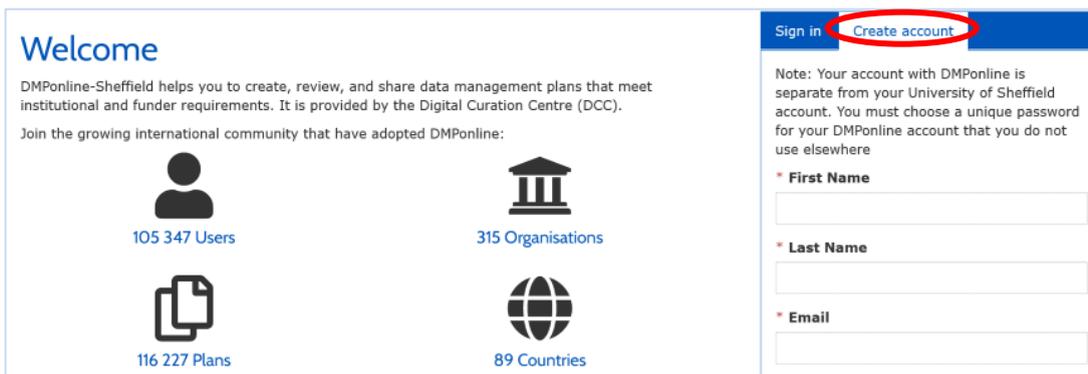


A practical guide to DMPonline

Writing a data management plan (DMP) can help ensure your data is easier to store, find, and understand. All PGRs are required to have a DMP before their confirmation review, and a DMP is often a requirement of research funding. 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

DMPonline-Sheffield helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).

Join the growing international community that have adopted DMPonline:

- 105 347 Users
- 315 Organisations
- 116 227 Plans
- 89 Countries

Sign in **Create account**

Note: Your account with DMPonline is separate from your University of Sheffield account. You must choose a unique password for your DMPonline account that you do not use elsewhere

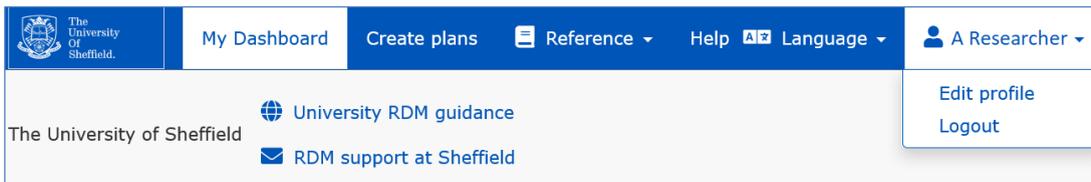
* First Name

* Last Name

* Email

To create a DMPonline account, go to dmponline.sheffield.ac.uk and click on **Create account**. Enter your details, including a unique password you do not use elsewhere.

My Dashboard



The University of Sheffield

My Dashboard Create plans Reference Help Language

A Researcher

- University RDM guidance
- RDM support at Sheffield
- Edit profile
- Logout

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 also 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

To create a new data management plan, select **Create plans** at the top of the screen.

Create a new plan

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 organisation**

Organisation

- or - No research organisation associated with this plan or my research organisation is not listed

* **Select the primary funding organisation**

Funder

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

Under **Create a new plan**, give a title for your project and select The University of Sheffield as your research organisation. In the third box either type and select your funder, or if your research has no external funding, tick **No funder associated with this plan**. This will give you access to The University of Sheffield DMP templates for research staff and students. (Note that the ‘paper-based’ templates are for research involving very little digital data.)

Select **Create plan** to access your chosen template.

Postgraduate Research DMP (The University of Sheffield)

Project Details Contributors Plan overview **Write Plan** Share Request feedback Download

expand all | collapse all 0/5

- Defining your data (0 / 1) +
- Looking after data during your research (0 / 1) +
- Storing data after your research (0 / 1) +
- Sharing data after your research (0 / 1) +
- Putting your plan into practice (0 / 1) +

Use the tabs across the top of the template to create and manage your DMP.

- Project Details**

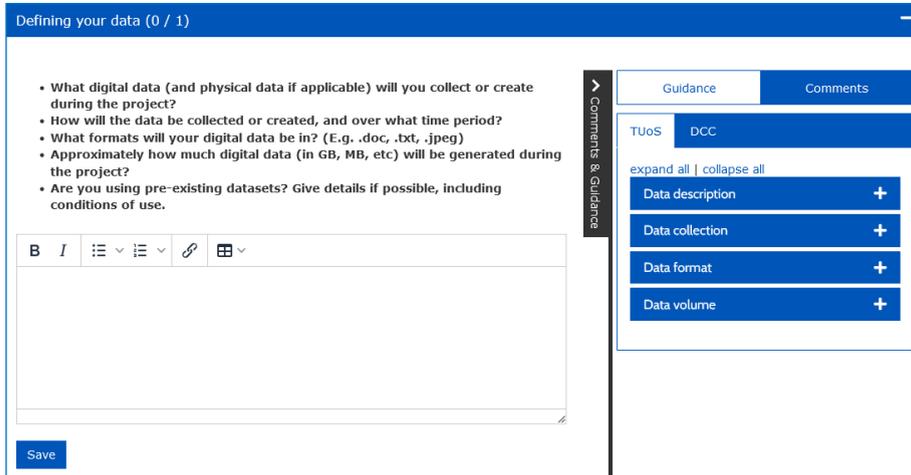
Make sure the details are correct and add a project abstract. Details of external funding should be added here if applicable.
- Plan overview**

This gives details of the information you should include in your DMP.
- Write plan**

To view the sections of the plan, use the + on the right or select **expand all**. You can then complete each section (see below).
- Download**

You can download the plan in a choice of formats and select which components you wish to be included in the downloaded plan.

Write a plan



Use the prompts in each section to complete the plan as fully as possible. Find guidance from The University of Sheffield (TUoS), Digital Curation Centre (DCC), and funder if applicable via the tabs on the right. There is also a **Comments** section, which can be used by those you share the plan with. Try to focus in your plan on the data you will use and create in your research, and remember to click on **Save** at the end of each section.

Share a plan

To share a plan with a supervisor or colleague, click on **Share** at the top of the plan. Add their email address under **Invite collaborators**, then select a **Permissions** option and **Submit**. You can also set your plan visibility here – this would normally be **Private**.

Comment on a plan

To comment on a plan that has been shared with you, first open the plan in your Dashboard. Select **Write plan**, then click on the **Comments** tab to the right of each section. You can add feedback, questions and suggestions in each Comments field – remember to click on **Save** at the end of each one.

Request feedback

You can use the **Request Feedback** tab to request feedback from the University Library's Research Data Management team. Please note that while the Library team provides comments and advice on DMPs, it does not approve them. You should contact your supervisor, department or funder for details of your DMP submission and approval process.

Ongoing support

The Library's Research Data Management team provides training, support and guidance to help you manage your research data and write a data management plan. You can find more information on their [webpages](#), including advice on [data management planning](#) and details of [training](#) sessions. If you have any questions, email the Research Data Management team at rdm@sheffield.ac.uk.