

Creating a data management plan using DMPonline

1. How to create a data management plan using a template in DMPonline

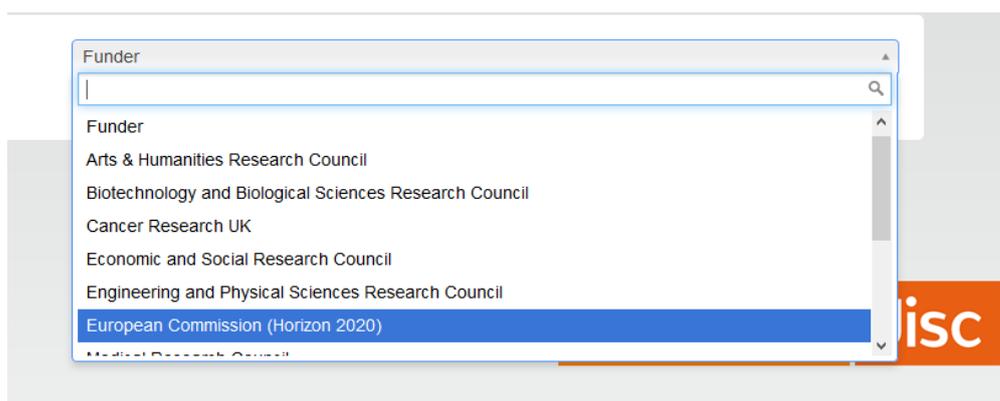
Once you have logged in with your King's ID you can either choose a template for a specific funder or, if you do not have an external funder or your funder is not listed, select the King's generic DMP template.

1.1. Select "Create a plan" (top left hand corner):



1.2. To select a funder template:

1.2.1. Choose from the drop down menu on the right hand side.



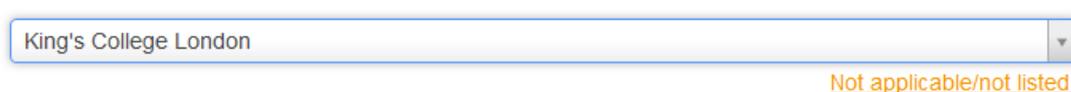
1.2.3. Choose your funder and click "Create plan".

1.3. To select the King's generic DMP template:

1.3.1. Select not applicable/not listed.



1.3.2. A second drop-down menu appears. Select King's College London and click "Create plan".



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1.4. This will open up your chosen DMP template. Fill in the “Plan details” section and click “Yes, create plan”. Then click on “Answer questions”.

Confirm plan details

Where your funder or institution doesn't have specific requirements (or if you left these options blank), you will see the DCC Checklist. This offers a generic set of DMP questions and guidance. For more details see: [DMP checklist 2013](#).

Funder: None

Institution: King's College London

Template: King's College London

Other guidance:

For each question you will find specifically created guidance, links to further resources and, in most cases, examples of answers from real DMPs or suggested answers based on services provided by King's.

Plan details | **King's Generic DMP template** | Share | Export

Data Collection (2 questions, 0 answered)

What data will you create or collect? (Data type, volume, methods of data capture)

Example of answer

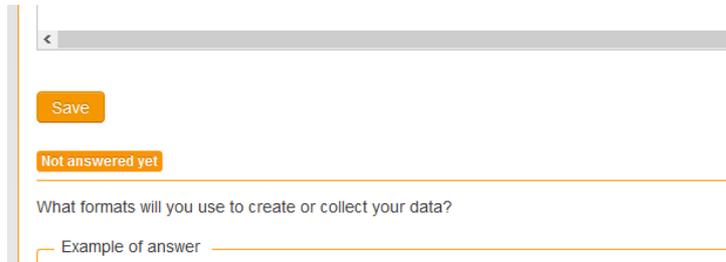
Example 1: "Quantitative data derived from our experimental approaches and statistical analyses of these data will be managed along with Genotypic data from results of our microarray studies. There will also be administrative data on linked anonymised tissue samples and storage locations of the samples." Example 2: "The data generated by this scientific experiment will mainly be numerical reaction times recorded over a number of trials and sessions per participant. Numerical error rates will be recorded. Biodata such as gender, age etc. will also be recorded. It is anticipated that raw data will be in the order of 20MB per participant over the length of the project and that there will be approximately 100 participants."

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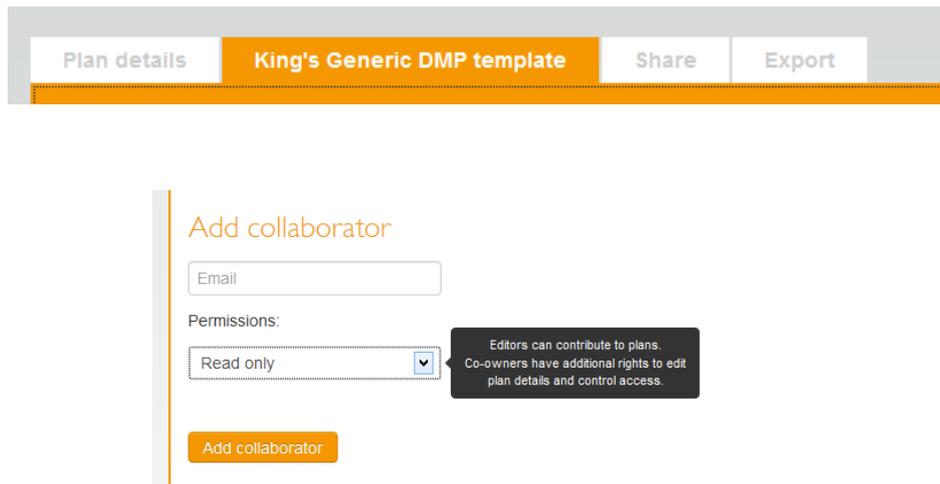
2. How to save, share and export your DMP

2.1 Save as you go.



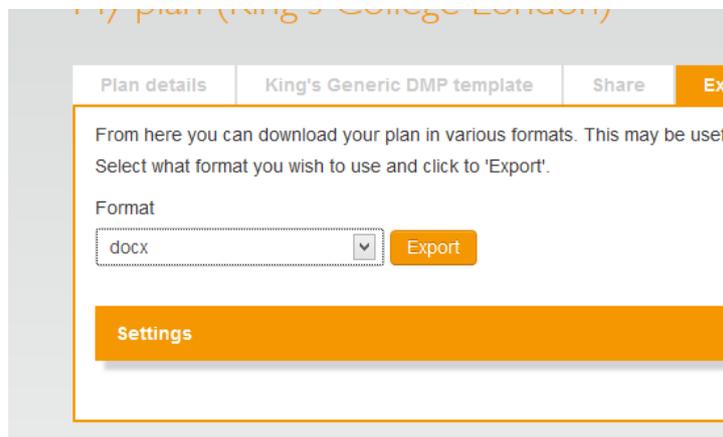
A screenshot of a web interface showing a 'Save' button in an orange box. Below it is a notification box that says 'Not answered yet'. Underneath is a question: 'What formats will you use to create or collect your data?'. Below the question is a text input field with the placeholder text 'Example of answer'.

2.2 Share your DMP with colleagues so they can contribute to or review the plan. Just add their email address and set the appropriate permissions.



A screenshot of the 'Add collaborator' form. At the top, there are navigation tabs: 'Plan details', 'King's Generic DMP template', 'Share', and 'Export'. The 'Add collaborator' section includes an 'Email' input field, a 'Permissions:' dropdown menu currently set to 'Read only', and an 'Add collaborator' button. A tooltip points to the dropdown menu with the text: 'Editors can contribute to plans. Co-owners have additional rights to edit plan details and control access.'

2.3 Export your DMP as a word document and send it to research.data@kcl.ac.uk for review.



A screenshot of the 'Export' section of the DMPonline interface. It shows a navigation bar with tabs for 'Plan details', 'King's Generic DMP template', 'Share', and 'Export'. Below the tabs, there is a text block: 'From here you can download your plan in various formats. This may be useful. Select what format you wish to use and click to 'Export''. Below this is a 'Format' dropdown menu set to 'docx' and an 'Export' button. At the bottom of the section is a 'Settings' button.

If you have any questions email research.data@kcl.ac.uk