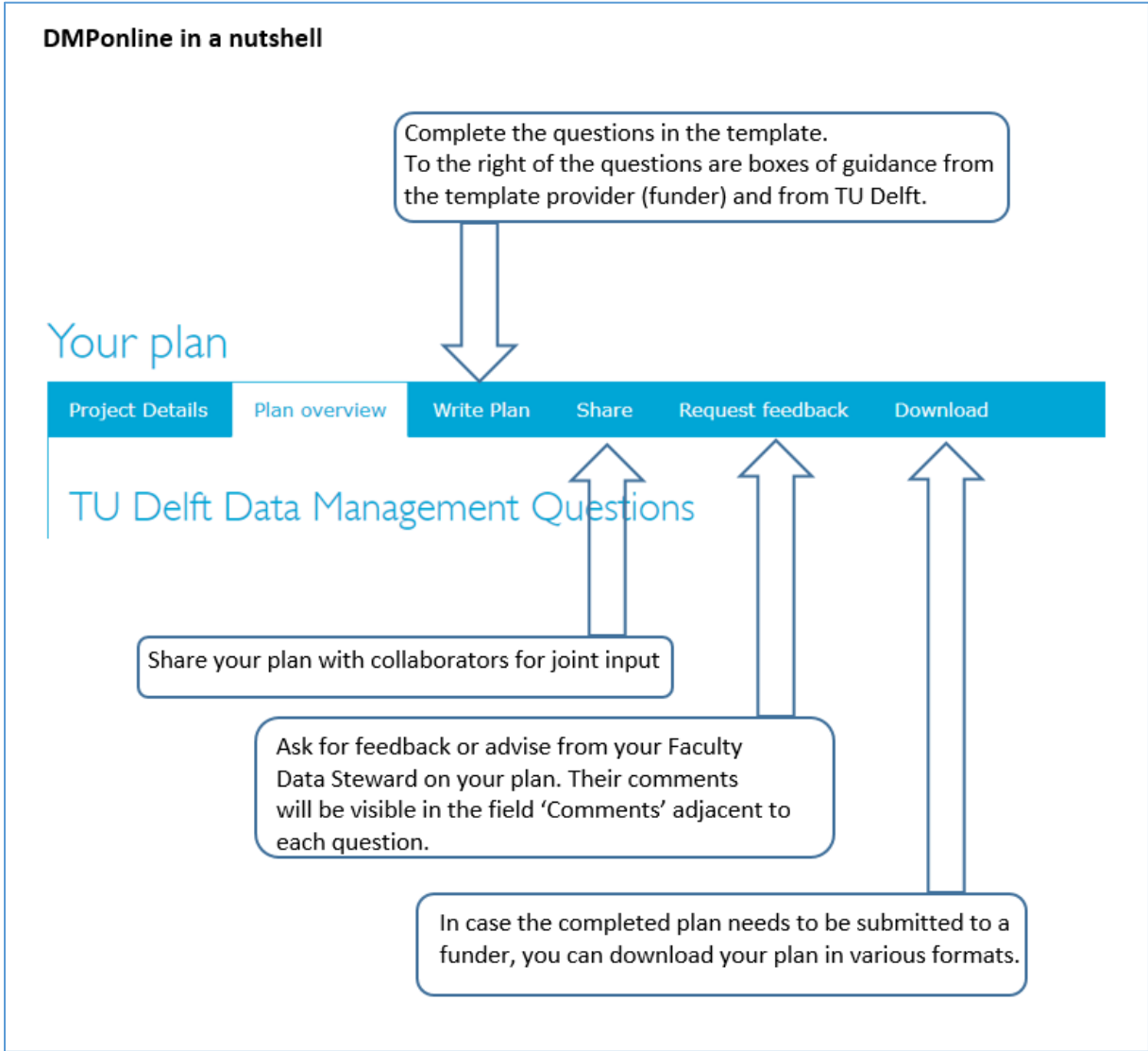


DMPonline user guide



DMPOnline is accessible at <https://dmponline.tudelft.nl>
Before you can start writing your DMP you need to register.

Welcome

This instance of DMPOnline is provided by the TU Delft to help you write data management plans. To access funders' guidance along with the tailored guidance from the TU Delft, you have to first create an account and then log in with your TU Delft credentials.

If you have trouble creating an account or logging in, please contact rdm-support@tudelft.nl

The screenshot shows a login and registration form. At the top, there are two tabs: 'Sign in' and 'Create account'. Below the tabs, there are two input fields: '* Email' and '* Password'. Below the password field, there is a link for 'Forgot password?' and a checkbox for 'Remember email'. A blue 'Sign in' button is located below the checkbox. Below the 'Sign in' button, there is a separator '- or -' and a blue button that says 'Sign in with your institutional credentials'.

Sign in to DMPOnline

The 'Sign in' and 'Create account' links are on the right-hand side of the welcome page. Once you have created an account, you will be able to indicate you are part of TU Delft and subsequently log in with your NetID.

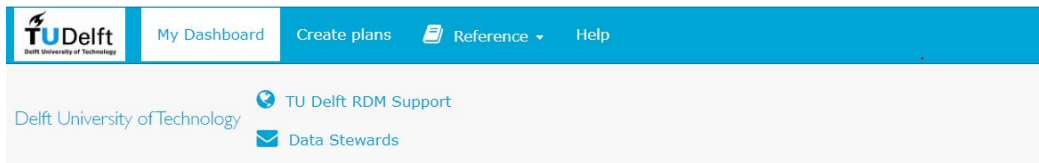
To create an account click on 'Create account' and fill in the short form consisting of your name, email address (preferably your TU Delft email address), organisation (select *Delft University of Technology*), and create a password.

Once you have created an account you will receive a welcome email.

The next time you log in, you only need to select *Technische Universiteit Delft/TU Delft* from the institutional log in page. It will automatically redirect to a page where you can log in with your NetID.

The screenshot shows a page titled 'Which organisation would you like to sign in with?'. Below the title, there is a text box with a search icon and the text 'Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:'. Below the text box, there are two logos: 'Technische Universiteit Delft' and 'TU Delft'. Below the logos, there is a 'remove x' link. At the bottom, there is a search box with the placeholder text 'Type the name of your organisation' and a 'Continue' button. Below the search box, there is a link that says 'or Let me choose from a list'.

After you log in you will be directed to 'My Dashboard' page. You can now start creating a new plan or continue with a saved plan.



Create a plan

To create a plan, click the 'Create plans' button from 'My Dashboard' page or the top menu. Select options from the menus and tick boxes to determine what questions and guidance you should be presented with. Templates from major funders (NWO, H2020, ZonMw) are available, plus a TU Delft generic template if there is no funder associated with your plan or if you are working with personal research data or human participants.

Projects involving human subjects or processing personal data

If your research involves human subjects or if you are processing personal data you are expected to follow the Personal Research Data Workflow and create a data management plan using DMPonline. For this, please select TU Delft as primary research organisation and **indicate that there is no funder associated with the plan**. This will provide you with the correct template.

Confirm your selection by clicking 'Create plan'.

Write your plan

The tabbed interface allows you to navigate through different functions when writing or editing your plan.



'Project Details' includes basic administrative details. From this page you can also select guidance from additional organisations, but TU Delft specific guidance will automatically appear next to the guidance of the funding organization and/or DCC. Please note that you can untick the box 'Digital Curation Centre' if you don't want to view the DCC guidance.

'Plan Overview' tells you what template and guidance your plan is based on and gives you an overview to the questions that you will be asked.

Click 'Write plan' to start writing your plan.

The questions are grouped into themes. Use the + and – on the right-hand side to expand and collapse the sections and advice.

To the right of the question are boxes of guidance from the template provider and from TU Delft. TU Delft guidance includes information on TU Delft's recommendations, solutions, and advice can be found.

In addition, some questions are provided with example answers.

Archiving of data after the project (0 / 4)

This section is about the storage of your data after the project. Preferably the data should be stored in a national or international trusted repository. If this is not possible then the data should be stored by the institutional repository. Contact the intended data repository or archive well in advance about the requirements for depositing the data.

Specify in which trusted repository the data will be stored after the project.
If the data will not be stored in a trusted repository specify where it will be stored and how its made discoverable?

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

Save

TU Delft example answer

All datasets will be published at 4TU.Centre for Research Data, which is a trusted and certified research data repository (Data Seal of Approval certification). All datasets will be accompanied by rich and descriptive metadata, compliant with DataCite metadata schema, to ensure that all datasets are findable and accessible online. All datasets will be publicly available to anyone for re-use under an open licence. Every dataset will be also assigned a Digital Object Identifier (DOI), to make them citable and persistently available. 4TU.Centre for Research Data preserves the data sets for at least 15 years, maintaining their integrity and authenticity, in accordance with 4TU.Centre for Research Data preservation policy.
<https://researchdata.4tu.nl/en/home/>

Guidance **Comments**

NWO **TU Delft**

The TU Delft Research Data Framework Policy expects you to:

- Ensure that research data, code and any other materials needed to reproduce research findings are appropriately documented and shared in a research data repository in accordance with the FAIR principles (Findable, Accessible, Interoperable and Reusable) for at least 10 years from the end of the research project, unless there are valid reasons not to do so.
- Should data not be made available in a repository, ensure that the relevant metadata is published in a suitable repository and any research publications resulting from the project have a statement explaining what additional datasets/materials exists; why access is restricted; who can use the data and under what circumstances.

Please click 'Save' every time you have completed your answer.

Share your plan

The tab 'Share' allows you to invite others to read or contribute to your plan.

Insert the email address of any collaborators you would like to invite to read or edit your plan. Set the level of permissions you would like to grant them via the radio buttons and click 'Submit'. Adjust permissions or remove collaborators at any time via the drop-down options.

The 'Share' tab is also where you can set your plan visibility. By default all new and test plans will be set to 'Private' visibility. 'Public' and 'Organisational' visibility are intended for finished plans. You must answer at least 50% of the questions to enable these options.

Request feedback

Your Faculty Data Steward can review your plan and provide you with feedback. Click to 'Request feedback' under the corresponding tab and the Faculty Data Stewards will be alerted to your request. Their comments will be visible in the 'Comments' field adjacent to each question. Depending on your notification preferences (for further information see 'Edit profile' below) you will be notified by email when a Data Steward provides feedback.

Download your plan

Under the tab 'Download' you can download your plan in various formats, in case the completed plan needs to be submitted to a funder. Choose what format you would like to download your plan in and click 'Download Plan'. You can also adjust the formatting (font type, size and margins) for PDF files, which may be helpful if working with page limits.

Project Details Plan overview Write Plan Share Request feedback Download

Download settings

Optional Plan Components

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

Format

pdf

PDF formatting

Font

Face: Arial, Helvetica, Sans-Serif Size (pt): 10

Margin (mm)

Top: 25 Bottom: 20 Left: 12 Right: 12

Download Plan

Edit profile

You can update your profile information like your name, email, organisation, faculty, language preference, password and notification preferences.

Once logged in, click on your name on the top right corner, and click 'Edit profile'.

You are directed to the 'Edit profile' page which shows three tabs: Personal Details, Password, and Notification Preferences.

Edit profile

Personal Details Password Notification Preferences

'Personal details' includes your email address, name, organisation, department/school (Faculty), and language preference.

'Password' enables you to change your password.

'Notification preferences' enables you to set your own notification preferences like notifications when a new comment has been added to your plan, a plan has been shared with you, or feedback has been provided for your plan. We recommend you to select all the available options so you will be alerted automatically about any notification to your plan.

Personal Details Password Notification Preferences

Select all | Deselect all

All Users

- A new comment has been added to my DMP
- A plan has been shared with me
- Admin privileges granted to me
- Feedback has been requested for my DMP
- Feedback has been provided for my DMP

DMP owners and co-owners

- My DMP's visibility has changed

Save

Support

Do you need help with your data management plan? Please click 'Request feedback' or contact your Faculty Data Steward at datastewards@tudelft.nl