# DMP Tool: Institution Settings

The following DMP Tool settings apply to all plan types that the tool can generate. There are separate forms for providing context-specific information for particular grants.

## Basic Info

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| **Institution long name:** | Leland Stanford Junior University |
| **Institution short name:** (max 25 characters) | Stanford University |
| **Contact email:**  When a logged-in researcher from your institution clicks on “Contact Us”, the email can be sent to one individual or to a distribution list at your institution. This link appears on every page after the person has logged in. Their messages will also be sent to the tech support list at CDL, in case they are reporting a technical problem. | ask-data-services@lists.stanford.edu |

## Institution Resource Links

You can provide links that will always appear in the “Resources” area for *every screen* in the plan creation process. This should be a resource that is relevant to any researcher at your institution creating plans for any grant type. We recommend only 1 or 2 such links; a large number of them may detract from the context-specific guidance you provide later.

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| **Link text** | **URL** |
| Stanford Data Management Services | https://lib.stanford.edu/data-services |
| Stanford Research Policy Handbook | http://rph.stanford.edu/ |