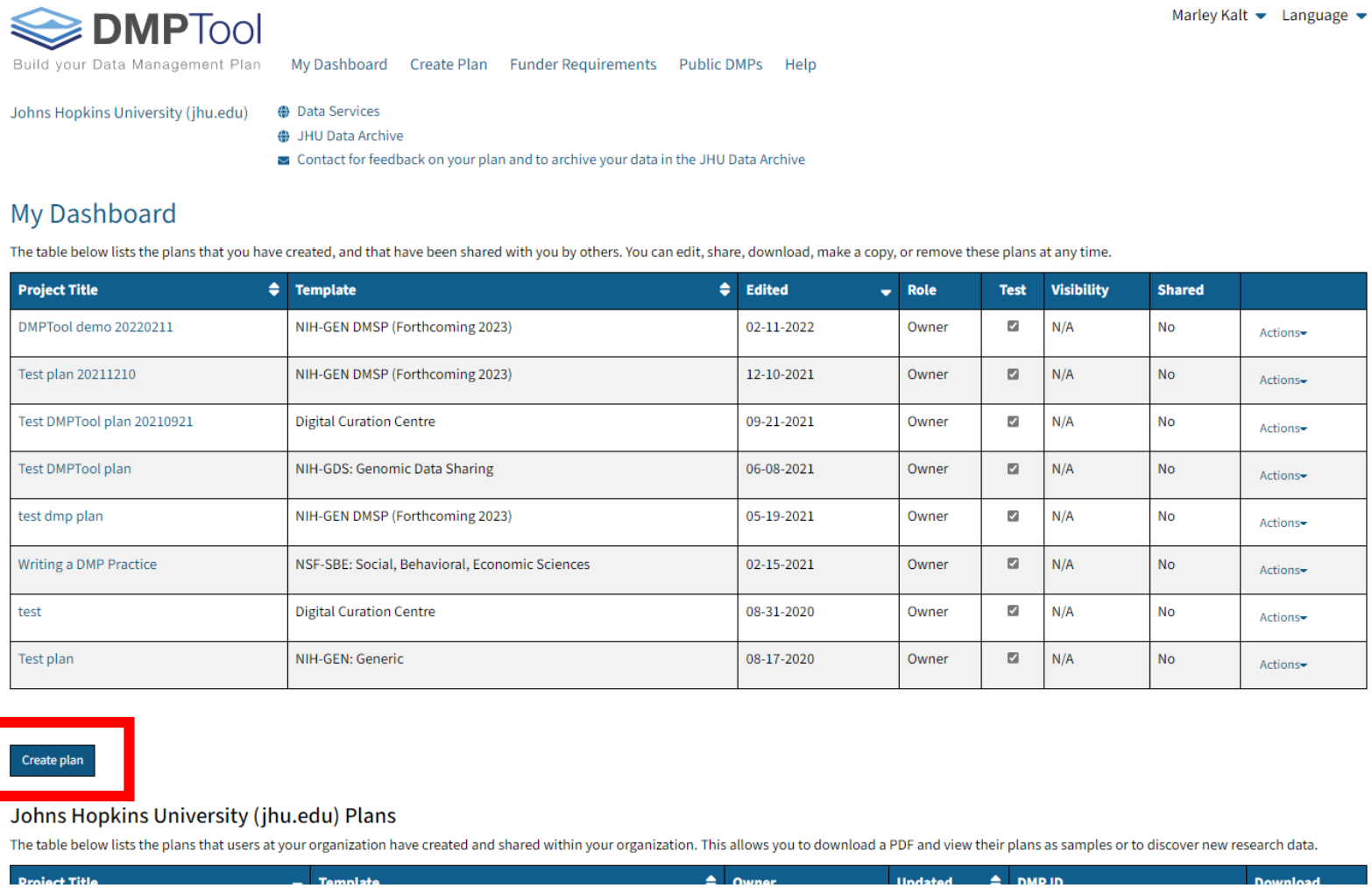
# 1. Log In to DMPTool




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.

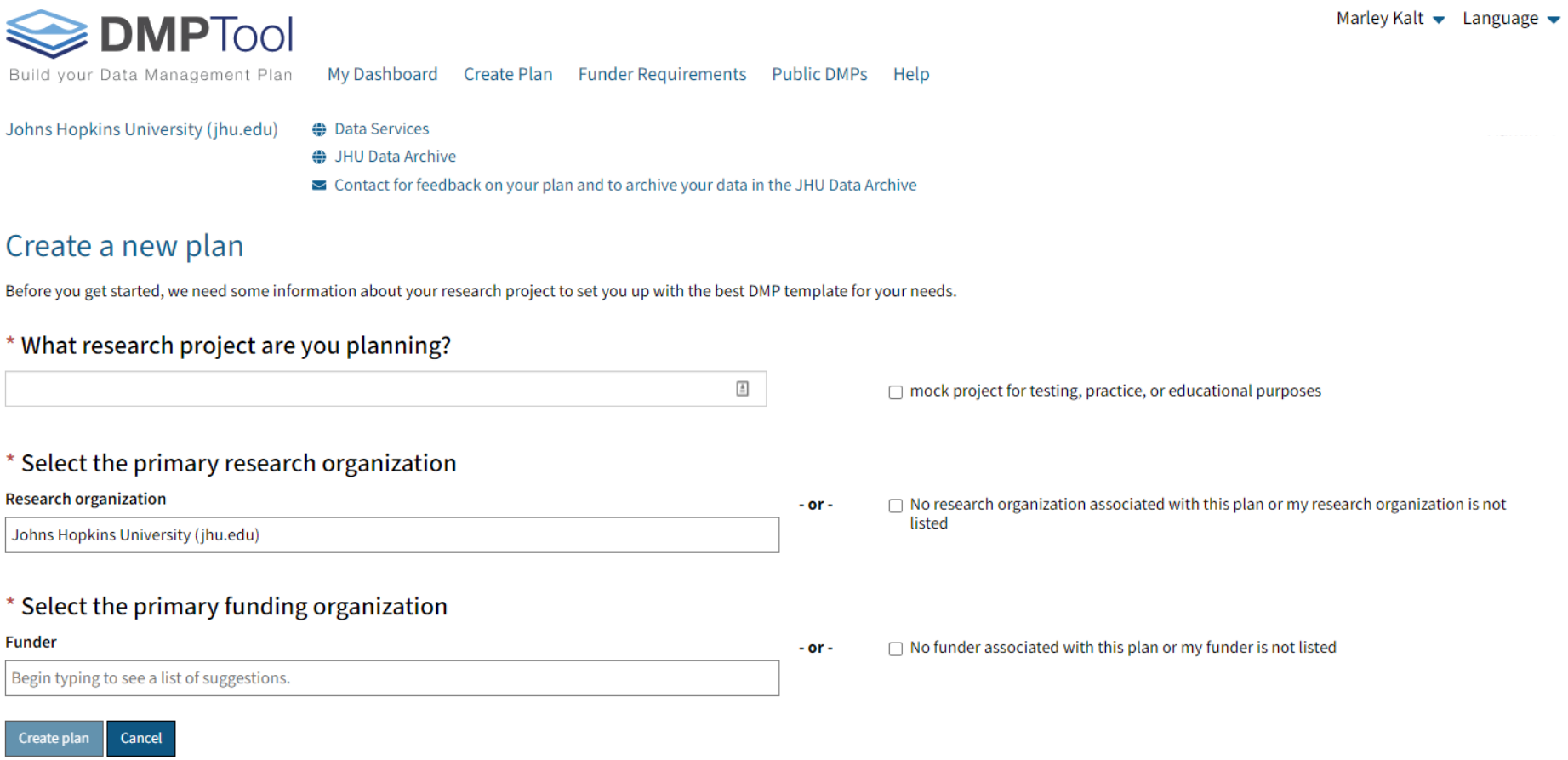
Note: You can disconnect your account from JH single sign-on if you leave the institution and want to keep your Plans.

# 2. Dashboard



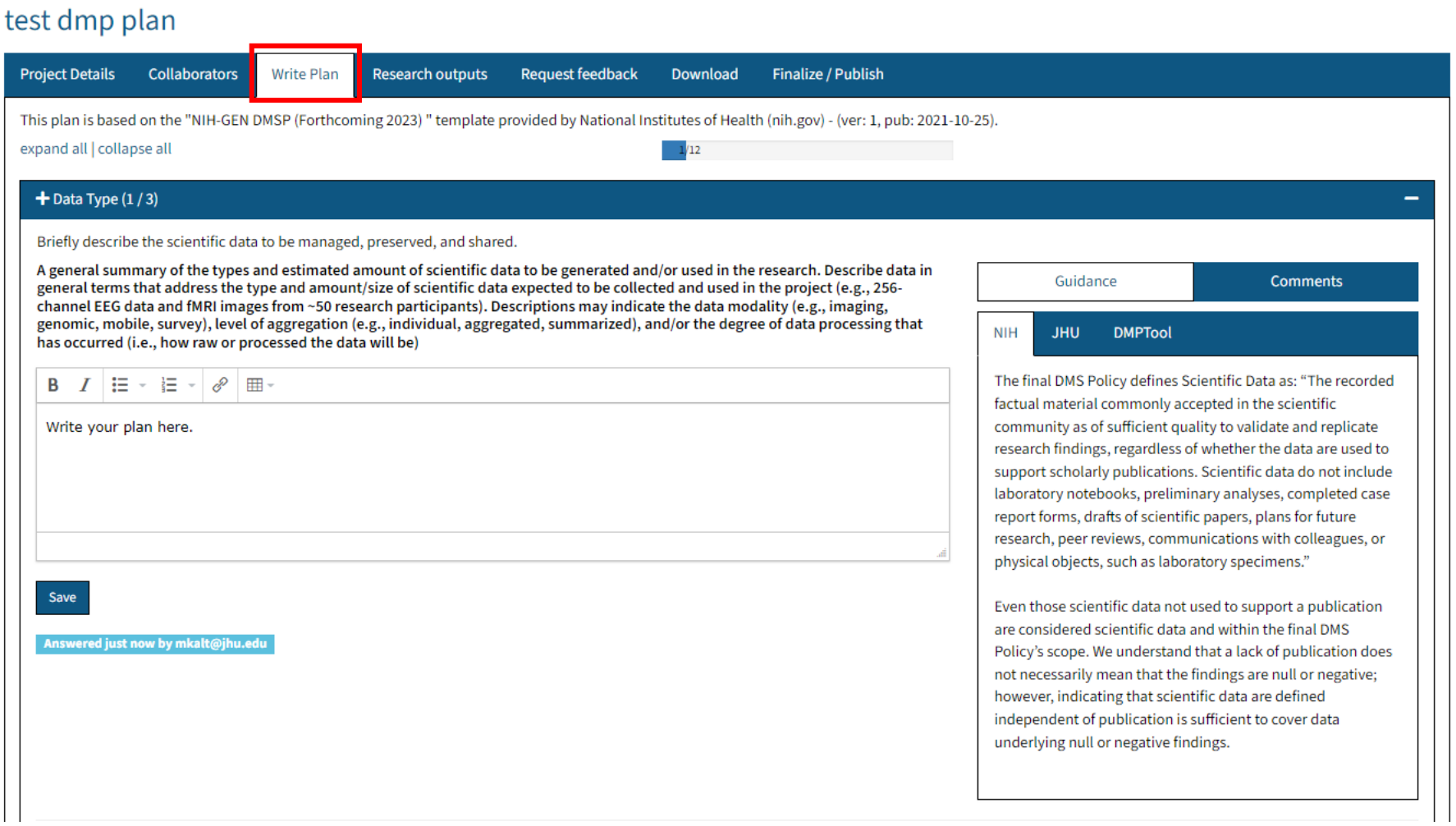

The Dashboard view shows the Plans you contribute to and Plans that are made visible to anyone at JHU. Click the “Create Plan” button underneath your existing Plans table to create a new DMP.

# 3. Create your Plan



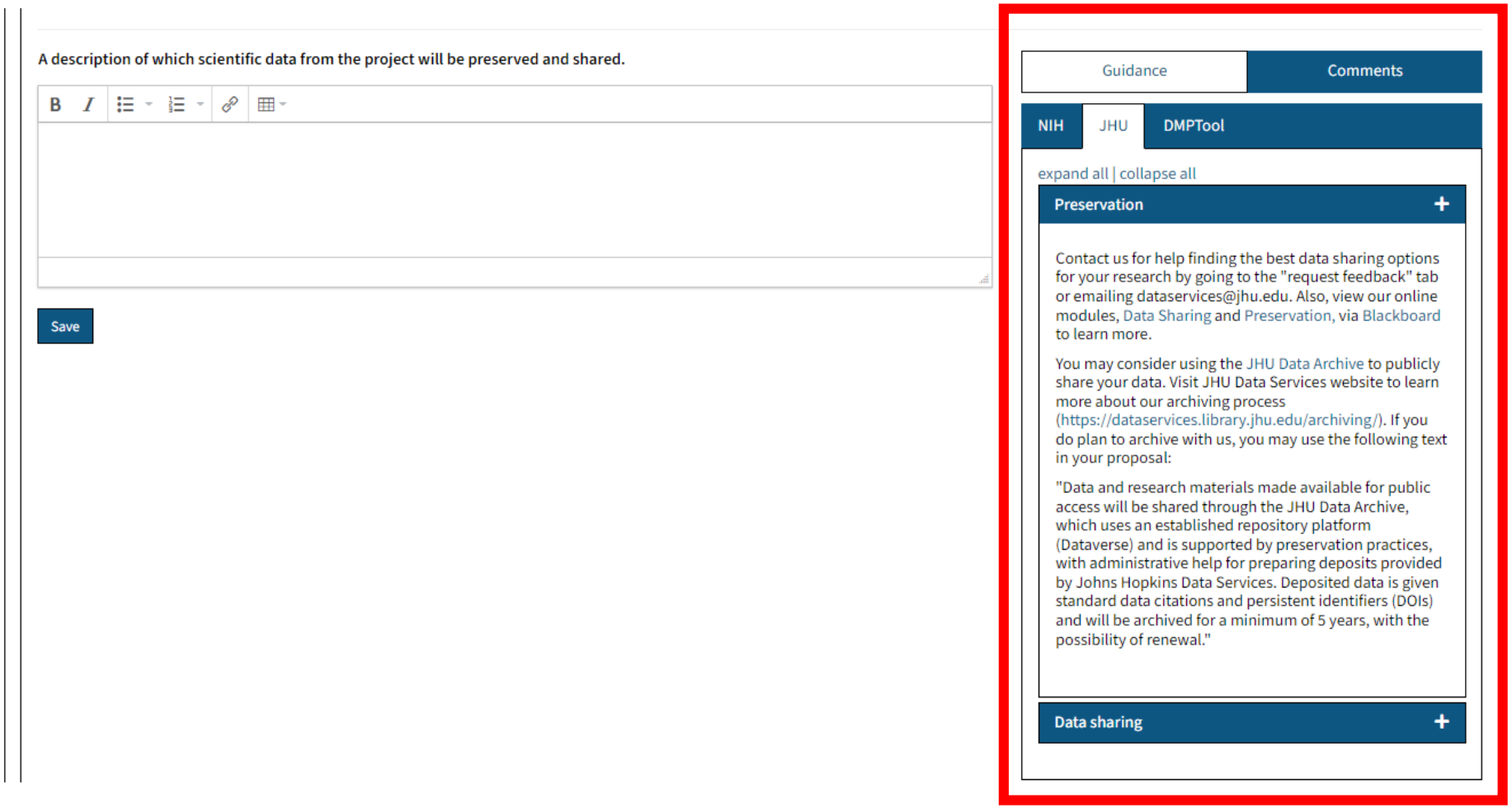

When creating a new Plan, you can choose a primary research organization (this determines which additional guidance you will see when writing Plan, and can be changed later) and choose a funding organization, or no/unlisted funder (this determines which template you are given to write your Plan).

# 4. Write your Plan



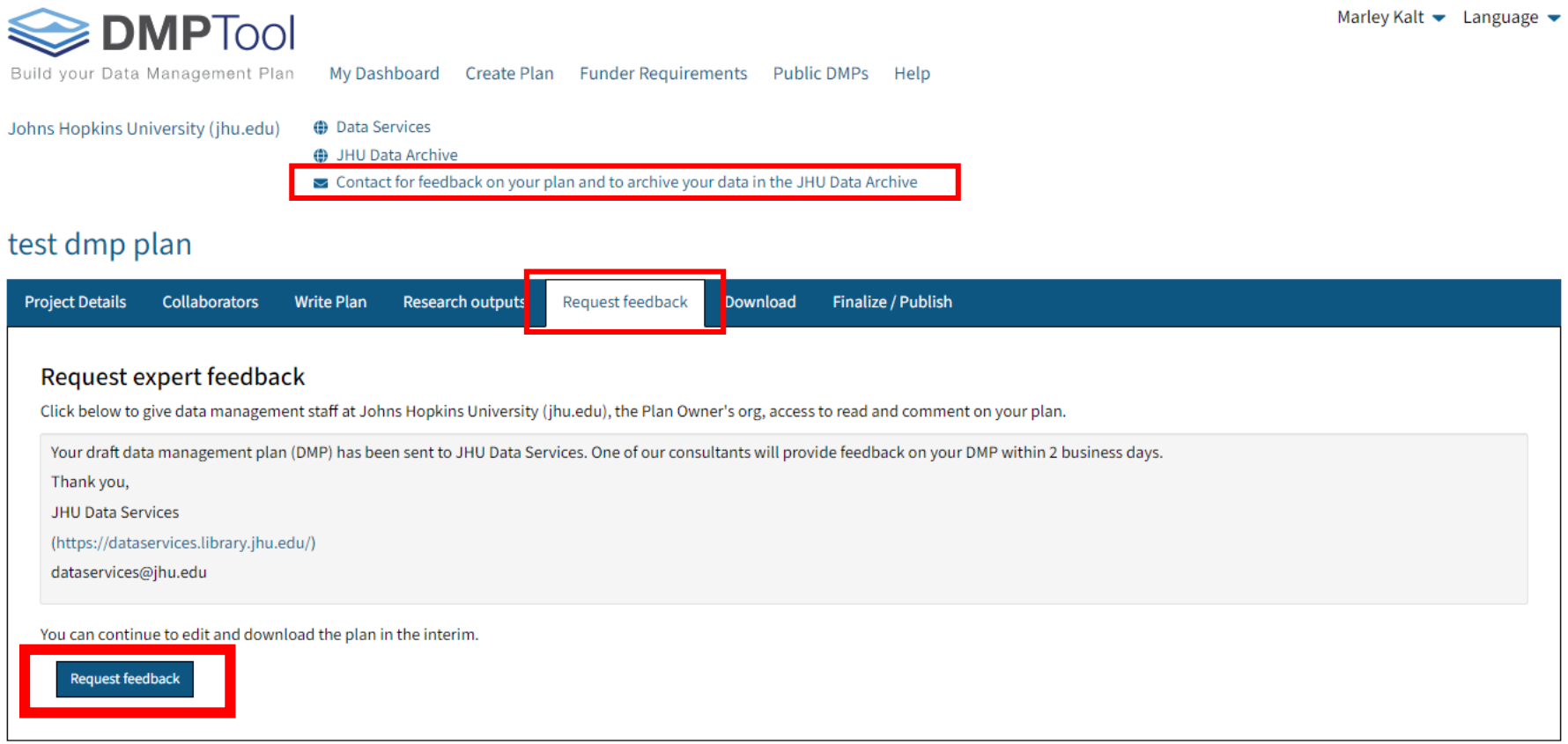

The "Write Plan" tab shows your template for writing your Plan. Each section corresponds to the data management and sharing requirements of the chosen funding agency. You can write and save each section individually.

# 5. Guidance Tabs



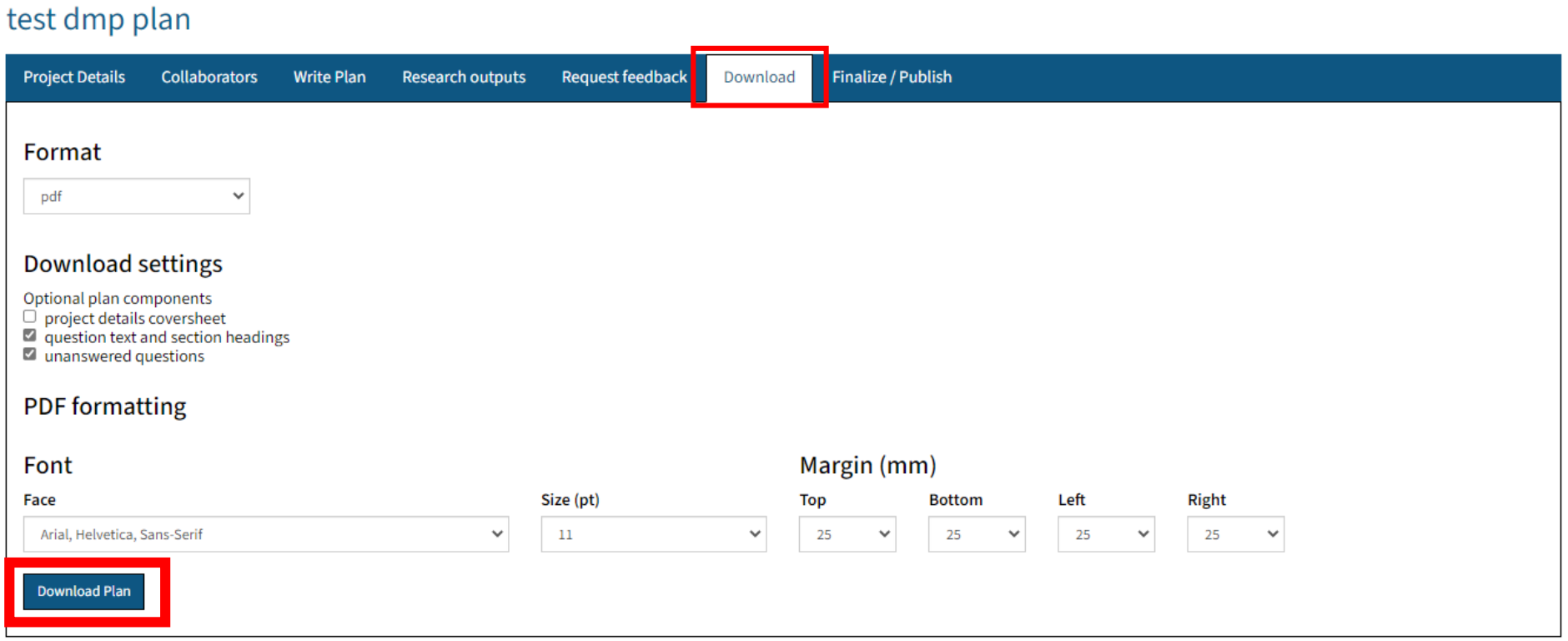

The Guidance tab, to the right of each section of your Plan, provides expert resources on data management planning and best practices. You will see resources from the chosen funding agency, suggestions from DMPTool, and guidance from the research institution(s) you chose. JHU-specific guidance is shown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

# 6. Request Feedback from Data Services



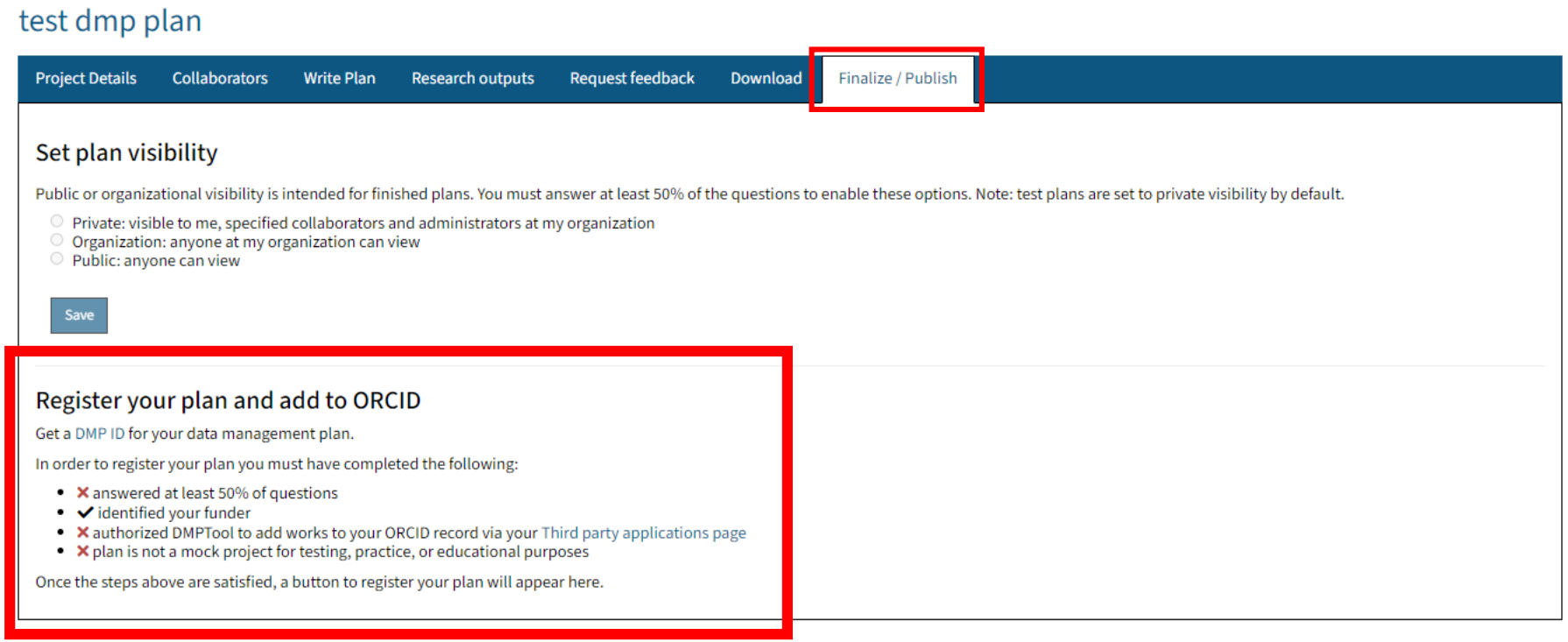

The Request Feedback tab lets you send an email to Data Services asking for feedback on your drafted DMP. You can also request feedback using the Contact button at the top, which opens an email window to email JHU Data Services.

# 7. Download and Export Plan




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




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

DMPTool
Build your Data Management Plan

- 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

ICPSR
a partner in social science research

- 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/

NIH

- 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

USAID

- For USAID-funded projects

https://data.usaid.gov/

# Resources: General Data Repositories

re3data.org
REGISTRY OF RESEARCH 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/

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- 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<br>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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