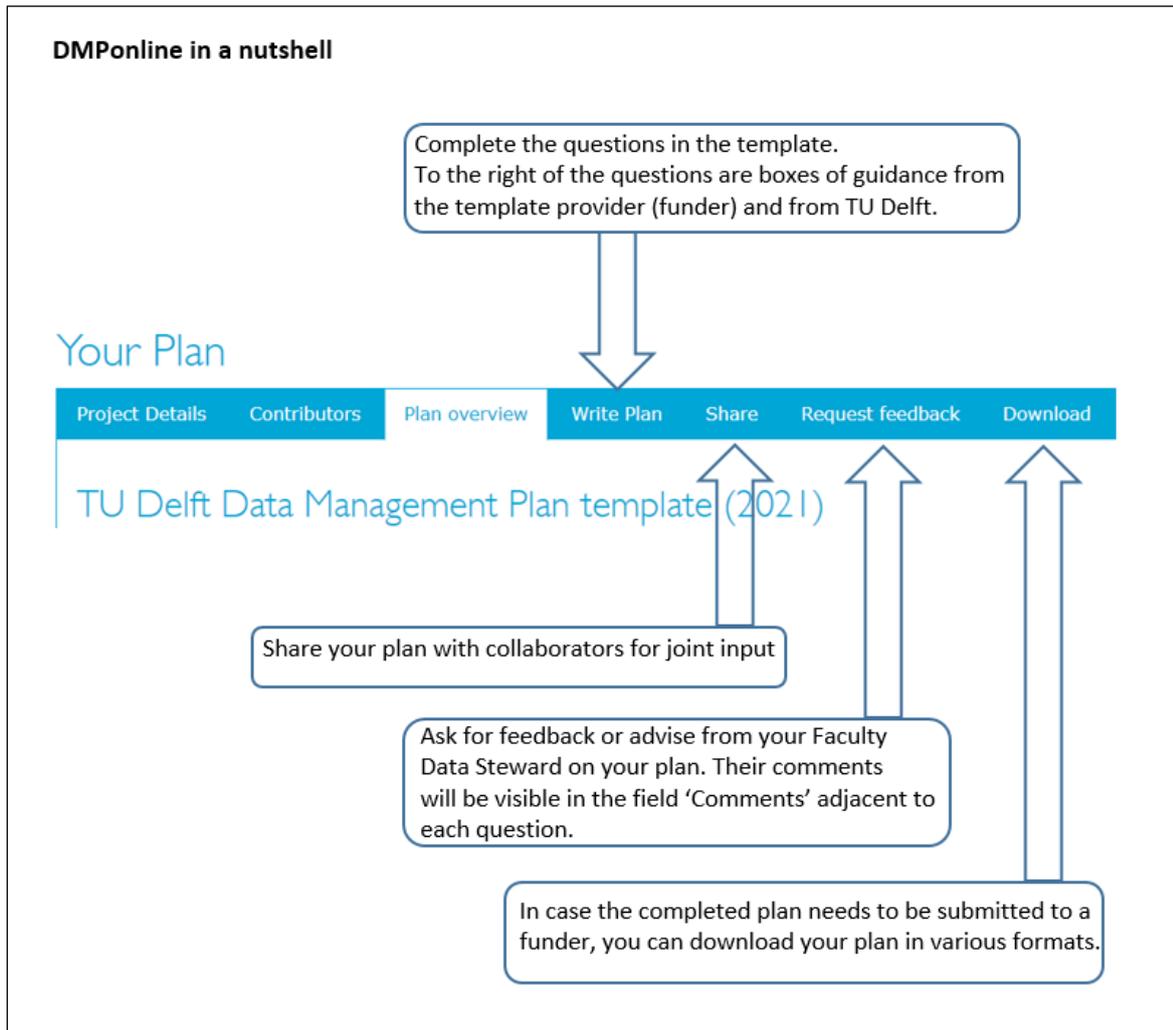


# DMPonline user guide



DMPonline is accessible at <https://dmponline.tudelft.nl>

Before you can start writing your data management plan 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](mailto:rdm-support@tudelft.nl)

More detailed information about using the tool can be found in the DMPonline user guide on [this page](#).

Sign in Create account

\* Email

\* Password

[Forgot password?](#)

Remember email

Sign in

- or -

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 *Delft University of Technology/TU Delft* from the institutional log in page. It will automatically redirect to a page where you can log in with your NetID.

### Which organisation would you like to sign in with?

Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:

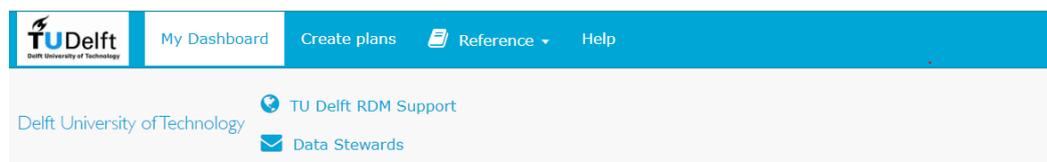
**Delft  
University of  
Technology**

**TU Delft**

remove ×

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.

Please note that you can also use the TU Delft template for NWO and ZonMw funded projects as both funders have approved the TU Delft template for this.

### 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 Delft University of Technology as primary research organisation and **indicate that there is no funder associated with the plan**. This will provide you with the correct template.

**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**

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

\* **Select the primary funding organisation**

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

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 Contributors Plan overview Write Plan Share Request feedback Download

'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.

'Contributors' allows you to list the project's Principal Investigators(s) and those responsible for data management.

'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.

3. Provide a general description of the type of data you will be working with, including any re-used data:

Type of data	File format(s)	How will data be collected (for re-used data: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data

Save

**TU Delft example answer**

Type of data	File format(s)	How will data be collected (for re-used data: source and terms of use)?	Purpose of processing	Storage location	Who will have access to the data
Anonymised data on household type electricity usage for Zuid-Holland province in 2018	.csv files	Re-use of existing data from EON company (data available under a data processing agreement)	To understand the differences in electricity usage between different types of households	SURF drive	The company and the project team (the PI and the two postdocs: John Doe and Mary Robinson).

Guidance	Comments
<p><b>Types of data</b> Describe very briefly what type of data are you planning to collect/work with. For example:</p> <ul style="list-style-type: none"> <li>• GIS data</li> <li>• Measurements of material parameters</li> <li>• Microscopy images</li> <li>• Quantitative interview data</li> <li>• Email addresses and/or other addresses for digital communication</li> <li>• IP addresses</li> <li>• Gender, date of birth and/or age</li> <li>• Etc</li> </ul> <p><b>How will the data be collected?</b> E.g. with a survey, datasets received from someone else (specify the source and terms of use), observations, recordings etc.</p> <p><b>Purpose of processing</b> Briefly explain the purpose for data processing i.e. why do you need to collect the data.</p> <p><b>Storage location</b> Explain the storage solutions which will be used to store research data for the duration of the research project. It is recommended that research data are stored on a dedicated Project Storage</p>	<p>TU Delft</p>

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.

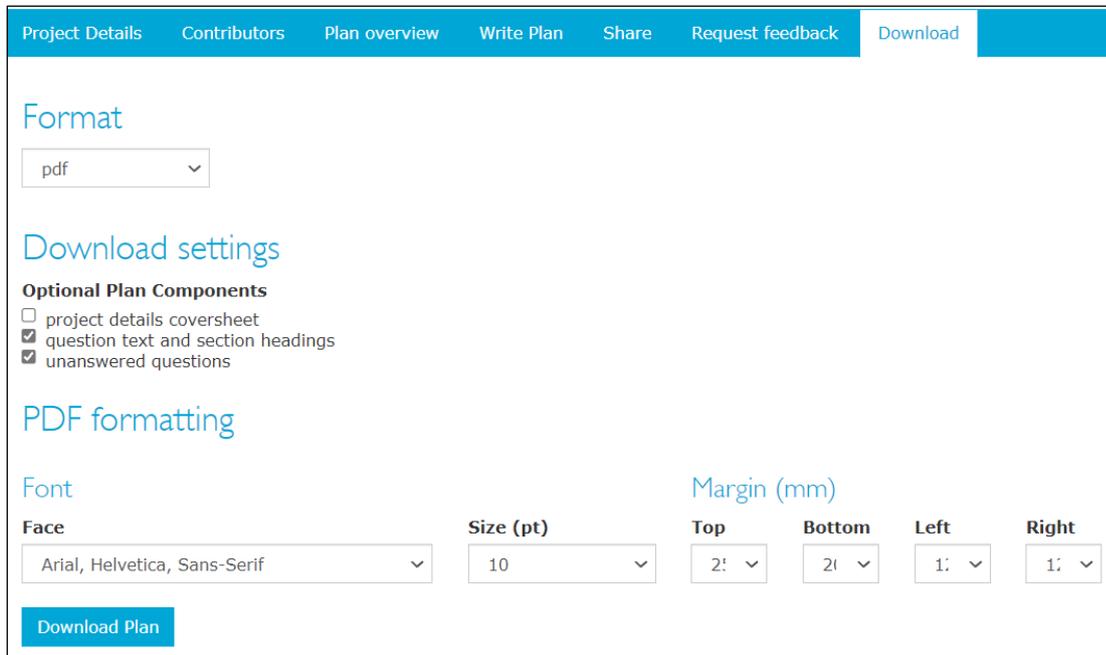
The 'Share' tab is also where you can set your plan visibility. By default all new and test plans will be set to 'Private' visibility. 'Public' and 'Organisational' visibility are intended for finished plans. You must answer at least 50% of the questions to enable these options.

### 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.



The screenshot shows the 'Download' tab in a web application. The navigation bar includes 'Project Details', 'Contributors', 'Plan overview', 'Write Plan', 'Share', 'Request feedback', and 'Download'. The main content area is titled 'Format' and has a dropdown menu set to 'pdf'. Below this is the 'Download settings' section, which includes 'Optional Plan Components' with three checkboxes: 'project details coversheet' (unchecked), 'question text and section headings' (checked), and 'unanswered questions' (checked). The 'PDF formatting' section is divided into 'Font' and 'Margin (mm)'. The 'Font' section has a 'Face' dropdown set to 'Arial, Helvetica, Sans-Serif' and a 'Size (pt)' dropdown set to '10'. The 'Margin (mm)' section has four dropdowns: 'Top' (2!), 'Bottom' (2!), 'Left' (1!), and 'Right' (1!). A blue 'Download Plan' button is located at the bottom left of the form.

## 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



The screenshot shows the 'Edit profile' page with three tabs: 'Personal Details', 'Password', and 'Notification Preferences'. The 'Personal Details' tab is currently selected and highlighted in blue.

'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](mailto:datastewards@tudelft.nl)