

2015

# DMP Tool Workshop

Data Management Services, Zach S. Henderson Library

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# AGENDA

- Introduce the Library's Data Management Services Portal
- Introduce DMPTool



Data Management  
SERVICES  
@ Zach S. Henderson Library

# DATA MANAGEMENT SERVICES PORTAL

<http://georgiasouthern.libguides.com/data>

The screenshot displays the Georgia Southern University Zach S. Henderson Library Data Management Services Overview page. The page features a dark blue header with the university logo and library name. Below the header is a navigation bar with tabs: Overview, Data Management Planning, Collecting and Working with Data, Curating and Sharing Your Data, and Links, Workshops, Training and Tools. The main content area is titled 'Data Resources & Services throughout the Research Lifecycle' and includes sections for 'Plan & Propose' and 'Create & Collect / Analyze & Assure'. A circular diagram on the right illustrates the research lifecycle stages: Plan & Propose, Create & Collect, and Analyze & Assure. Callout boxes highlight specific features: 'DMP Advice & Tools' points to the 'Data Management Planning' tab; 'Managing "working" data' points to the 'Collecting and Working with Data' tab; 'Curating & Sharing Data' points to the 'Curating and Sharing Your Data' tab; and 'Glossary, tutorials, site map, etc.' points to the 'Links, Workshops, Training and Tools' tab.

**DMP Advice & Tools**

**Managing "working" data**

**Curating & Sharing Data**

**Glossary, tutorials, site map, etc.**

**GEORGIA SOUTHERN UNIVERSITY**

**ZACH S. HENDERSON LIBRARY**

Zach S. Henderson Library / LibGuides / Data Management Services / Overview

**Data Management Services: Overview**

Enter Search Words Search

**Overview** Data Management Planning Collecting and Working with Data Curating and Sharing Your Data Links, Workshops, Training and Tools

**Get Help Now!**  
Contact Jeffrey Mortimore, Director of Data Management Services and Data Curation Library

**Plan & Propose**  
To get the most out of your data, plan early how you will collect, use, and share it. Many funders now require data management plans (DMPs), and many publishers require that data be made publicly available.

- See our guide to data management planning
- See funder and publisher data requirements
- Use DMPTool, an online tool for creating DMPs
- Download our generic DMP template and outline
- See example DMPs
- Read our DMP FAQs

**Create & Collect / Analyze & Assure**  
Ensure that you are following best practices while actively collecting, caring for, and analyzing your data. Host,

**open ICPsR**

**Upcoming Workshops**

**Plan & Propose**

**Create & Collect**

**Analyze & Assure**

# DMPTool RESOURCES PAGE

Access  
DMPTool  
Resources Page

Access Print  
DMP  
Template

DMPTool  
Login Info

**GEORGIA SOUTHERN UNIVERSITY**  
**ZACH S. HENDERSON LIBRARY**

Zach S. Henderson Library / LibGuides / Data Management Services / DMPTool & Generic Template

## Data Management Services: DMPTool & Generic Template

Enter Search Words Search

**Overview** Data Management Planning Collecting and Working with Data Curating and Sharing Your Data Links, Workshops, Training and Tools

**DMPTool & Generic Template**

### DMPTool Resources & Generic Template: Overview

When developing your Data Management Plan (DMP), be sure to review the library's Guide to Data Management Planning, as well as our Guide to Curating & Sharing Data.

Also, be sure to consider the benefits of sharing your research data publicly via an open access data repository, regardless of whether potential funders or publishers require you to do so. [Studies show](#) that sharing your research data increases your impact. The library is happy to consult with you as you prepare your DMP, as well as when you are ready to make your data publicly available, through [Digital Commons @ Georgia Southern](#), [OpenICPSR](#), or whatever data repository best fits your data. Contact [Jeffrey Mortimore](#), [Discovery Services](#) and [Data Curation Librarian](#), for a consultation.

#### Generic Data Management Plan (DMP) Template and Outline

The Library encourages you to consider using DMPTool for developing and managing your DMP. DMPTool is an online tool that includes current DMP templates and examples for many of the large funding agencies that require such plans. Learn more about and access DMPTool below. If you prefer to use the library's DMP template and outline, access both here:

[Generic DMP Template \(.docx format\)](#)  
[General DMP Outline](#)

#### DMPTool Resources

DMPTool is an online tool that includes DMP templates for many of the large funding agencies that require such plans. See example DMPs created using DMPTool [here](#).

DMPTool includes general guidance, links to documentation, issues to consider, and specific questions to think about as you prepare your DMP. Space is provided to compose a response for each of the main areas the funding agency requires you to address in your plan. You can save and come back to your plan as often as you like. When you are finished, export your plan in plain text format and insert it into your final proposal.

#### DMPTool Support Materials

See the following resources to get started using DMPTool:

- [DMPTool Data Management General Guidance](#)
- [DMPTool Quick Start Guide](#)

**ICPSR**

#### Publish Your Data

Studies show that sharing your research data increases your impact. Partner with the library to take your data public, through [Digital Commons @ Georgia Southern](#), [OpenICPSR](#), or whatever data repository best fits your data.

#### Upcoming Workshops

See our current schedule of spring 2016 lunch-N-leans and workshops, or register for a one-hour Introduction to ICPSR anytime.

#### ICPSR Summer Program

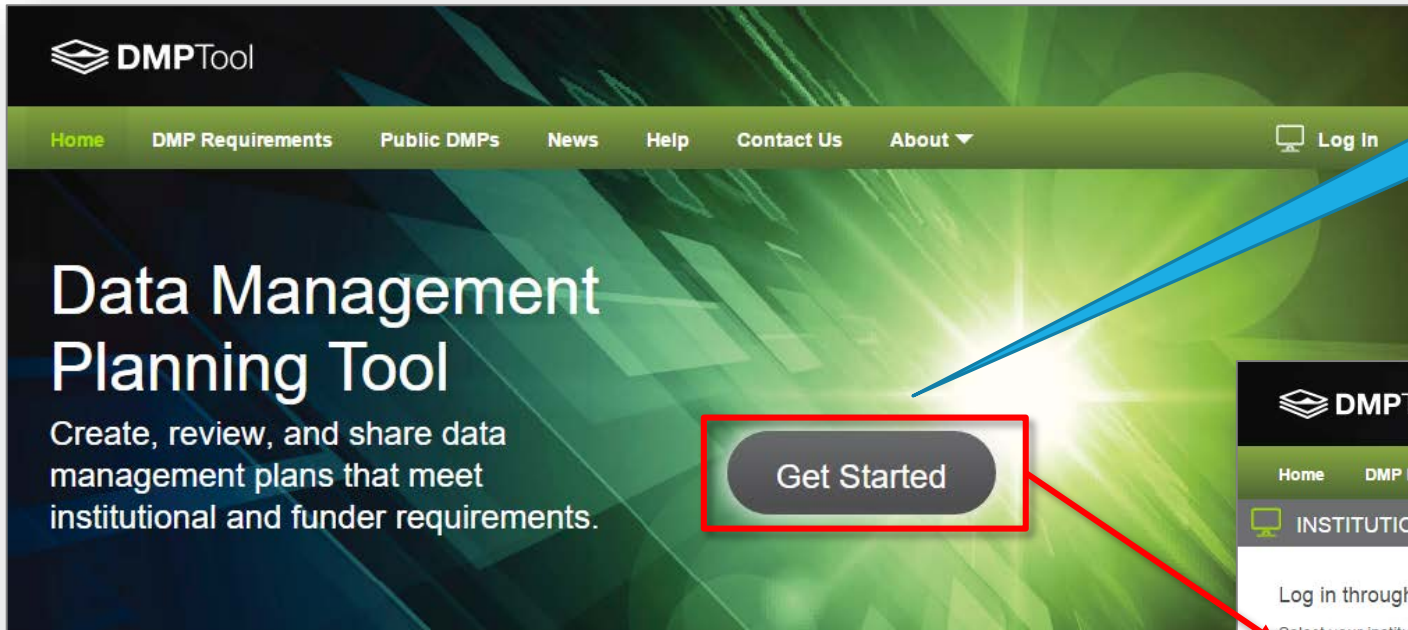
ICPSR has announced the following dates for the four-week sessions of the 2016 ICPSR Summer Program in Quantitative Methods and Statistics:

**First Session:**  
June 20 – July 15, 2016

# WHAT IS DMPTool?

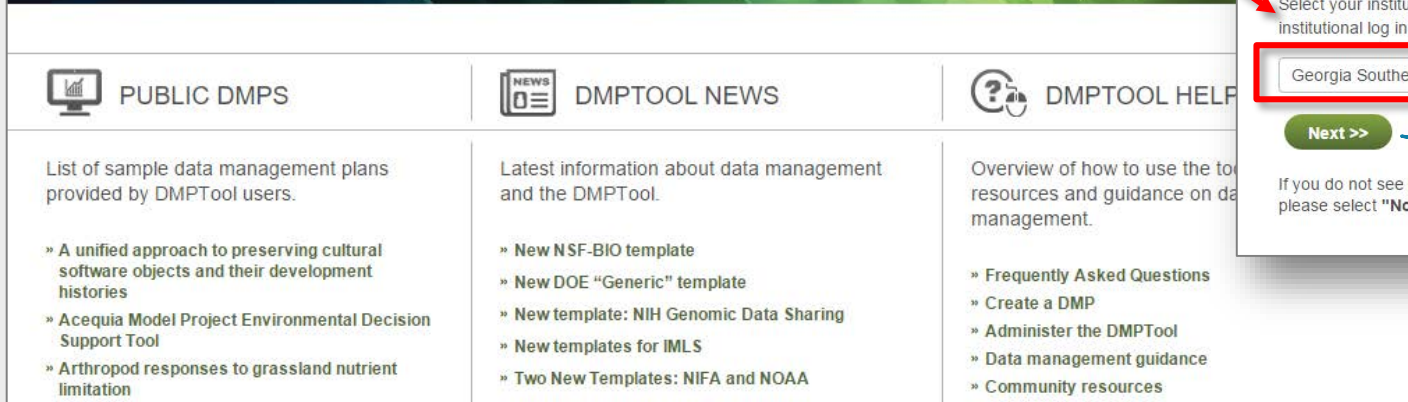
- Create, edit, export, copy, & share DMPs online
- Use DMP templates based on funder requirements
- Review & use shared DMPs
- Supports multiple authors
- Free!

# USING DMPTool



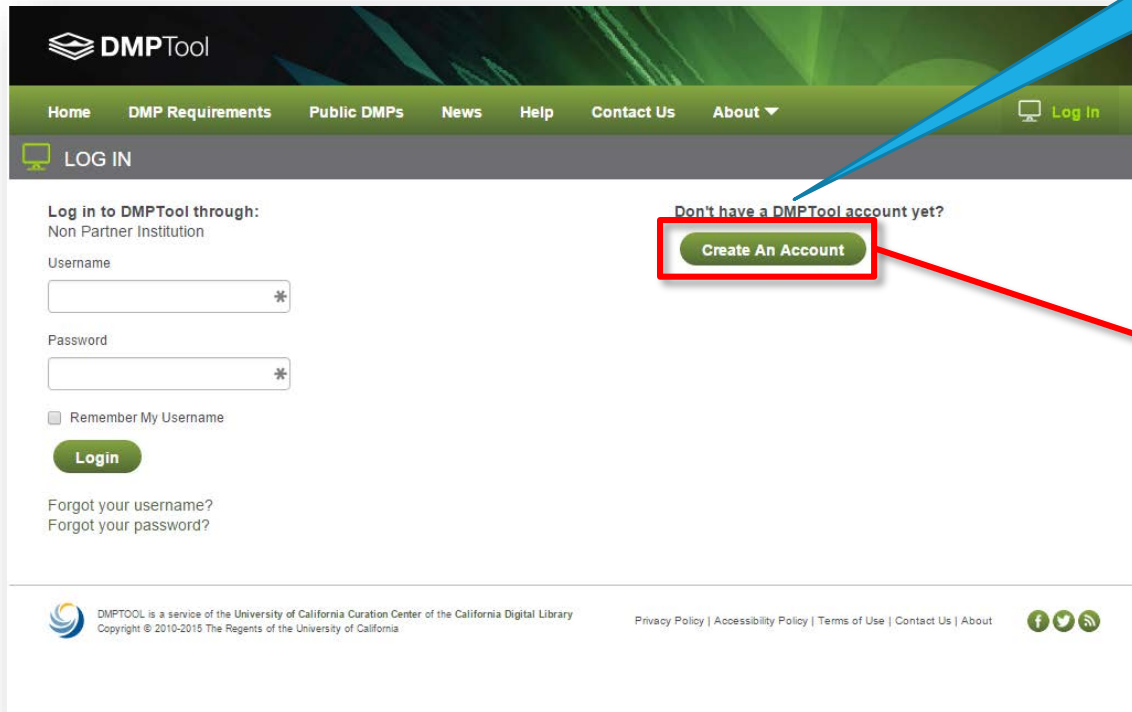
Click on "Get Started"

Select "Georgia Southern University" from dropdown



Click "Next"

# USING DMPTool



The DMPTool Login page features a green header with navigation links: Home, DMP Requirements, Public DMPs, News, Help, Contact Us, and About. A 'Log In' link is in the top right. Below the header, a 'LOG IN' section contains a login form with fields for Username and Password, a 'Remember My Username' checkbox, and a 'Login' button. Links for 'Forgot your username?' and 'Forgot your password?' are at the bottom. A red box highlights the 'Create An Account' button, which is located next to the text 'Don't have a DMPTool account yet?'.

DMPTool

Home DMP Requirements Public DMPs News Help Contact Us About

LOG IN

Log in to DMPTool through:  
Non Partner Institution

Username

Password

☐ Remember My Username

Login

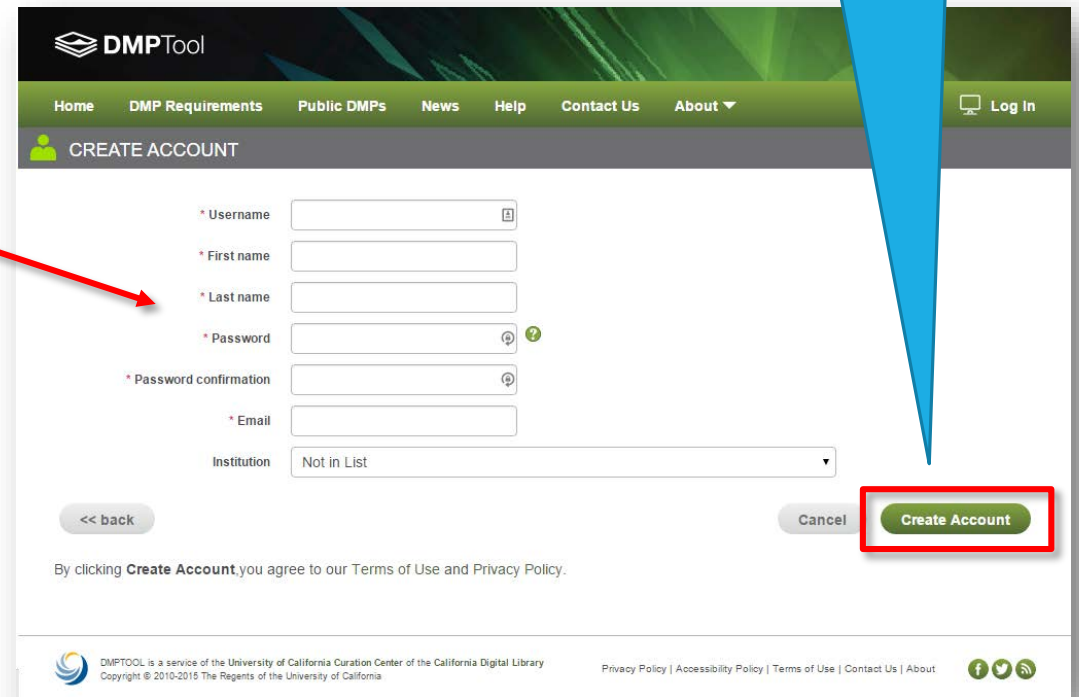
Forgot your username?  
Forgot your password?

Don't have a DMPTool account yet?

Create An Account

Click "Create  
an Account"

Create username  
and password, then  
click on "Create  
Account"



The DMPTool Create Account page features a green header with navigation links: Home, DMP Requirements, Public DMPs, News, Help, Contact Us, and About. A 'Log In' link is in the top right. Below the header, a 'CREATE ACCOUNT' section contains a registration form with fields for Username, First name, Last name, Password, Password confirmation, Email, and Institution. A '<< back' button is on the left, and 'Cancel' and 'Create Account' buttons are on the right. A red box highlights the 'Create Account' button. Below the form, a disclaimer states: 'By clicking Create Account, you agree to our Terms of Use and Privacy Policy.'

DMPTool

Home DMP Requirements Public DMPs News Help Contact Us About

CREATE ACCOUNT

\* Username

\* First name

\* Last name

\* Password

\* Password confirmation

\* Email

Institution Not in List

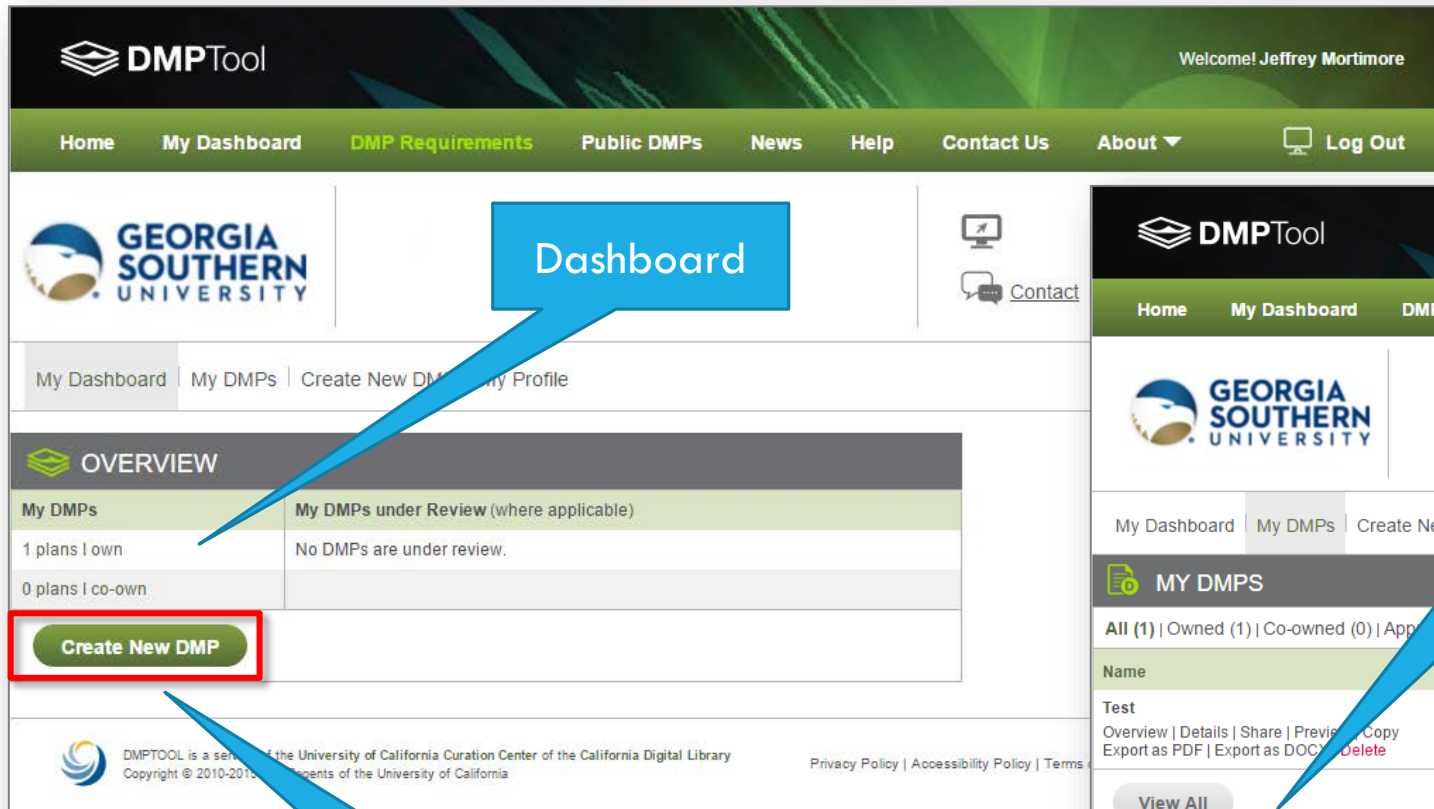
<< back

Cancel

Create Account

By clicking Create Account, you agree to our Terms of Use and Privacy Policy.

# USING DMPTool



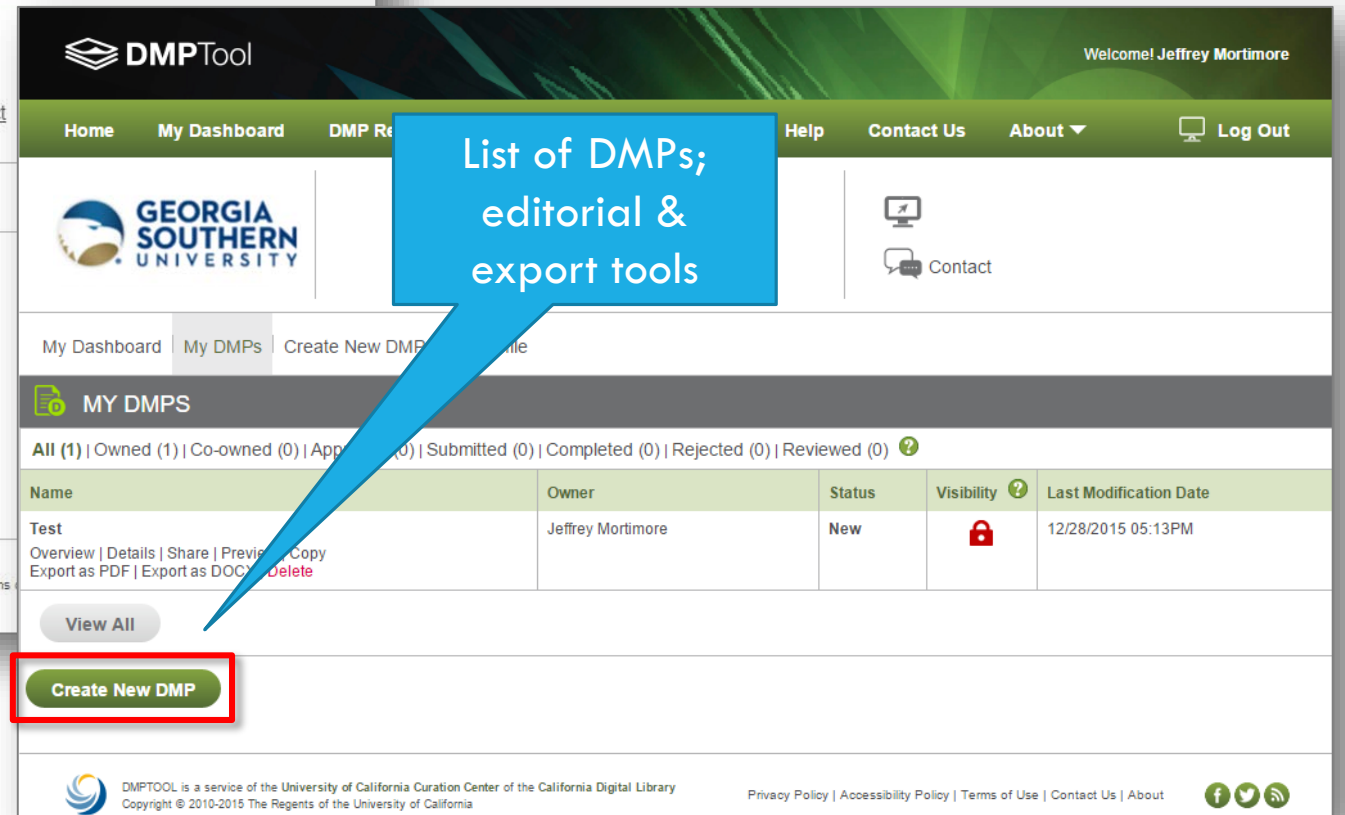
The screenshot shows the DMPTool Dashboard for a user named Jeffrey Mortimore. The dashboard includes a navigation bar with links to Home, My Dashboard, DMP Requirements, Public DMPs, News, Help, Contact Us, and About. A blue callout box labeled "Dashboard" points to the main content area. The main content area has tabs for My Dashboard, My DMPs, and Create New DMP. The My DMPs tab is active, showing an overview of the user's DMPs. A red box highlights the "Create New DMP" button. The footer includes the Georgia Southern University logo and contact information.

Dashboard

My DMPs

My DMPs	My DMPs under Review (where applicable)
1 plans I own	No DMPs are under review.
0 plans I co-own	

Create New DMP



The screenshot shows the DMPTool MY DMPs page for a user named Jeffrey Mortimore. The page includes a navigation bar with links to Home, My Dashboard, DMP Requirements, Public DMPs, News, Help, Contact Us, and About. A blue callout box labeled "List of DMPs; editorial & export tools" points to the table of DMPs. The table lists the user's DMPs, including a "Test" DMP. A red box highlights the "Create New DMP" button. The footer includes the Georgia Southern University logo and contact information.

List of DMPs; editorial & export tools

MY DMPs

All (1) | Owned (1) | Co-owned (0) | Applied (0) | Submitted (0) | Completed (0) | Rejected (0) | Reviewed (0)

Name	Owner	Status	Visibility	Last Modification Date
Test	Jeffrey Mortimore	New	Public	12/28/2015 05:13PM

Create New DMP

# USING DMPTool

DMPTool Welcome! Jeffrey Mortimore

Home My Dashboard DMP Requirements Public DMPs Log Out

GEORGIA SOUTHERN UNIVERSITY

My Dashboard | My DMPs | Create New DMP | My Profile

SELECT DMP TEMPLATE

Select one of the funder DMP Templates listed to proceed to the next step. The type of template chosen can affect what information you will need to provide in the following steps.

A - F G - L M - S T - Z All

- Alfred P. Sloan Foundation
- American Heart Association (AHA)
- Department of Energy (DOE)
- Department of Energy: Generic**
- Department of Energy: Office of Science
- DMP Template from DCC
- GoMRI Research Consortia DMP Template 2015
- Gordon and Betty Moore Foundation
- Institute of Education Sciences (US Dept of Education)

Import and use DMP template based on funder requirements

Create a new DMP

DMPTool Welcome! Jeffrey Mortimore

Home My Dashboard DMP Requirements Public DMPs News Help Contact Us About Log Out

GEORGIA SOUTHERN UNIVERSITY

My Dashboard | My DMPs | Create New DMP | My Profile

DMP Overview

DMP OVERVIEW

DMP Overview

DMP Template Department of Energy: Generic

\* DMP Title

Proposal Solicitation Number

Proposal Submission Deadline

Visibility ☐ public ☐ institutional ☒ private

Add Co-owners: Add co-owners; search by name or email address

<< Back Cancel Save and Next >>

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Add co-authors

# USING DMPTool

Agency Guidelines

Template outline for Navigation

Preview & Export

Agency Links

Author Guidance

Author & save response to each section

The screenshot displays the DMPTool web application interface. At the top, a green navigation bar contains the 'DMPTool' logo and a welcome message for 'Jeffrey Mortimore'. Below this is a secondary navigation bar with links: Home, My Dashboard, DMP Requirements, Public DMPs, News, Help, Contact Us, About, and a Log Out button. The main content area features the Georgia Southern University logo and a 'Contact' link. A breadcrumb trail shows 'My Dashboard | My DMPs | Create New DMP | My Profile'. A progress bar indicates the current step: 'DMP Overview' (active), 'DMP Details', and 'DMP Preview'. A green notification banner states 'Plan was successfully created.' Below this, the 'DMP DETAILS' section is titled 'Department of Energy: Generic'. A legend indicates that green checkmarks represent 'Complete' sections and red asterisks represent 'Mandatory' sections. A 'Template Outline' sidebar on the left lists sections: Data types and sources, Content and format, Sharing and preservation, Protection, Rationale, and Software & Codes. The main content area has tabs for 'Instructions' and 'Links'. The 'Instructions' tab is active, showing a text area with guidance on data sharing and preservation. A rich text editor with various formatting tools is positioned below the text area. At the bottom of the form, there are buttons for 'Cancel Changes', 'Save Response', and 'Save and Next'. Navigation buttons at the very bottom include '<< Back' and 'DMP Preview >>'. The footer contains copyright information and links to Privacy Policy, Accessibility Policy, Terms of Use, and Contact Us.

# USING DMPTool

Export DMP

Preview Draft  
DMP here

The screenshot displays the DMPTool web interface. At the top, the header includes the DMPTool logo, a welcome message for Jeffrey Mortimore, and a navigation menu with links: Home, My Dashboard, DMP Requirements, Public DMPs, News, Help, Contact Us, About, and Log Out. Below the header, the Georgia Southern University logo is visible on the left, and a 'Contact' button is on the right. The main navigation bar shows 'My Dashboard', 'My DMPs', 'Create New DMP', and 'My Profile'. The 'DMP Preview' tab is selected, and its sub-tabs are 'DMP Overview', 'DMP Details', and 'DMP Preview'. A red box highlights the 'Export as PDF', 'Export as DOCX', and 'Print' buttons. Below these buttons, the DMP details are shown: DMP Name: Test, DMP Template: Department of Energy: Generic, Owner: Jeffrey Mortimore, Institution: Non Partner Institution, Last Modified Date: December 28, 2015, Co-owner[s]:, and Solicitation Number:. The 'Data types and sources' section is expanded, showing 'Test'. Other sections include 'Content and format', 'Sharing and preservation', 'Protection', 'Rationale', and 'Software & Codes', all with 'Test' values. At the bottom, a status bar indicates the DMP is 'Private' and provides a 'Change Settings' button. A note states: 'Note: when visibility is set to "Public", your DMP will appear on the Public DMPs page of this site and it will be downloadable and copy-able.' The footer contains the DMPTool logo, a description of the service, copyright information, and links to Privacy Policy, Accessibility Policy, Terms of Use, Contact Us, and About. Social media icons for Facebook, Twitter, and LinkedIn are also present.

DMPTool

Welcome! Jeffrey Mortimore

Home My Dashboard DMP Requirements Public DMPs News Help Contact Us About Log Out

GEORGIA SOUTHERN UNIVERSITY

Contact

My Dashboard My DMPs Create New DMP My Profile

DMP Overview DMP Details DMP Preview

DMP PREVIEW

Export as PDF Export as DOCX Print

DMP Name: Test

DMP Template: Department of Energy: Generic

Owner: Jeffrey Mortimore

Institution: Non Partner Institution

Last Modified Date: December 28, 2015

Co-owner[s]:

Solicitation Number:

Data types and sources

Test

Content and format

Test

Sharing and preservation

Test

Protection

Test

Rationale

Test

Software & Codes

Test

This DMP is Private Change Settings Note: when visibility is set to "Public", your DMP will appear on the Public DMPs page of this site and it will be downloadable and copy-able.

<< Back Done

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