

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.

1 Login steps to dmp.wur.nl

Step 1

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

Step 2

Click on 'Sign in with your institutional credentials'.

Welcome to DMPonline hosted by DCC Edinburgh

Access – create an account

First time user:

- Please follow the steps outlined in the manual <https://doi.org/10.5281/zenodo.7073740> to get access to DMPonline
- **Do not fill in your WUR credentials** in the 'Email' and 'Password' fields visible on this page. Only fill in your WUR credentials **after** clicking on 'sign in with your institutional credentials'.
- After the previous step, you are required to create a separate DMPonline account (**do not use your WUR password**). The separate DMPonline account allows you access if you do not have an institutional account anymore. You are not required to remember the password for your separate DMPonline account as you can reset it using the email address you provide, it is therefore advised to create a very long and random password.
- From now on you can access DMPonline by clicking on 'sign in with your institutional credentials' followed by providing your WUR credentials.

Already an account:

- Sign in by clicking on 'sign in with your institutional credentials'.

Storage location

Sign in | Create account

* Email

* Password

[Forgot password?](#)

Remember email

Sign in

- or -

Sign in with your institutional credentials

Step 3

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

DMPonline

DMPonline is a data management planning tool provided by the Digital Curation Centre.

Which organisation would you like to sign in with?

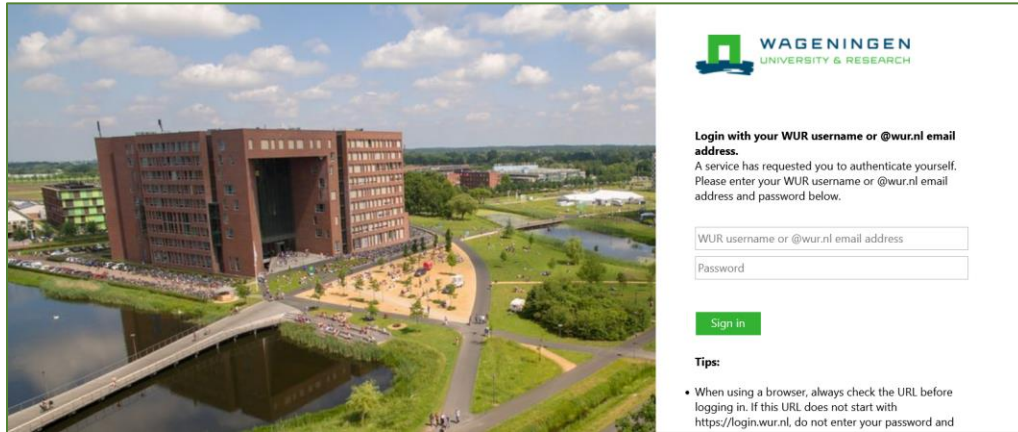
Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:

Wageningen Continue

→ Wageningen University & Research (WUR)

Step 4

Click on continue and sign in using your WUR credentials.



WAGENINGEN
UNIVERSITY & RESEARCH

Login with your WUR username or @wur.nl email address.
A service has requested you to authenticate yourself. Please enter your WUR username or @wur.nl email address and password below.

WUR username or @wur.nl email address
Password

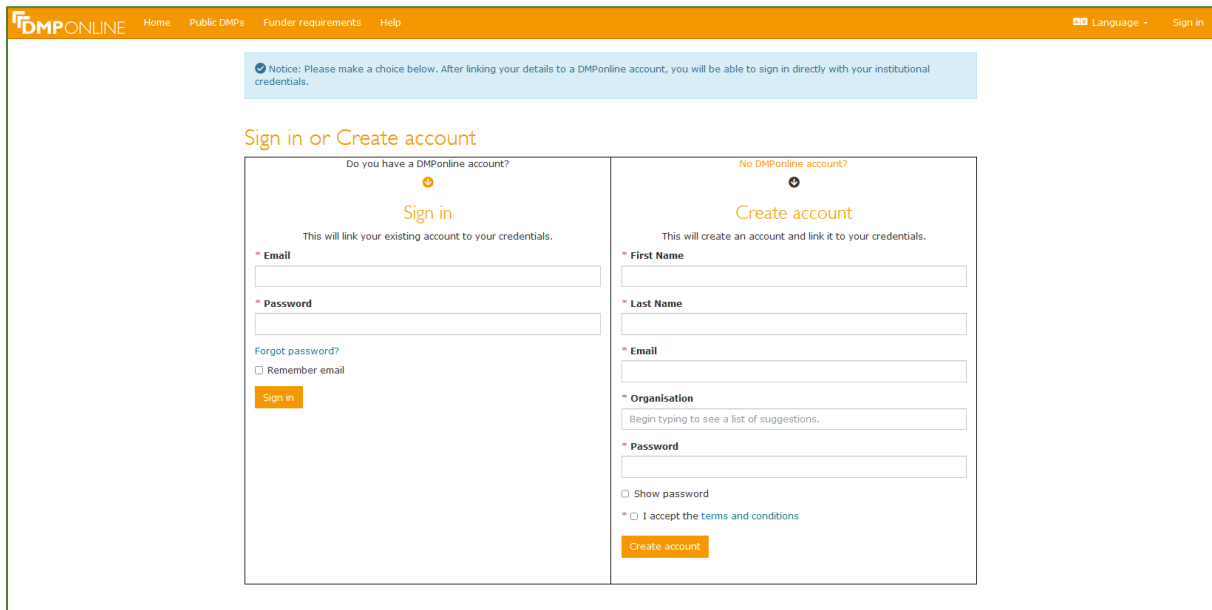
Sign in

Tips:

- When using a browser, always check the URL before logging in. If this URL does not start with https://login.wur.nl, do not enter your password and

Step 5

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



DMPONLINE Home Public DMPs Funder requirements Help Language Sign in

Notice: Please make a choice below. After linking your details to a DMPonline account, you will be able to sign in directly with your institutional credentials.

Sign in or Create account

Do you have a DMPonline account?

Sign in

This will link your existing account to your credentials.

* Email
* Password

Forgot password?
 Remember email

Sign in

No DMPonline account?

Create account

This will create an account and link it to your credentials.

* First Name
* Last Name
* Email
* Organisation
Begin typing to see a list of suggestions.
* Password

Show password
 I accept the terms and conditions

Create account

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

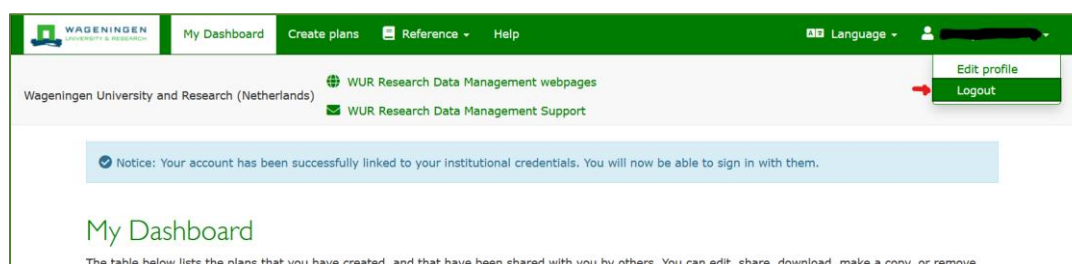
University and Research as the organisation (as you type click on the search result of that box). This will allow you to use the WUR theme and available WUR template. Make sure the password you type **is not the same as your current WUR password** as the account you are creating now is a DMP online account 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).



2 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.

Wageningen University and Research (Netherlands)

- WUR Research Data Management webpages
- WUR Research Data Management Support

Notice: Your account has been successfully linked to your institutional credentials. You will now be able to sign in with them.

My Dashboard

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Project Title	Template	Edited	Role	Test	Visibility	Shared	
Danny's Plan test	DCC Template	30-06-2022	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions-
Danny's Plan	Data Management Plan Wageningen University and Research	30-06-2022	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions-
Danny's Plan test2	DCC Template	30-06-2022	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions-
Danny's Plan	Data Management Plan NWO (September 2020)	28-06-2022	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions-
Danny's Plan	Data Management Plan Wageningen University and Research	20-06-2022	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions-

Create plan

Just below 'My Dashboard' you will find publicly available DMPs.

Wageningen University and Research (Netherlands)'s Plans

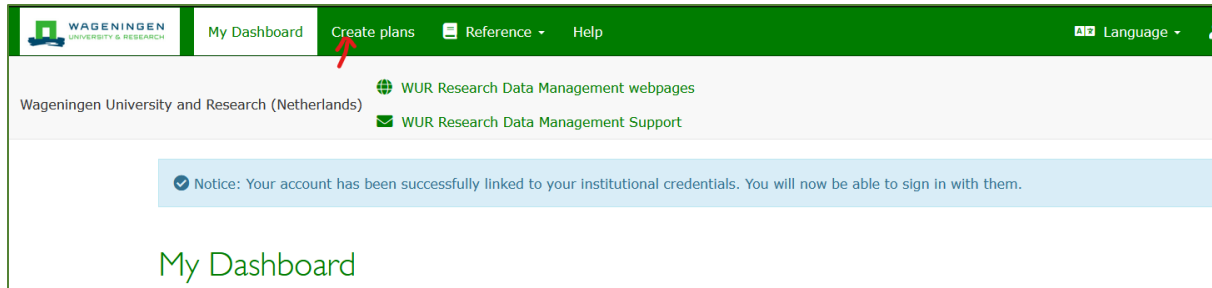
The table below lists the plans that users at your organisation have created and shared within your organisation. This allows you to download a PDF and view their plans as samples or to discover new research data.

Search

Project Title	Template	Owner	Updated	Download
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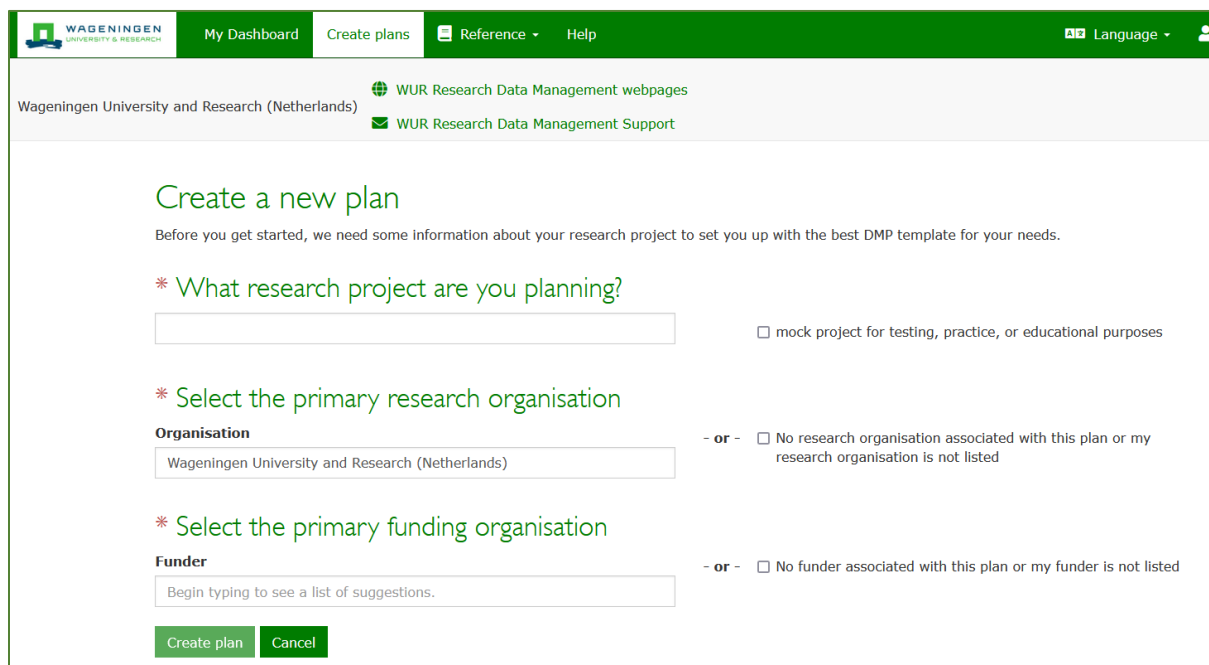
Step 2

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



Step 3

You will now see the following screen.

A screenshot of the 'Create a new plan' form. The form is titled 'Create a new plan' and includes the following fields and options:

- What research project are you planning?**: A text input field with a checkbox for 'mock project for testing, practice, or educational purposes'.
- Select the primary research organisation**: A dropdown menu with 'Wageningen University and Research (Netherlands)' selected. A checkbox option is available: '- or - No research organisation associated with this plan or my research organisation is not listed'.
- Select the primary funding organisation**: A text input field with the placeholder 'Begin typing to see a list of suggestions.' A checkbox option is available: '- or - No funder associated with this plan or my funder is not listed'.

At the bottom of the form are two buttons: 'Create plan' and 'Cancel'.

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'.

dmp_title_v01

Project Details Contributors Plan overview Write Plan Research Outputs Share Request feedback Download

* Project title Select Guid

dmp_title_v01 There is no addition

mock project for testing, practice, or educational purposes

Project abstract

B I [List Icons] [Link Icon] [Table Icon]

Step 6

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

dmp_title_v01

Project Details Contributors Plan overview Write Plan Research Outputs Share Request feedback Download

[expand all](#) | [collapse all](#)

A. Describe the research project (0 / 8) +

B. Describe the data to be collected, software used, file formats and data size. (0 / 4) +

C. Storage of data and data documentation / metadata during research (0 / 1) +

D. Structuring your data and information (0 / 3) +

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

B. Describe the data to be collected, software used, file formats and data size. (0 / 4)

9. Will you reuse existing data for this project?

Yes. Please specify below which data (e.g. DOI, URL, or storage location) and the terms of use (e.g. licence).

No. Please describe below any constraints to reusing existing data.

Additional Information

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

Save

Comments & Guidance

Guidance **Comments**

Wageningen UR

When others publish data, this gives you the opportunity to search for and find data to reuse within your research. However, make sure that you are aware of the terms of use (e.g. the licence) of the data that you want to reuse. The terms of use provide you with what you are allowed to do with the data. Want to find existing data? Have a look [here](#) for places to start.

In the case of not reusing data: think of the following potential reasons why the reuse of existing data was considered, but not implemented. Is the data you want to reuse not publicly available or otherwise restricted in access? Would the costs be too high (e.g. acquiring specific software)? Is the data too big in size (e.g. TBs)?

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 will automatically be notified of any review requests.

WAGENINGEN UNIVERSITY & RESEARCH

My Dashboard Create plans Reference Help Language

Wageningen University and Research (Netherlands)

- WUR Research Data Management webpages
- WUR Research Data Management Support

Danny's Plan

Project Details Contributors Plan overview Write Plan Share Request feedback Download

Request expert feedback

Click below to give data management staff at Wageningen University and Research (Netherlands), the Plan Owner's org, access to read and comment on your plan.

A data management expert from Wageningen University and Research (Netherlands) will respond to your request within 48 hours. If you have questions pertaining to this action please contact us at data@wur.nl.

You can continue to edit and download the plan in the interim.

Request feedback

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.

My Dashboard

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Q Search

Project Title	Template	Edited	Role	Test	Visibility	Shared	
deleteme	Software Management Plan Wageningen University and Research	16-01-2024	Owner	<input type="checkbox"/>	Private	No	Actions ▾
DMP_example_FictitiousProject_v02	Data Management Plan Wageningen University and Research	07-12-2023	Owner	<input type="checkbox"/>	Public	No	Actions ▾
dmp_title_v01	Data Management Plan Wageningen University and Research	07-12-2023	Owner	<input type="checkbox"/>	Private	No	Actions ▾

Edit
 Share
 Download
Copy
 Remove

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.

Project Details Contributors Plan overview Write Plan Research Outp

*** Project title**

 mock project for testing, practice, or educational purposes

Project abstract
 B I [List icons] [Link icon] [Grid icon]

research outputs may have etnical concerns

Funder

Funding status

Grant number/url

Save ←