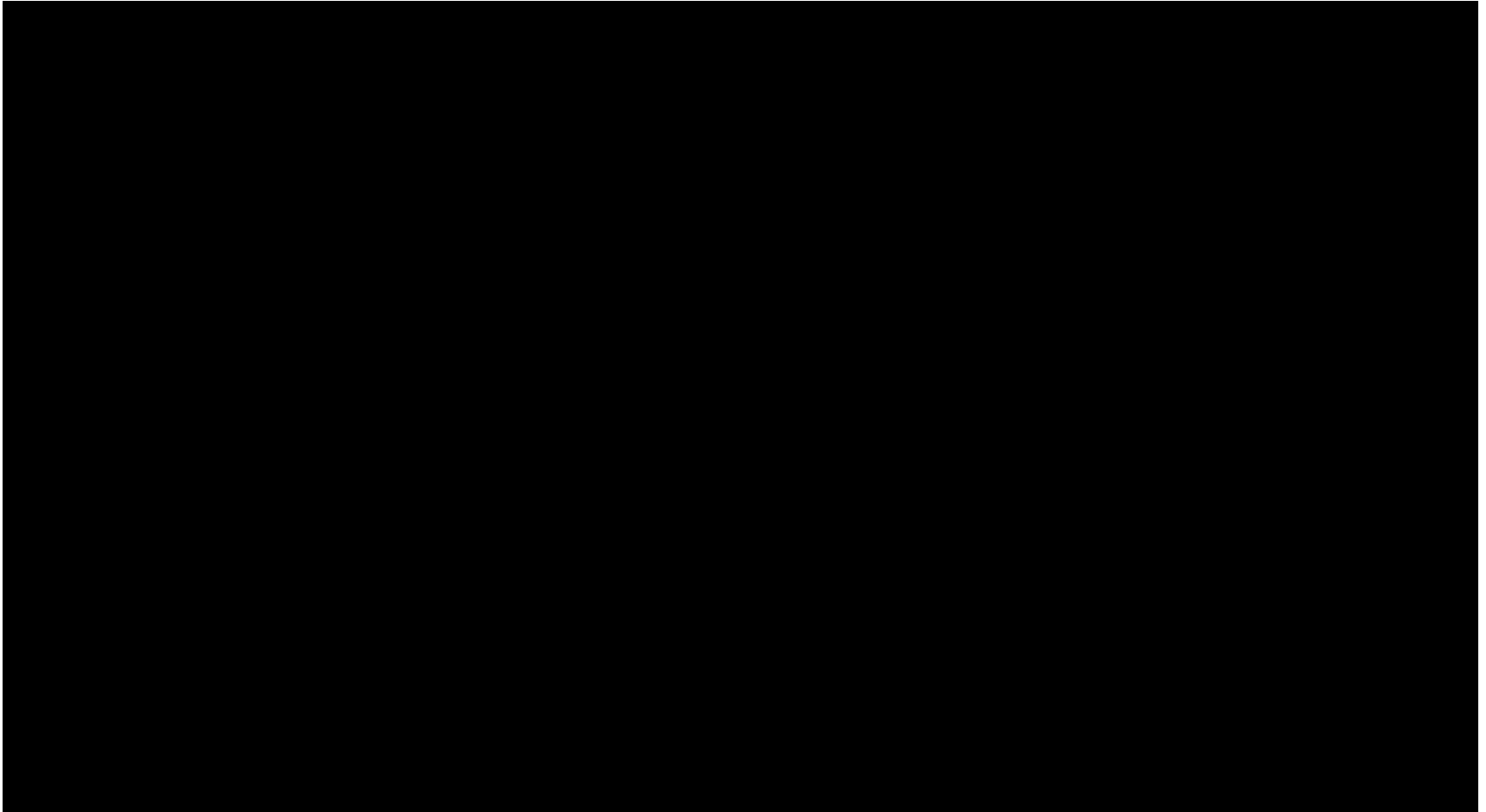


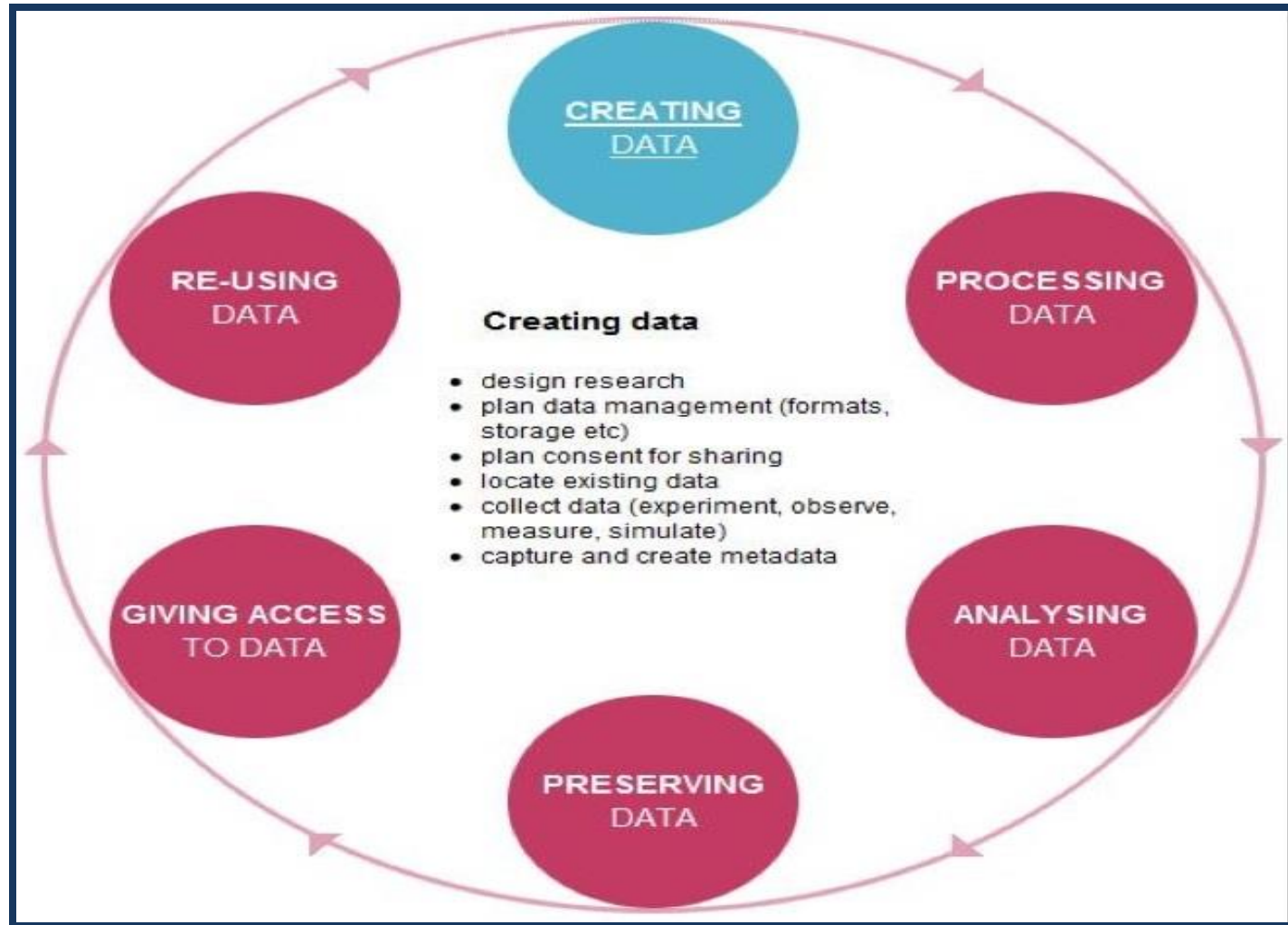
# Data Management Plans & The DMPTool

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# Don't let this be you!



# Data Life Cycle



Source: Boston University Libraries, Research Data Management  
<http://www.bu.edu/datamanagement/background/data-life-cycle/>

# Data Management & Sharing Mandates

- Journals – PLOS, Nature, JDAP partners
- Funders – NSF, NIH
- Office of Science & Technology Policy mandate, February 2013



INSTITUTE of  
**Museum and Library**  
SERVICES

# Benefits of Managing Data

- **Ensuring research integrity and reproducibility**
- **Ensuring research data and records are accurate, complete, authentic and reliable**
- **Saving time and resources**
- **Enhancing data security and minimizing the risk of data loss**
- **Preventing duplication of effort by enabling others to use your data**
- **Complying with practices conducted in industry and commerce**
- **Facilitating the analysis of change, by providing data with which data at other points in time can be compared.**

# What is a Data Management Plan?

A document that describes what  
you will do with your data  
**during** your research  
**and after** you complete your project

# DMP is a Living Document

- **Start with what you know NOW**
- **Share your plan with co-authors**
- **Will not be perfect the first time through**
- **Keep your plan current & incorporate changes**
- **Use as a guide for daily activities**

# Components of a Basic DMP

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



# 1. Types of data

- Existing data available for reuse
- Types of data produced
- Format and volume of data produced
- Relationship to existing data
- How/when/where will the data be captured or created?
- How will the data be processed?
- Quality assurance, quality control measures, version control
- Security; backing up
- Who will be responsible for data management during/after project?

## 2. Data & metadata standards

- **What metadata are needed to make the data meaningful?**
- **How will you create or capture these metadata?**
- **Why have you chosen particular standards and approaches for metadata?**

# 3. Policies for access, sharing, re-use

- 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?
- 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?

# 4. Plans for archiving & 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?**

# 5. Budget

- **Costs of data preparation & documentation?**
  - Hardware, software
  - Personnel?
  - Archive fees?
- **How costs will be paid ?**
  - Request funding!

# 6. Process

- **Name a person responsible for implementing the plan**
- **Assign a person to each dmp activity**
- **Schedule training for software or other expertise required**
- **Update as changes are made**



# DMPTool

Build your Data Management Plan

**Email: [uc3@ucop.edu](mailto:uc3@ucop.edu)**  
**Twitter: [@TheDMPTool](https://twitter.com/TheDMPTool)**  
**Facebook: [dmptool](https://www.facebook.com/dmptool)**  
**Blog: [blog.dmptool.org](http://blog.dmptool.org)**



# DMPTool

- **DMPTool version 1 released in October 2011**
- **Self-Funded by Partners**
- **Built for researchers; limited functionality for editors or administrators**





# DMPTool

- **DMPTool version 2 released May 2014**
- **What was in DMPTool1 converted to DMPTool2**
- **External funding**
  - **Alfred P. Sloan Foundation**
  - **Institute for Museum and Library Services**
- **More functionality for researchers and institutional administrators**



# DMPTool

## DMPTool2 New & Improved

- **New user interface with embedded tips and help throughout**
- **Library of publicly available data management plans**
- **Can copy an existing DMP**
- **Assigning plan co-owners for better collaboration**



## DMPTool2 New & Improved

- **New help on data management in general**
- **Frequently Asked Questions, where users can submit questions and get answers**
- **Quick-start guide for creating a DMP**
- **Up-to-date data management funder requirements**

Source: Strasser, Carly. (29 May 2014). New DMPTool Released Today. <http://blog.dmptool.org/author/carlystrasser/>



## DMPTool2 Customization for Administrators

- **Template includes questions that the funder wants answered**
- **Templates can be created by institutions**
- **Resource questions**
  - **Added by institution**
  - **DMPTool – wide resources**
  - **Requirements specified by funders**



# DMPTool

## DMPTool2 Customization for Administrators

- **Administrator Wiki including glossary of terms**
- **Review Functionality**
- **Visibility of Plans – 3 levels**
  - **Public = everyone**
  - **Institution**
  - **Private**



# DMPTool

## States of the Plan

- New
  - Complete
  - Submitted
  - Reviewed
  - Approved
  - Rejected
  - Revised
- } All Plans
- } Used during the review phase

# References & Additional Resources

- DataONE Education Module: Data Entry and Manipulation. DataONE. Retrieved Nov12, 2012. From [http://www.dataone.org/sites/all/documents/L04\\_DataEntryManipulation.pptx](http://www.dataone.org/sites/all/documents/L04_DataEntryManipulation.pptx)
- DCC. (2013). Checklist for a Data Management Plan. v.4.0. Edinburgh: Digital Curation Centre. Available online: <http://www.dcc.ac.uk/resources/data-management-plans>
- DMPTool: Build Your Data Management Plan Current Status & Future Directions Slides, Webinar 2, May 21<sup>st</sup>, 2014 <http://www.slideshare.net/UC3/dmptool2-administrator-webinar-2>
- DMPTool: What Administrators Need to Know Slides, May 14<sup>th</sup>, 2014 <http://www.slideshare.net/UC3/dmptool2-webinar-1-for-administrators>

# References & Additional Resources

- E-Science Portal for New England Librarians: A Librarians Link to e-Science Resources  
<http://esciencelibrary.umassmed.edu/>
- Mantra: Research Data Management Training  
<http://datalib.edina.ac.uk/mantra/>
- Research Data Curation Bibliography, version 4 June 23<sup>rd</sup>, 2014  
<http://digital-scholarship.org/rdcbrdcbr.htm>
- Strasser, Carly. (29 May 2014). New DMPTool Released Today blog post.  
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- University of Virginia, Data Management Consulting Group, Data Management Compents  
<http://dmconsult.library.virginia.edu/plan/>