

What is *DMPonline.be*?

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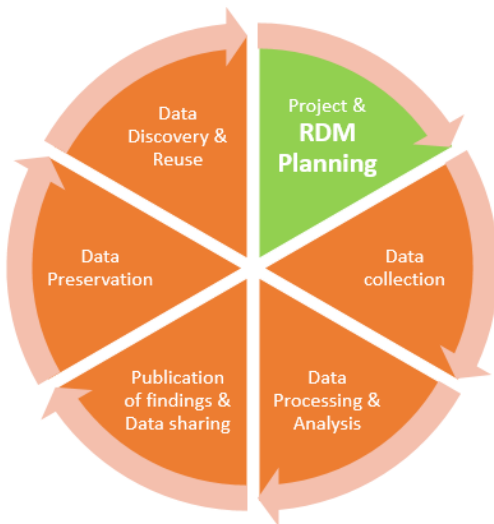
DMPonline.be is an online tool, provided by the DMPbelgium consortium, to help researchers write a Data Management Plan (DMP)

What is a DMP?

- ▶ A formal document specifying how data will be handled **during and after** a research project
 - ▶ what data will be created and how?
 - ▶ what are the plans for sharing and preservation?
 - ▶ what (if any) restrictions are needed?
- ▶ Increasingly required by (inter)national research funders
 - ▶ e.g. European Commission (Horizon 2020, ERC), FWO...
- ▶ Good practice for any research project using/generating data

Why write a DMP?

- Key part of data management planning, which is the first step towards proper Research Data Management (RDM)



DMPonline.be - a local instance of open source software

- ▶ DMPonline software initially developed by the Digital Curation Centre (UK)
 - ▶ released under GNU Affero General Public License
- ▶ *DMPonline.be* set up to adapt tool to Belgian research context
- ▶ Available for Ghent University users since November 2015
- ▶ Since October 2017: shared tool for users from DMPbelgium member institutions

DMPonline.be contains **DMP templates + guidance**

- ▶ Templates comprise a number of RDM-related questions
- ▶ Templates can be associated with e.g. a research funder or an institution
- ▶ Guidance helps end users answer the questions

How the tool works

► <https://dmponline.be>

The screenshot shows the homepage of DMPonline.be. At the top left is the logo 'DMP ONLINE .BE'. At the top right are navigation buttons for 'Home', 'About', and 'Help'. The main content area is divided into two columns. The left column contains a 'Welcome.' message, a paragraph stating that the instance is provided by the DMPonline.be Consortium to help write data management plans, and a list of founding institutions: Instituut voor Natuur- en Bosonderzoek, Université Libre de Bruxelles, Universiteit Antwerpen, Universiteit Gent, Universiteit Hasselt, Vrije Universiteit Brussel, and Wetenschappelijk Instituut Volksgezondheid – Institut Scientifique de Santé Publique. The right column features a 'Sign in' section with the heading 'with your institutional account'. Below this are links to sign in with various institutions: UGent, ULB, UAntwerp, UHasselt, VUB, and WIV-ISP. Below these links is the text 'OR..' followed by links to 'Sign in with ORCID' and 'Sign in with local account'. Two blue callout boxes with arrows point to specific links: one points to 'Log in with institutional credentials (BELNET Federation)' pointing to the institutional account section, and another points to 'Or sign in with ORCID' pointing to the ORCID link.

DMP ONLINE .BE

Home About Help

Welcome.

This instance of DMPonline is provided by the DMPonline.be Consortium to help you write data management plans.

The consortium was founded by:

- Instituut voor Natuur- en Bosonderzoek
- Université Libre de Bruxelles
- Universiteit Antwerpen
- Universiteit Gent
- Universiteit Hasselt
- Vrije Universiteit Brussel
- Wetenschappelijk Instituut Volksgezondheid – Institut Scientifique de Santé Publique

Sign in

with your institutional account

- Sign in with UGent
- Sign in with ULB
- Sign in with UAntwerp
- Sign in with UHasselt
- Sign in with VUB
- Sign in with WIV-ISP

OR..

- Sign in with ORCID
- Sign in with local account

Log in with institutional credentials (BELNET Federation)

Or sign in with ORCID

Link profile with ORCID iD

- Sign in with institutional credentials & go to 'Edit profile'

DMP ONLINE .BE

Signed in as Myriam Mertens

- Edit profile
- Super admin area
- Admin area
- Sign out

[View plans](#) [Create plan](#)

Edit profile

Please note that your institutional email address is used as your username.

You can edit some of the details below.

Email	myriam.mertens@ugent.be
First name *	<input type="text" value="Myriam"/>
Last name *	<input type="text" value="Mertens"/>
Organisation	Ghent University
ORCID identifier	Link to ORCID
Shibboleth Id	myriam.mertens@ugent.be

Click link to redirect to ORCID website and connect account to your ORCID iD (to sign in with ORCID credentials and/or to link multiple accounts)

ORCID

Sign into ORCID or [Register now](#)

☐ Personal account ☒ Institutional account

Sign in with your ORCID account

Email or ORCID ID

ORCID password

[Sign into ORCID](#)

[Forgotten your password? Reset it here](#)

Sign in with a social media account

Edit profile

Please note that your institutional email address is used as your username.

You can edit some of the details below.

Email	myriam.mertens@ugent.be
First name *	<input type="text" value="Myriam"/>
Last name *	<input type="text" value="Mertens"/>
Organisation	Ghent University
ORCID identifier	https://orcid.org/0000-0001-9412-3703 Unlink from ORCID
Shibboleth Id	myriam.mertens@ugent.be

Creating a plan

The screenshot shows the 'Create a new plan' page on the DMP ONLINE .BE website. The page has a header with the logo and a user login status. Below the header are navigation buttons. The main section is titled 'Create a new plan' and includes instructions to select from drop-downs. There are three main form sections: 'If applying for funding, select your research funder.', 'To see institutional questions and/or guidance, select your organisation.', and 'Tick to select any other sources of guidance you wish to see.'. Annotations with arrows point to specific elements: 'Select funder to get its template' points to the funder dropdown; 'Select institution to get local guidance, as well as institutional template(s) - if funder not applicable' points to the organisation dropdown; and 'Choose additional optional guidance' points to the checkboxes for DGC and Faculty of Law & Criminology.

DMP ONLINE .BE Signed in as Myriam Mertens ▾

[View plans](#) [Create plan](#) [About](#) [Help](#)

Create a new plan

Please select from the following drop-downs so we can determine what questions and guidance should be displayed in your plan.

If applying for funding, select your research funder.
Otherwise leave blank.

European Commission (Horizon 2020) Not applicable/not listed.

To see institutional questions and/or guidance, select your organisation.
You may leave blank or select a different organisation to your own.

Ghent University
Hasselt University
Research Institute for Nature and Forest
Scientific Institute of Public Health
University of Antwerp
Université libre de Bruxelles
Vrije Universiteit Brussel

Tick to select any other sources of guidance you wish to see.

☐ DGC

☐ Faculty of Law & Criminology

[Create plan](#)

Select funder to get its template

Select institution to get local guidance, as well as institutional template(s) - if funder not applicable

Choose additional optional guidance

Writing a plan

The screenshot shows the 'My project (Horizon 2020 FAIR DMP)' interface. At the top right, a progress bar indicates '1/34 questions answered' and 'approx. 25% of available space used'. Below this is a 'Progress indicator' label. The main content area has a tabbed interface with 'Plan details' selected, showing 'Horizon 2020 FAIR DMP'. Below the tabs are expandable sections: 'Version Information (4 questions, 0 answered)', '1. Data summary (8 questions, 0 answered)', '2.1 FAIR data: Making data findable, including provisions for metadata (8 questions, 0 answered)', and '2.2. FAIR data: Making data openly accessible (8 questions, 1 answered)'. A 'Section' label points to the '2.2' section header. The '2.2' section is expanded, showing a 'Question' label pointing to the text: 'Which data produced and/or used in the project will be made openly available as the default? If some data is kept closed provide a rationale for doing so.' Below the question is a text editor with a toolbar (bold, italic, list, link, unlink, insert, table) and the text: 'All de-identified data underpinning journal articles will be made openly available, along with the associated documentation files, to enable verification of published claims and data reuse. As stated in the consent forms, the raw data files containing personally identifying information will be stored securely in a trusted data repository and will only be shared via secure access mechanisms with authorized researchers who have agreed to maintain confidentiality.' A 'Write down your answer here' label points to the text editor. At the bottom left of the question area is a 'Save' button. To the right of the question area is a 'Guidance' section with an 'Add comment' button. A 'Leave a comment for collaborators' label points to the 'Add comment' button. The 'Guidance' text reads: 'Participating in the ORD pilot does not necessarily mean opening up all your research data. Rather, the ORD pilot follows the principle "as open as possible, as closed as necessary" and focuses on encouraging sound data management as an essential part of research best practice. If certain datasets cannot be shared (or need to be shared under restrictions), explain why, clearly separating legal and contractual reasons from voluntary restrictions. Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if relevant provisions are made in the consortium agreement and are in line with the reasons for opting out.' A 'Custom guidance from funder, university, group...' label points to the 'Guidance' text.

My project (Horizon 2020 FAIR DMP)

1/34 questions answered
approx. 25% of available space used

Progress indicator

Plan details | Horizon 2020 FAIR DMP | Share | Export

Version Information (4 questions, 0 answered) +

1. Data summary (8 questions, 0 answered) +

2.1 FAIR data: Making data findable, including provisions for metadata (8 questions, 0 answered) +

2.2. FAIR data: Making data openly accessible (8 questions, 1 answered) -

Section

Question

Which data produced and/or used in the project will be made openly available as the default? If some data is kept closed provide a rationale for doing so.

B I [list] [link] [unlink] [insert] [table]

All de-identified data underpinning journal articles will be made openly available, along with the associated documentation files, to enable verification of published claims and data reuse. As stated in the consent forms, the raw data files containing personally identifying information will be stored securely in a trusted data repository and will only be shared via secure access mechanisms with authorized researchers who have agreed to maintain confidentiality.

Write down your answer here

Save

Guidance | Add comment

Leave a comment for collaborators

Guidance

Participating in the ORD pilot does not necessarily mean opening up all your research data. Rather, the ORD pilot follows the principle "as open as possible, as closed as necessary" and focuses on encouraging sound data management as an essential part of research best practice.

If certain datasets cannot be shared (or need to be shared under restrictions), explain why, clearly separating legal and contractual reasons from voluntary restrictions.

Custom guidance from funder, university, group...

Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if relevant provisions are made in the consortium agreement and are in line with the reasons for opting out.

Sharing a plan

My project (Generic DMP)

Plan details Generic DMP **Share** Export

You can give other users access to your plan here. There are three permission levels.

Users with "read only" access can only read the plan.

Editors can contribute to the plan.

Co-owners can also contribute to the plan, but additionally can edit the plan details and control access to the plan.

Add each collaborator in turn by entering their email address below, choosing a permission level and clicking "Add collaborator".

Those you invite will receive an email notification that they have access to this plan. A notification is also issued when a user's permission level is changed.

Collaborators

Email address	Permissions
Myriam Mertens	Owner

Manage collaborators

Add collaborator

Email

Permissions:

Read only

Editors can contribute to plans. Co-owners have additional rights to edit plan details and control access.

Add collaborator

Select permission level

Add collaborator by entering email address



Sharing a plan: permission levels

- ▶ **Principal Investigator:** can view & contribute to plan, edit plan details, and add/remove collaborators
- ▶ **Co-owner:** can view & contribute to plan, edit plan details, and add/remove collaborators
- ▶ **Plan data contact:** can view & contribute to plan
- ▶ **Edit:** can view & contribute to plan
- ▶ **Read only:** can view plan

My project (Horizon 2020 FAIR DMP)

Plan details Horizon 2020 FAIR DMP Share Export

This page gives you an overview of your plan. It tells what your plan is based on and gives an overview of the questions that you will be asked.

Project name	My project (Horizon 2020 FAIR DMP)
ID	-
Grant title	-
Description	-
Principal Investigator/Researcher	Dries Moreels  https://orcid.org/0000-0002-5297-1074
Plan data contact	Myriam Mertens  https://orcid.org/0000-0001-9412-3703

Principal Investigator/Researcher and Plan data contact are also part of plan metadata (see **Plan details**)

Plan details: change PI & plan data contact via 'Add/remove collaborators'

My project (ERC DMP)

Plan details | ERC DMP | Share | Export

Please fill in the basic project details below (place your cursor in the fields for more information) and click 'Update' to save

Project name: My project (ERC DMP)

ID:

Grant title:

Description:

Principal Investigator/Researcher: Myrilm Merten <https://orcid.org/0000-0001-9412-3703>

Plan data contact: [Add/Remove collaborators](#)

My project (ERC DMP)

Plan details | ERC DMP | **Share** | Export

You can give other users access to your plan here. There are three permissions:

- Users with "read only" access can only read the plan.
- Editors can contribute to the plan.
- Co-owners can also contribute to the plan, but additionally can edit the plan details and control access to the plan.

Add each collaborator in turn by entering their email address below, choosing a permission level and clicking "Add collaborator".

Those you invite will receive an email notification that they have access to this plan. A notification is also issued when a user's permission level is changed.

Collaborators

Email address	Permissions	
Myrilm Merten	Owner	
Myrilm Merten	Co-owner + Principal Investigator Edit	Remove user access

Add collaborator

Email:

Permissions: Read only

[Add collaborator](#)

Change existing permissions

Select 'Add/Remove collaborators' to change PI and/or plan data contact

Or add new collaborator(s) as PI/plan data contact

Exporting a plan

My project (Horizon 2020 FAIR DMP)

Plan details Horizon 2020 FAIR DMP Share **Export**

From here you can download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application. Select what format you wish to use and click to 'Export'.

Format

- ☒ pdf
- ☐ text
- ☐ docx

Export

Settings (Using template PDF formatting selected)

Select export format

Title

Title

Included Elements

Admin details	<input checked="" type="checkbox"/>	Sections	<input checked="" type="checkbox"/>
Project Name	<input checked="" type="checkbox"/>	Version information	<input checked="" type="checkbox"/>
Project Identifier	<input checked="" type="checkbox"/>	Date of last update	<input checked="" type="checkbox"/>
Grant Title	<input checked="" type="checkbox"/>	Version number	<input checked="" type="checkbox"/>
Principal Investigator / Researcher	<input checked="" type="checkbox"/>	Description	<input checked="" type="checkbox"/>
Project Data Contact	<input checked="" type="checkbox"/>	Date of first version	<input checked="" type="checkbox"/>
Description	<input checked="" type="checkbox"/>		
Funder	<input checked="" type="checkbox"/>	1. Data summary	<input checked="" type="checkbox"/>
Institution	<input checked="" type="checkbox"/>	To whom might the data be useful ('data utility')?	<input checked="" type="checkbox"/>
		What is the expected size of the data (if known)?	<input checked="" type="checkbox"/>
		What is the origin of the data?	<input checked="" type="checkbox"/>
		Will you re-use any existing data and, if so, how?	<input checked="" type="checkbox"/>
		What types and formats of data will the project generate?	<input checked="" type="checkbox"/>

2.2. FAIR data: Making data openly accessible

Which data produced and/or used in the project will be made openly available as the default? If some data is kept closed provide a rationale for doing so.

All de-identified data underpinning journal articles will be made openly available, along with the associated documentation files, to enable verification of published claims and data reuse. As stated in the consent forms, the raw data files containing personally identifying information will be stored securely in a trusted data repository and will only be shared via secure access mechanisms with authorized researchers who have agreed to maintain confidentiality.

Adjust export settings as needed

Institutional customisation options

The screenshot shows the DMP ONLINE .BE interface. At the top left is the logo. At the top right, it says 'Signed in as Dries Moreels'. Below this is a navigation bar with links: 'Templates', 'Guidance', 'Organisation details', and 'Users'. A blue box with an arrow points to the 'Users' link, labeled 'View users'. Below the navigation bar is the 'Templates' section, with a sub-header 'Own templates'. A 'Create a template' button is visible. Below this is a table of templates. A blue box with an arrow points to the 'Edit' link in the 'Actions' column of the first row, labeled 'Custom templates and guidance for your institution...'. Below the table is the 'Funders templates' section. A blue box with an arrow points to the 'Customise' link in the 'Actions' column of the first row, labeled 'Customise funder templates'.

DMP ONLINE .BE

Signed in as Dries Moreels

Templates Guidance Organisation details Users

Templates

Own templates

If you wish to add an institutional template for a Data Management Plan, use the 'create template' button. You can create more than one template if desired e.g. one for researchers and one for PhD students.

Your template will be presented to users within your institution when no funder templates apply. If you want to add questions to funder templates use the 'customise template' options below.

Create a template

Title	Description	Published	Last updated	Actions
Faculty of Law & Criminology DMP	DMP template version 1 (2017-07-03) of the Faculty of Law & Criminology.	true	07-07-2017	Edit
PPW DMP	DMP template version 1.0 (2015-02-19) of the Faculty of Psychology ... (continued)	false	07-11-2016	Edit
Faculty of Psychology & Educational Sciences DMP	DMP template version 2 (2016-10-28) of the Faculty of Psychology & E... (continued)	true	07-11-2016	Edit
Generic DMP	Generic DMP template (based on DMPonline_TemplateUGent_GenericDMP_v3.1) ... (continued)	true	22-10-2015	Edit

Funders templates

Title	Description	Published	Last updated	Actions
Horizon 2020 FAIR DMP	The Horizon 2020 FAIR DMP template, based on the EC's Guidelines on FAIR... (continued)	true	11-10-2016	Customise

DMPbelgium consortium

- ▶ Launched in January 2017 to develop *DMPonline.be* into a shared tool for participating institutions
 - ▶ software expects users from multiple institutions
 - ▶ avoid duplication of efforts, save costs & share expertise
 - ▶ move towards “national” DMPonline platforms in various countries (e.g. Canada, Finland, France, Denmark...)
 - ▶ offer shared funder templates (e.g. Horizon 2020, ERC, FWO...)
 - ▶ single sign-on via linking with BELNET Identity Federation

Founding members

1. Instituut voor Natuur- en Bosonderzoek (INBO)
2. Université Libre de Bruxelles (ULB)
3. Universiteit Antwerpen (UAntwerpen)
4. Universiteit Gent (UGent)
5. Universiteit Hasselt (UHasselt)
6. Vrije Universiteit Brussel (VUB)
7. Wetenschappelijk Instituut voor Volksgezondheid - Institut Scientifique de Santé Publique (WIV-ISP)

INSTITUUT
NATUUR- EN
BOSONDERZOEK



 Universiteit
Antwerpen

 UNIVERSITEIT
GENT

 UHASSELT

 VUB
VRIJE
UNIVERSITEIT
BRUSSEL



Consortium organisation & roles

- ▶ **Project/consortium management**

- ▶ consortium General Assembly
- ▶ UGent as coordinator

- ▶ **Application management**

- ▶ Superadmins (UGent; ULB as backup)
- ▶ Organisation admins (at least 1 person per member institution)

- ▶ **Sysadmin (server management)**

- ▶ UGent hires sysadmin specialists (invoice)

- ▶ **Software development**

- ▶ UGent
- ▶ UAntwerpen as backup

Consortium budget principles

- ▶ **Annual membership contribution**

- ▶ € 2000/year (1 Jan - 31 Dec)

- ▶ **Remaining project costs (variable costs)**

- ▶ split between members with > 250 FTE researchers
 - ▶ payable amount proportional to FTE researcher counts (based on VLIR/CREF personnel statistics or ad hoc counts)

- ▶ **Other funding sources**

- ▶ consortium may seek external funding to finance tasks
 - ▶ consortium may accept offers for sponsored development of tasks

- ▶ **Mandatory overhead costs**

- ▶ 17% (UGent coordinates budget & invoices members)

- ▶ **VAT**

- ▶ 21%

Service providers: Hosting by BELNET



- ▶ Website and database hosted in BELNET cloud
 - ▶ trusted by all partners
 - ▶ professionally managed cloud service
 - ▶ no single partner burdened
- ▶ Single Sign-on via BELNET Identity Federation
 - ▶ secure protocol
 - ▶ easy and transparent for end users

Service providers: Support by Inuits

- ▶ Software code in GitHub repository
- ▶ Automated code build and install tests
- ▶ Automated deploy to test server
- ▶ Decision-based deploy to
 - ▶ sandbox server
 - ▶ production server
- ▶ Backups to remote location



Joining the consortium

- ▶ Consortium open to research & education institutions
- ▶ Joining procedures outlined in consortium agreement
 - ▶ General Assembly handles requests from prospective members
 - ▶ annual membership contribution: pro rata fee for remaining months if joining after January
 - ▶ remaining project costs: new members included when split cost ratio is established (in January)

Membership benefits

- ▶ *DMPonline.be* accessible to member institutions' researchers (via SSO or ORCID login)
- ▶ Access to relevant funder templates & guidance
- ▶ Options for institutional customisation (e.g. adding institutional templates and/or guidance)
- ▶ Support for organisation admins
- ▶ New features can be requested
- ▶ Major software upgrades are taken care of

Future developments

- ▶ Support & grow the user base
- ▶ Include more templates & use cases (e.g. GDPR)
- ▶ Monitor international developments (e.g. #ActiveDMPs)

Any questions? Contact us via
info@dmponline.be