Data Management Plans & The DMPTool Exercise

Sarah Sheehan
George Mason University
ssheehan@gmu.edu
@sarah4libraries

DMPTool

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Data Management Planning Tool

Create, review, and share data management plans that meet institutional and funder requirements.

Get Started

PUBLIC DMPS

List of sample data management plans provided by DMPTool users.

- American University
- George Mason University
- North Carolina State University
- Smithsonian Institution
- University of Arizona

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DMPTOOL NEWS

Latest information about data management and the DMPTool.

- DMPTool2 Release Schedule Update
- DMPTool 2 Feature Highlight: Guidance a...
- DMPTool 2 Feature Highlight: Co-Ownersh...
- Call for Example Data Management Plans
- What are your burning questions about t...

More News

DMPTOOL HELP

Overview of how to use the tool, plus resources and guidance on data management.

- Frequently Asked Questions
- Create a DMP
- Administer the DMPTool
- Data management guidance
- Community resources

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Library of public DMPs

Data management resources

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LOG IN

Log in through your institution

Select your institution below and you will be directed to your institutional log in page.

Select your institution

Next

If you do not see your institution in the list, please select **"None of the above"** and click **Next**.

Select Institution

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If your institution is a partner, you will be redirected to their login page

PURDUE UNIVERSITY

Log in using your Purdue Career Account

Login:

Password:

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

Forgot your password?

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For security reasons, please logout and close your web browser once you have finished your session.

Send inquiries or comments to itap@purdue.edu

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GEORGE MASON UNIVERSITY

MASONFEDERATEDSERVICES

log in with patriot pass

George Mason University Shibboleth Login

Mason's Login Page

The web site described to the right has asked you to log in and you have chosen George Mason University as your home institution.

Username:

Password:

Continue

DMP Tool

DMP Tool

Create, share, review, and publish Data Management Plans conforming to Institution and Funder requirements

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Your institution not listed?
Select "Not in List"

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Log in to DMPTool through:
NonPartner Institution

Is the institution shown incorrect?
Select a different institution

Username

Password

Remember My Password

Login

Forgot your username?
Forgot your password?

Then create an account

Don't have a DMPTool account yet?

Create An Account

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CREATE ACCOUNT

* Username
* First name
* Last name
* Password
* Password confirmation
* Email
Institution: Not in List

Set up your profile & notification preferences

<< back | Cancel | Create Account

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OVERVIEW

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

Create New DMP

Create new DMP

Overview of your DMPs

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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.

Search

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

- Gordon and Betty Moore Foundation
- Gulf of Mexico Research Initiative
- Institute of Education Sciences (US Dept of Education)
- Institute of Museum and Library Services
- Joint Fire Science Program
- National Institutes of Health
- National Oceanic and Atmospheric Administration
- National Science Foundation
- NEH-ODH
- NEH-ODH: Office of Digital Humanities
- U.S. Geological Survey DMP Guidance

Select Funder: Institute of Museum and Library Services

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DMP Overview > DMP Details > DMP Preview

DMP OVERVIEW

DMP Overview

DMP Template Institute of Museum and Library Services

*** DMP Title** Library Reference Desk Statistics: Tracking for Better Staffing

Proposal Solicitation Number

Proposal Submission Deadline 07/02/2014

Add Co-owners: Abigail Goben <agoben@uic.edu>,

Existing Co-owners:

Current Status New Show History

Owner Comments View

Visibility 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.

Available Actions Preview DMP | Delete DMP

Save | Cancel | Save and Next >>

Fill out basic information about the plan

Title of the Data

Grant Due Date

Co-owner

Visibility Setting

DMP DETAILS

Institute of Museum and Library Services

Click on a section below to edit it at any time.

= Complete

* = Mandatory

Template Outline

- **Summary of research and data**
- Approval requirements
- Data restrictions
- Additional documentation
- Intellectual property rights
- Tools used in collecting and generating data
- Metadata
- Storage and access
- Long-term planning and archiving
- Depositing data in a repository
- Data management plan review

Instructions & help

Suggestions

Instructions | Links

Summarize the intended purpose of the research, the type of data to be collected or generated, the approximate dates when the data will be generated or collected, and the anticipated volume of data.

Guidance — box size: small | medium | full

Summarize the purpose of the research and the data that will be collected or generated in the course of the project. Include the anticipated or estimated volume of data. What is the purpose

Answer questions

Cancel Changes | Save Response | Save and Next

<< Back | DMP Preview >>

Assignment

You have been assigned to the *Library Reference Statistics Data Working Group*. Your charge is to collect all available reference statistics from1990 to the present, whether in paper or digital form. Collect and collate the data into a single, comparable format. The data will be used to identify appropriate staffing levels.

Using the Components of a DMP as a guide, create a Data Management Plan.

Assignment Instructions

- Each person will select a group based on the Components outlined for a basic DMP
- Each group will attempt to answer the questions for their Component in the DMPTool
- MAKE IT UP – You are not graded
- Select a recorder to login to the DMPTool
- Use the Template Outline in the DMPTool for additional assistance
- Each group will report out the highlights of their Component

Components of a Basic DMP

1. Types of Data
2. Data & Metadata Standards
3. Policies
4. Plans for Preservation
5. Budget

Source: Getting Started with Data Management & DMPTool, https://dmptool.org/promote

Group 1 Types of Data

- What existing data do you have
- What types of data will be produces
- Estimate the volume of data
- How/When/Where will the data be captured/created
- How will the data be processed
- Quality control/Version control
- Security/Back-Ups
- Who will be responsible for the data

Group 2 Data & Meta Data Standards

- What metadata are needed to make the data meaningful
- How will you capture/create the metadata
- Why have you chosen that standard or approach

Group 3 Policies – 1

- Does your institution have a data management policy?
- Are you under any obligation to share data?
- How, when, & where will you make the data available?
- What is the process for gaining access to the data?
- Who owns the copyright and/or intellectual property?

Group 4 Policies – 2

- Will the software/programs enable sharing and long-term access
- Will you retain rights before opening data to wider use? How long?
- Are permission restrictions necessary?
- Privacy issues, i.e. embargo periods for political/commercial/patent reasons?
- How should your data be cited?

Group 5 Preservation

- What data will be preserved for the long term? For how long?
- Where will data be preserved?
- What data transformations need to occur before preservation?
- What metadata will be submitted alongside the datasets?
- Who will be responsible for preparing data for preservation?
- Who will be the main contact person for the archived data?

Group 6 Budget

- Group 6 Budget
- Costs of data preparation & documentation
- Hardware, software
- Personnel
- Archive fees
- How costs will be paid