**WUR DMPonline manual v05**

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# WUR DMPonline manual

* This document outlines the first steps into DMPonline to sign in and write a plan.
* This instance of DMPonline (dmp.wur.nl) is hosted for WUR by the European DMPonline platform provider: the DCC at Edinburgh University. The data management plans (DMPs) and associated data / information are securely stored at multiple servers of Edinburgh University for which a processing agreement is in place between WUR and the DCC Edinburgh.
* DMPonline is not meant as a long term storage solution for DMPs and SMPs, but as a tool to easily create, edit, share, and review DMPs / SMPs. Make sure to download every version of your DMP and / or SMP in an open format (e.g. .pdf) and store it with your research project.
* You can also find this manual at <https://doi.org/10.5281/zenodo.7073740>.
* Questions? Contact [data@wur.nl](mailto:data@wur.nl).

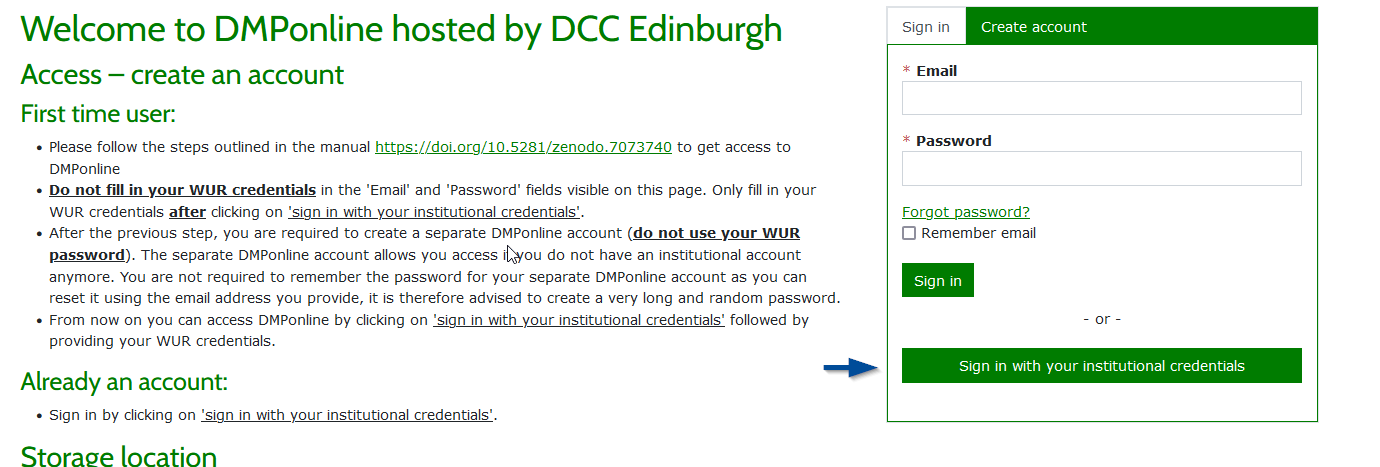
## Login steps to dmp.wur.nl

**Step 1**

Go to <https://dmp.wur.nl>

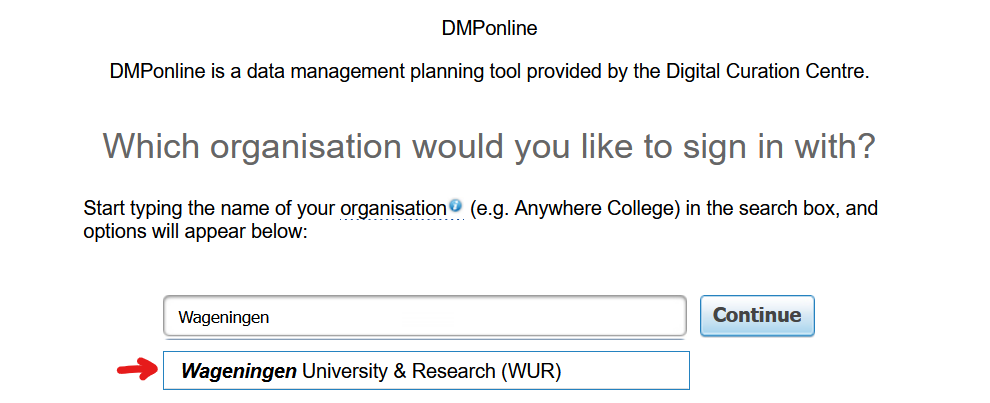
**Step 2**

Click on ‘Sign in with your institutional credentials’.



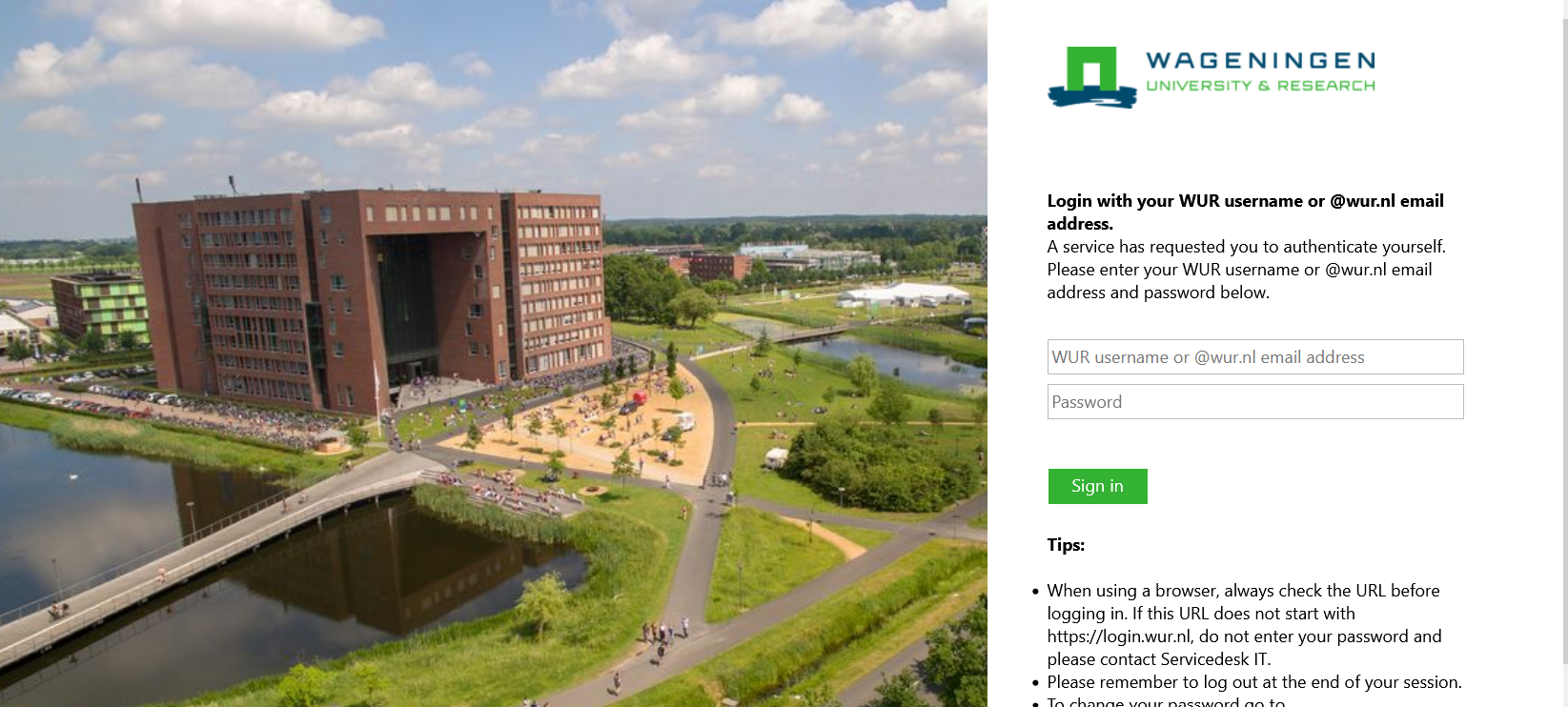
**Step 3**

Search for Wageningen University & Research and click on the search result.



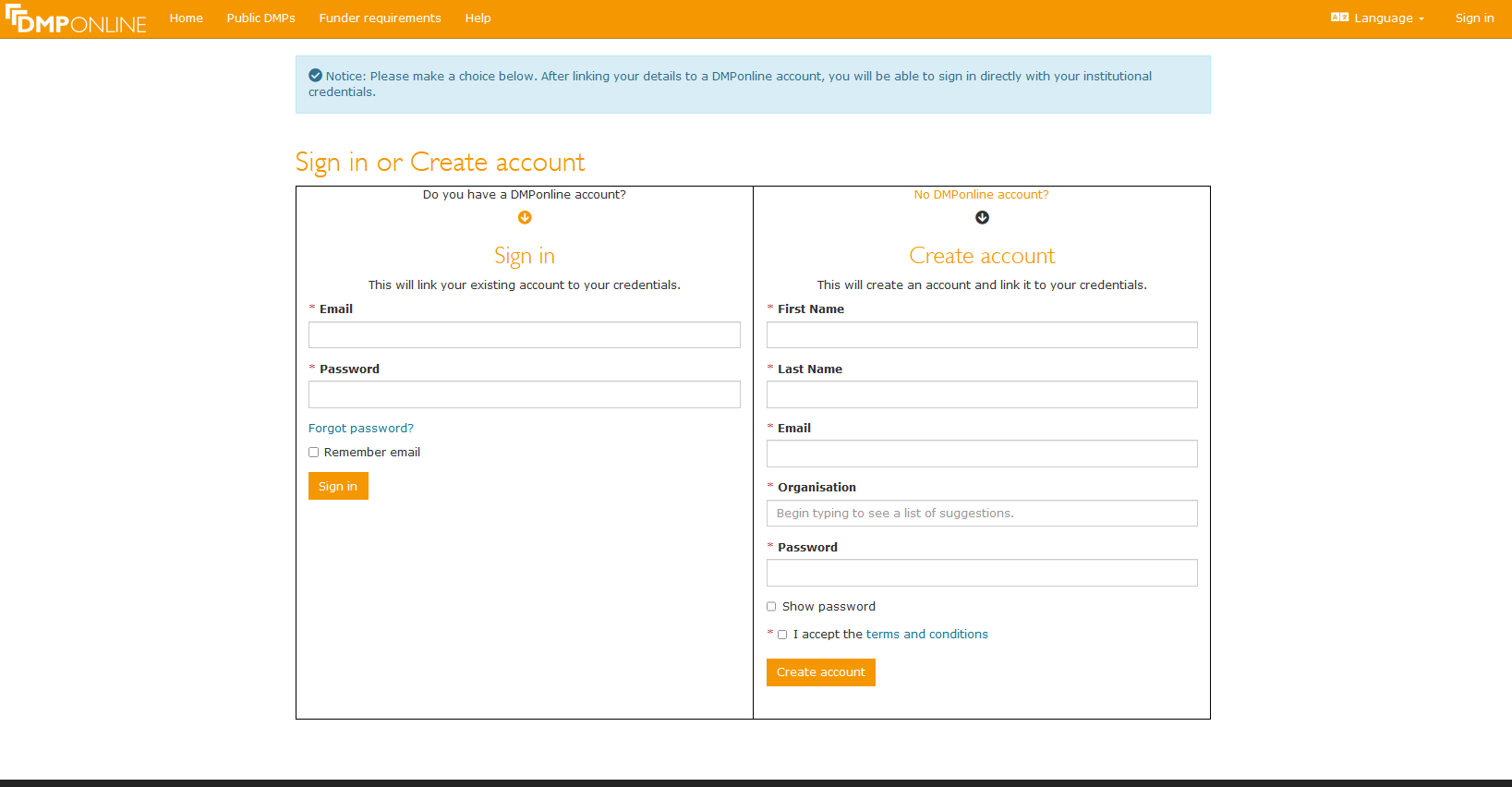
**Step 4**

Click on continue and sign in using your WUR credentials.



**Step 5**

After signing in for the first time with WUR credentials, you will see the following   
screen:



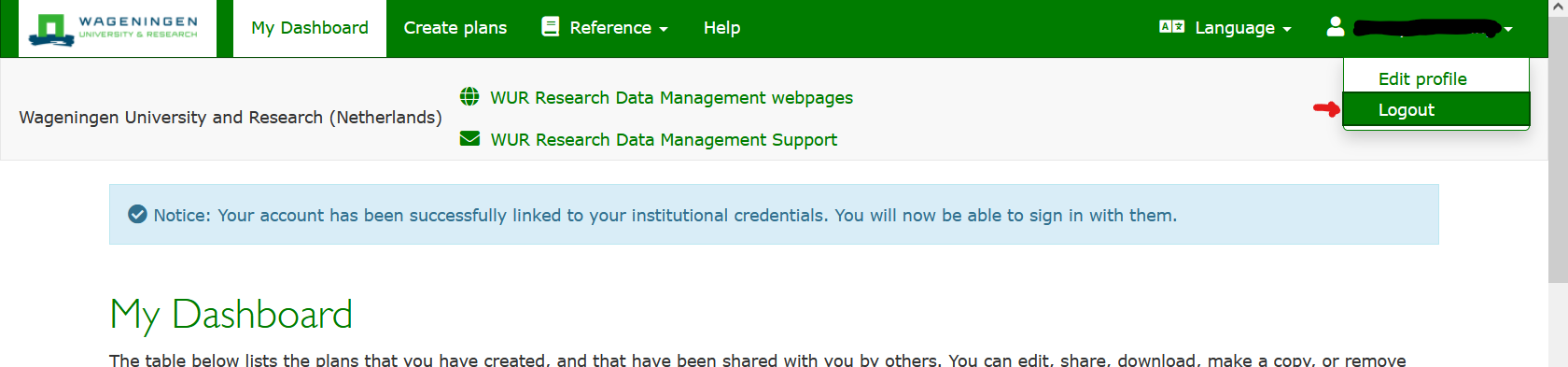
If you **don’t have an account yet**, you can create one on the right side of the screen. It is advised to use your WUR email address so that it is easier to share a DMP with WUR researchers / colleagues (see next section, step 5). Enter Wageningen University and Research as the organisation (as you type click on the search result of that box). This will allow you to use the WUR theme and available WUR template. Make sure the password you type **is not the same as your current WUR password** as the account you are creating now is a DMP online account stored at the DMP online provider (the Digital Curation Centre in the UK). You’re only linking this newly created account with the WUR account (of which the credentials are stored at WUR). You will not need to remember that password anymore, so create a long non-sensical password (max length 128 characters). Finally, check the box at ‘I accept the terms and conditions’ and click on ‘create account’.

If you **already have a DMPonline account**, you can sign in on the left hand side of the screen and click on ‘sign in’.

Your DMPonline account is now linked to your WUR account and you can now sign in with your WUR credentials (see step 2 to 4).

**Step 6**

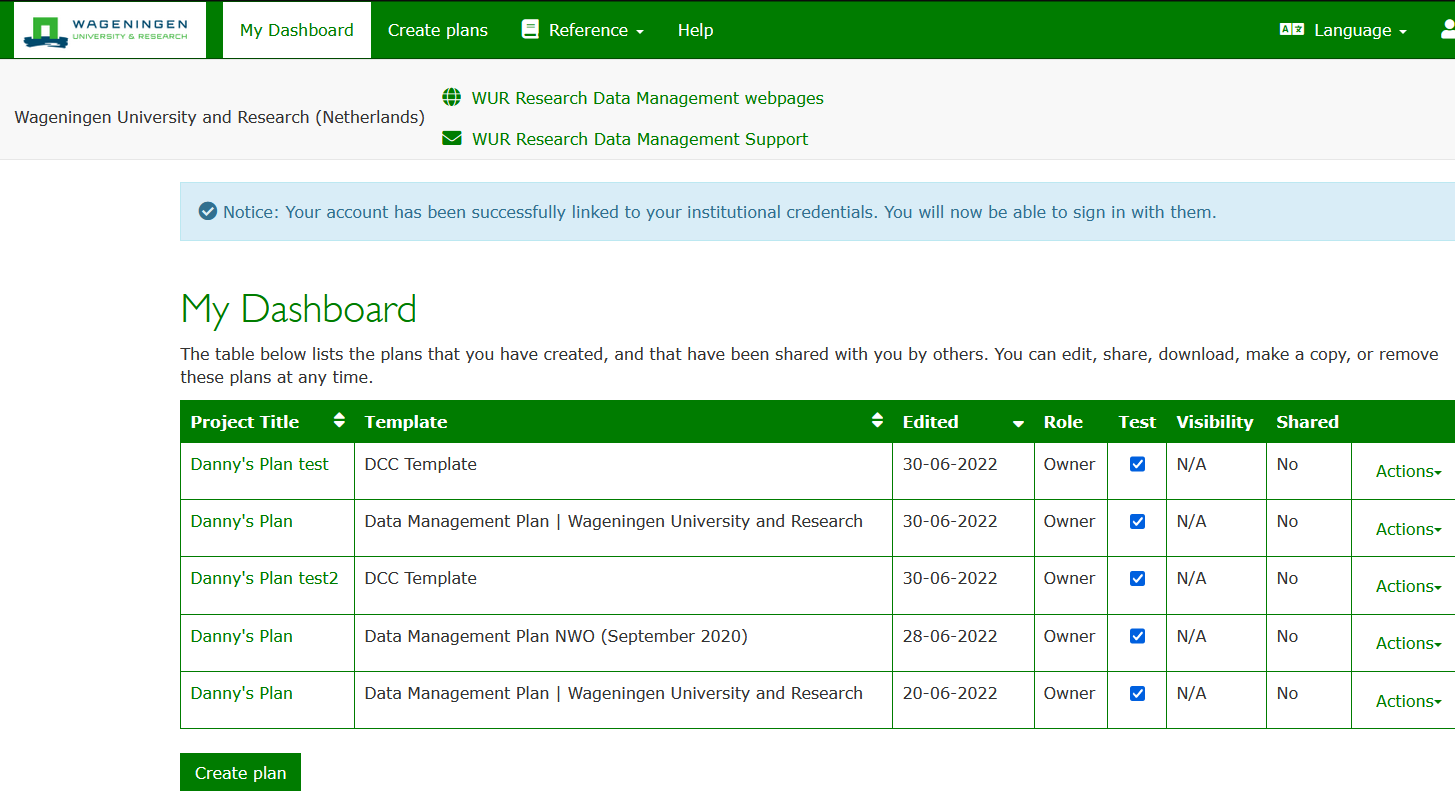
When step 5 was successful, you will now be signed in to dmp.wur.nl and see the WUR theme (green).



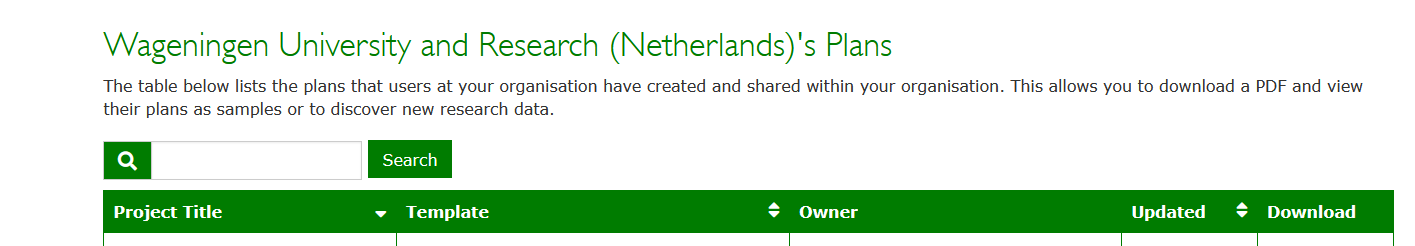
## Create a data management plan (DMP) or software management plan (SMP)

**Step 1**

When you have logged in, you automatically navigate to ‘My dashboard’. Here, all plans that you create and/or contribute to will be visible. At the top of the page you see links to ‘WUR Research Data Management webpages’ and ‘WUR Research Data Management Support’. These links open the WUR data management website for more information and email to data management support, respectively.

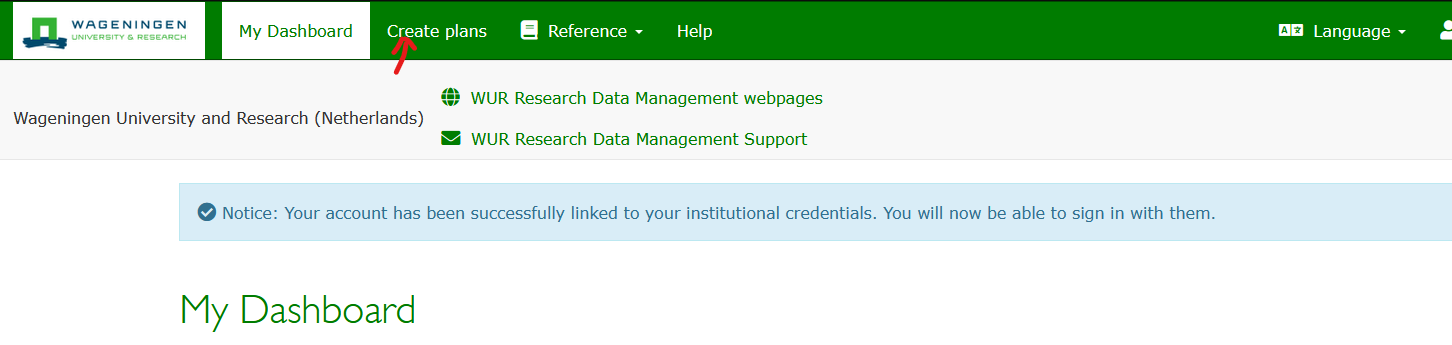


Just below ‘My Dashboard’ you will find publicly available DMPs.



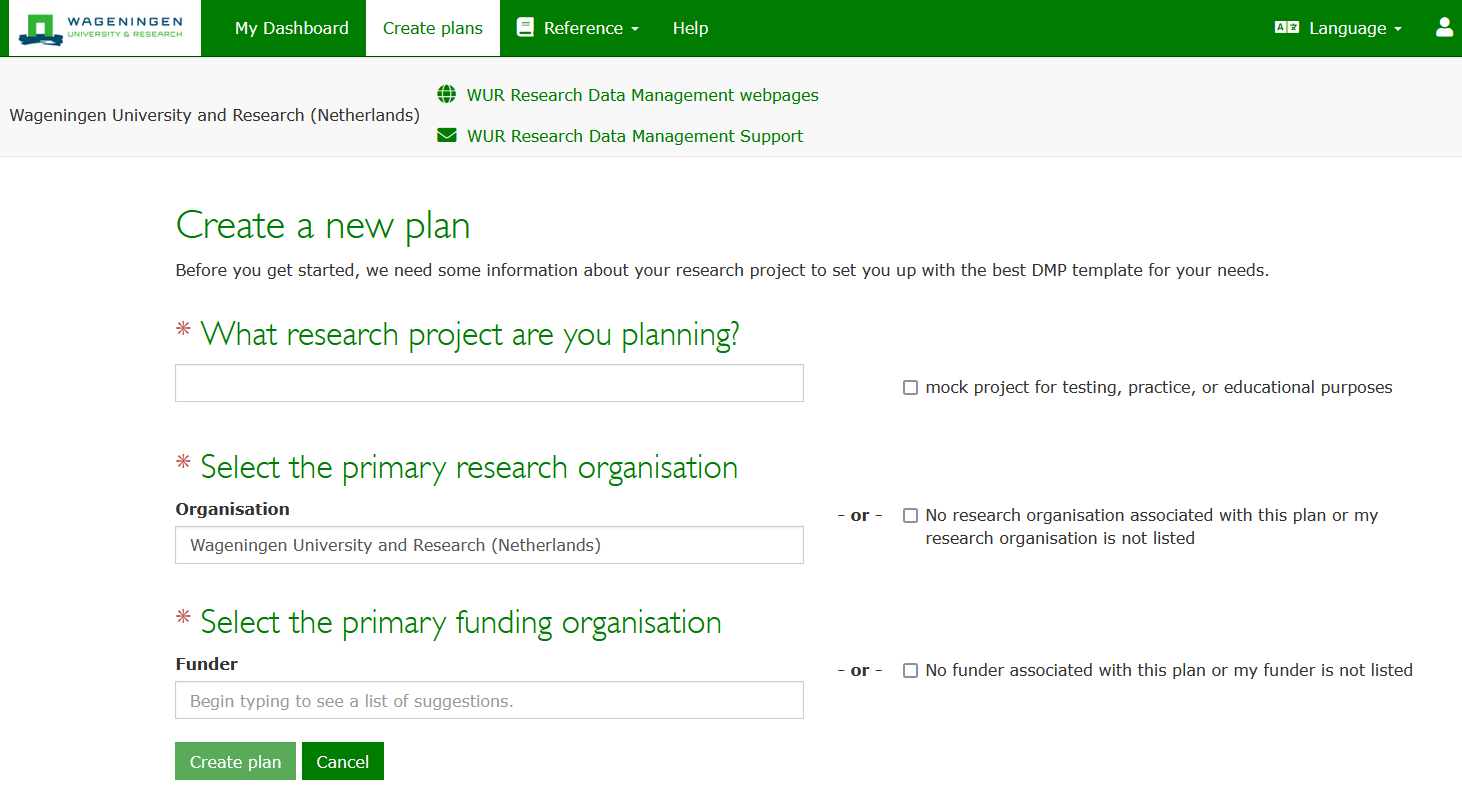
**Step 2**

To create a plan, click ‘Create plans’ at the top of the page



**Step 3**

You will now see the following screen.



Fill in the title of the project under ‘What research project are you planning?’. WUR is already selected as primary research organisation.

Research funders NWO and ZonMW have specifically approved the use of the WUR DMP template. Other research funders (for example Horizon / EC / ERC) usually allow the usage of other DMP templates. WUR Library – data management support advises to use the WUR DMP template as it aligns better with the WUR policy and resources available. To create / load the WUR DMP template, leave the funder section empty in this screen (tick the box ‘No funder associated with this plan or my funder is not listed’). You will be able to add the information within the ‘Project Details’ and ‘Write Plan’ tabs in your DMP.

Explanation on what template will load:

* If ‘Select the primary research organisation’ is WUR and ‘Select the primary funding organisation’ is left blank (the checkbox is checked), automatically the question ‘Which DMP template would you like to use?’ appears. Then you can choose between the WUR DMP template and WUR software management plan (SMP) template when clicking the answer box.
* If ‘Select the primary funding organisation’ is filled in, then the template of that funding organisation is loaded regardless of what is filled in at ‘Select the primary research organisation’.
* If both ‘Select the primary research organisation’ and ‘Select the primary funding organisation’ are left blank (checkbox is checked), then the default DCC template will be loaded.

Only funders, institutes and organisations with a DMP template are listed in DMPonline.

**Step 4**

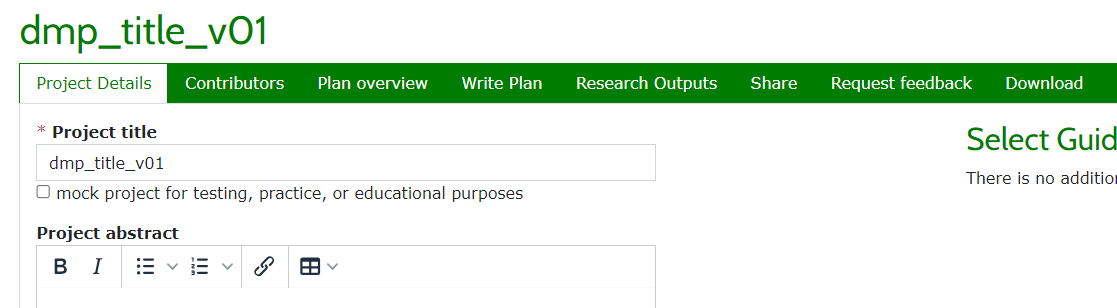
Select the DMP or SMP from the dropdown list and click the button ‘Create plan’. The DMP is for research data and research software maintenance level low (code and scripts only for one's own usage). If you are developing research software (code / scripts) for which the intent is that others will reuse and incorporate it in their own research (research software maintenance medium and high), then the SMP is advised to create next to a DMP.

**Step 5**

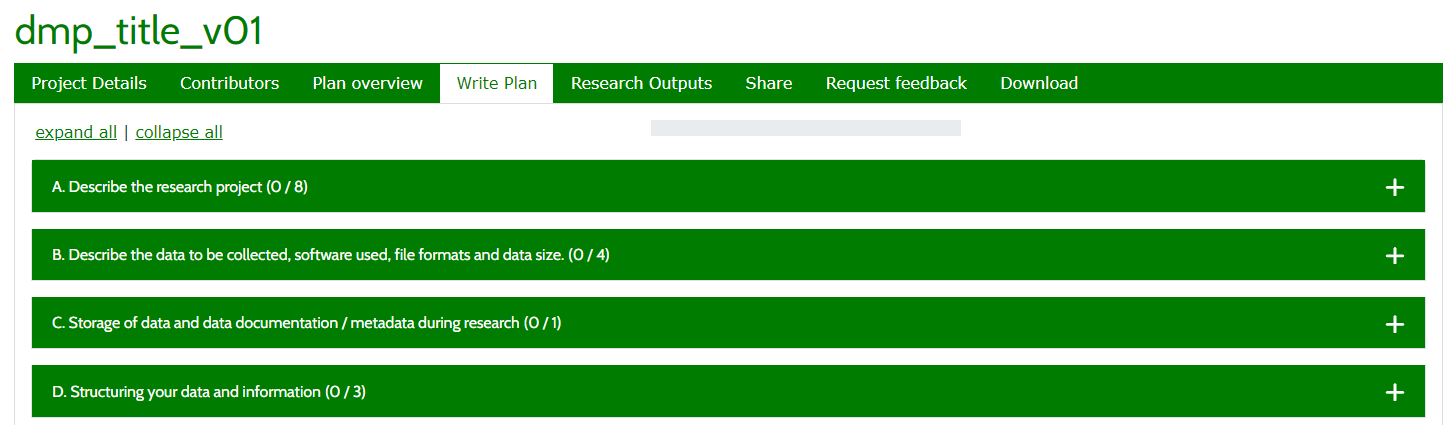
Now you can navigate through several tabs and fill in the DMP / SMP template you chose. The tabs ‘Contributors’, ‘Share’ and ‘Research Outputs’ are optional.

* Tab ‘Contributors’ - lists the people responsible for data or software management, it does not give them access to the DMP / SMP. This list of people will also need to be filled in within the DMP (hence, it is optional to fill in this tab).
* Tab ‘Share’ – does provide others with access to the DMP / SMP for which you can set certain permissions (co-owner, editor, or read only). Those persons will then have to create a DMPonline account if they have not done so already using the email address that you are sharing with. This is one of the reasons why to use a WUR/institutional email address when creating an account as that email is easier to find than a personal email address.
* Tab ‘Research Outputs’ – lists the anticipated research outputs of your project. This will also need to be filled in within the DMP / SMP itself (hence, it is optional to fill in this tab).

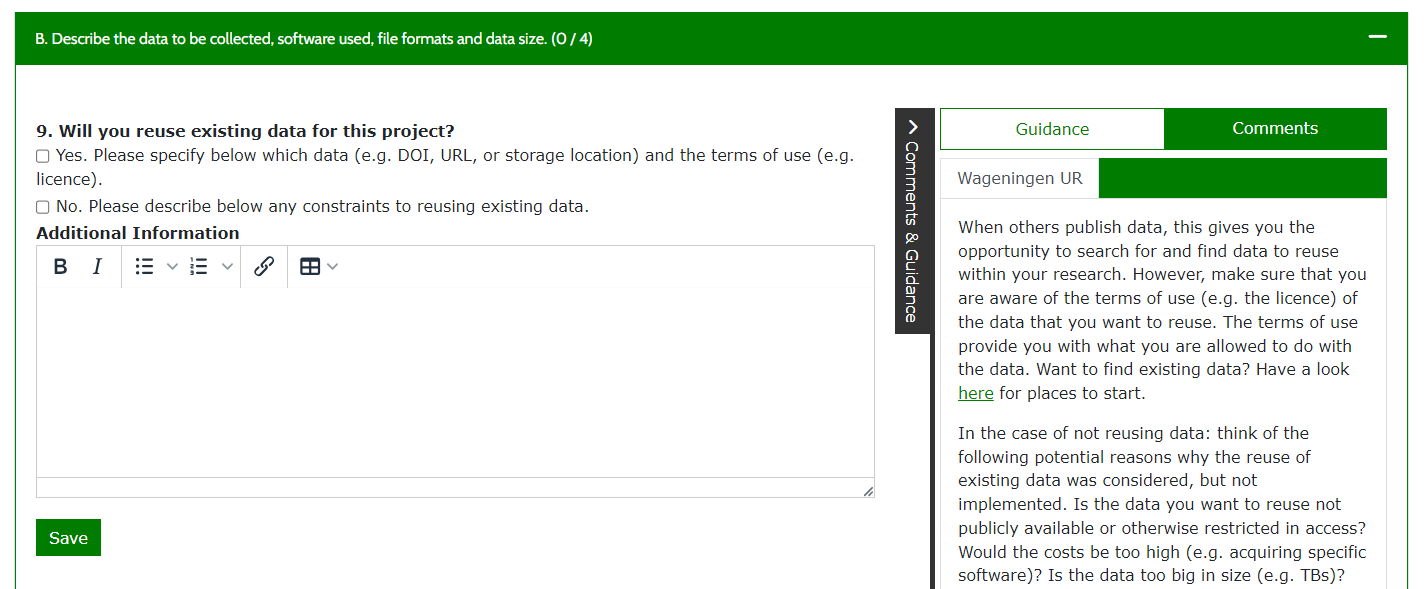
Fill in any project details at the ‘Project details’ tab. At the project title section, make sure that you enter a title reflecting the content of the project and add a version number at the end (e.g., v01 if it is the first version). Click on 'save' and then click on the tab ‘Write plan’.

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**Step 6**

You can now fill in the DMP which is divided in several sections:

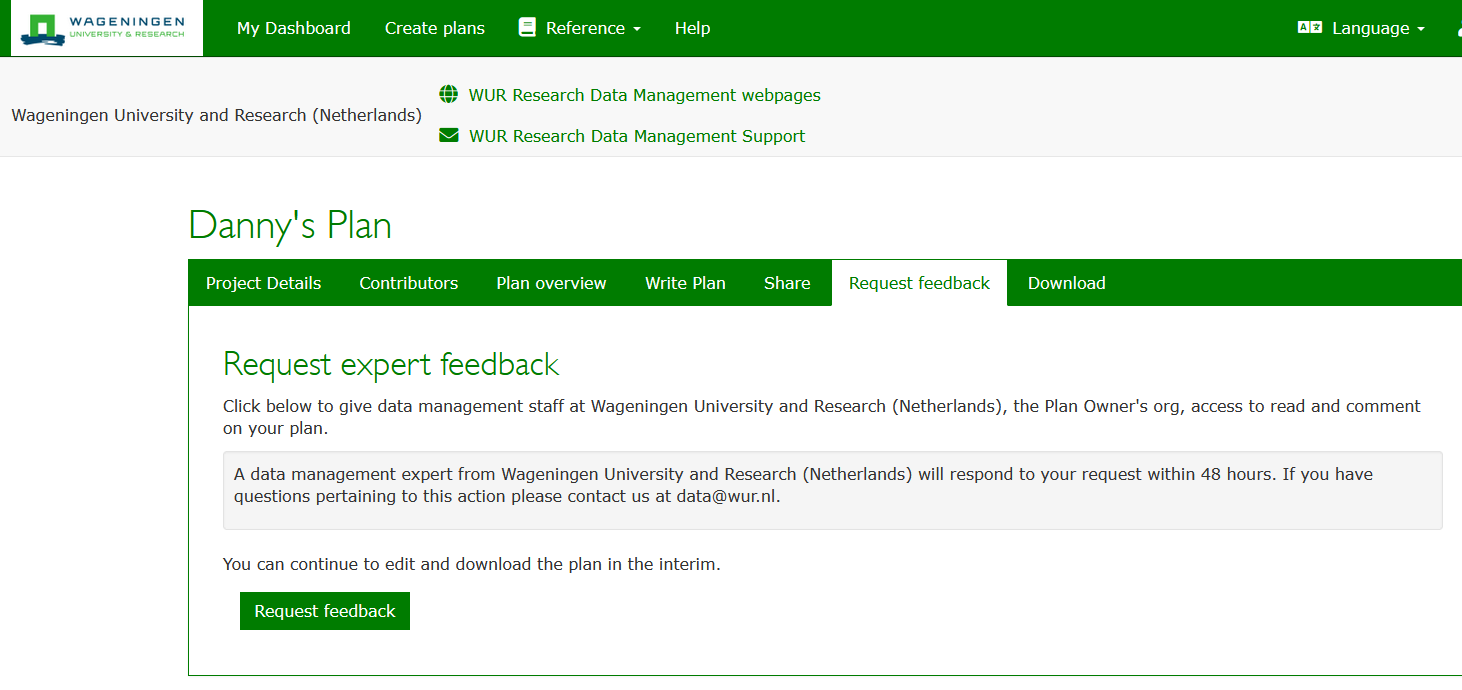
When you click on the plus sign, you will see the questions for that section to fill in:



The ‘Guidance’ on the right will support you with the questions. The ‘Comments’ section can be used to share comments with your collaborators.

**Step 7**

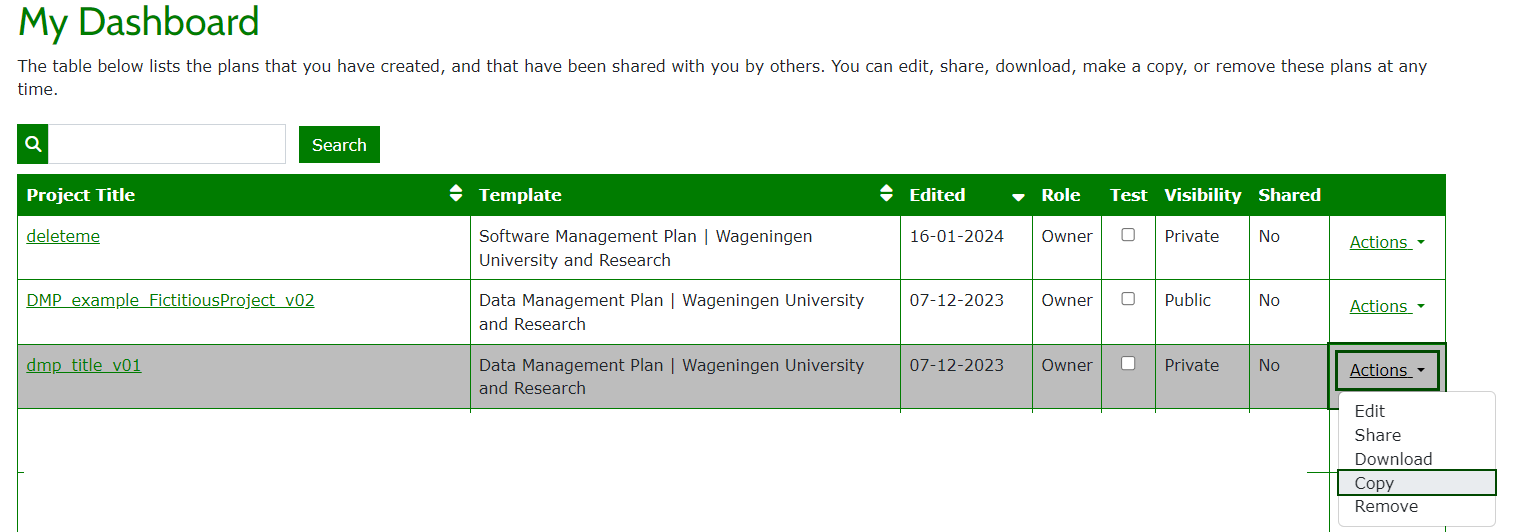
When you have filled in your DMP / SMP, you can ask for feedback under the tab ‘request feedback’. By clicking the green button, [data@wur.nl](mailto:data@wur.nl) will automatically be notified of any review requests.



Note: DMPonline is not meant as a long term storage solution for DMPs and SMPs, but as a tool to easily create, edit, share, and review DMPs / SMPs. Make sure to download every version of your DMP and / or SMP in an open format (e.g. .pdf) and store it with your research project.

**Step 8**

When you want to update your DMP and save it as a different version in DMPonline, go to ‘My Dashboard’. Find your DMP / SMP, click ‘Actions’ and select ‘Copy’ from the drop down menu.



A copy of the DMP / SMP is generated and you can immediately adjust the title in the resulting screen in the ‘Project details’ tab, by removing ‘Copy of...’ and adding a version number (e.g. v02). Click the green ‘Save’ button at the bottom of the page. You can now update the DMP / SMP in the ‘Write Plan’ tab.

