

What is *DMPonline.be*?

Myriam Mertens

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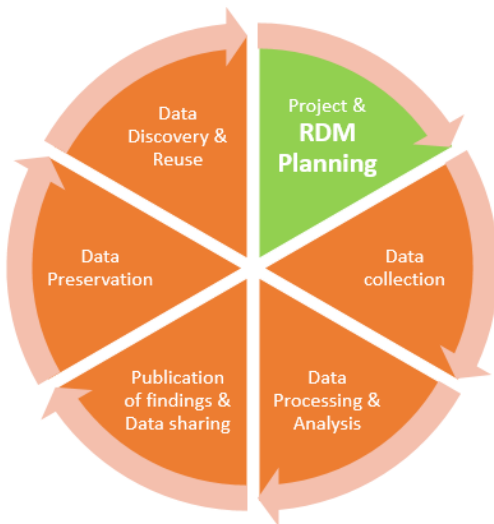
DMPonline.be is an online tool, provided by the DMPbelgium consortium, to help researchers write a Data Management Plan (DMP)

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 DMP ONLINE .BE. The header includes the logo and navigation links (Home, About, Help). The main content area is divided into two columns. The left column contains a 'Welcome' message, a description of the service, the founding consortium, a list of member institutions, and a link to join the consortium. The right column features a 'Sign in' section with a list of institutional login options and an ORCID iD login option. Two blue callout boxes with arrows point to the 'Sign in' section: one pointing to the institutional login list and another pointing to the ORCID iD login option.

DMP ONLINE .BE

Home About Help

Welcome

We can help you write and maintain data management plans for your research.

This instance of DMPonline is provided by the DMPBelgium Consortium, which was founded in 2017 by:

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

In 2018 they were joined by:

- Université Catholique de Louvain
- Université de Liège
- Université de Mons
- Université de Namur
- Vlaams Instituut voor Technologisch Onderzoek

[Interested in joining the Consortium?](#)

Sign in

with your institutional account

- [Sign in with UAntwerp](#)
- [Sign in with UCLouvain](#)
- [Sign in with UGent](#)
- [Sign in with UHasselt](#)
- [Sign in with UHB](#)
- [Sign in with ULiège](#)
- [Sign in with UMon](#)
- [Sign in with UNamur](#)
- [Sign in with VITO](#)
- [Sign in with VUB](#)
- [Sign in with WIV-ISP](#)

or with your ORCID iD

- [Sign in with ORCID](#)

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)

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

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

Creating a plan

The screenshot shows the 'Create a new plan' page of the DMP ONLINE .BE portal. The page has a header with the logo and a user login status. Below the header are navigation buttons: 'View plans', 'Create plan' (highlighted), 'About', and 'Help'. The main heading is 'Create a new plan', followed by a instruction: 'Please select from the following drop-downs so we can determine what questions and guidance should be displayed in your plan.'

There are three main sections for selection:

- Funder selection:** A dropdown menu with 'European Commission (Horizon 2020)' selected. A blue callout box points to it with the text 'Select funder to get its template'. Below the dropdown is the text 'Not applicable/not listed.'
- Organisation selection:** A dropdown menu with 'Ghent University' selected. A blue callout box points to it with the text 'Select institution to get local guidance, as well as institutional template(s) - if funder not applicable'. Below the dropdown is a list of institutions: Ghent University, Hasselt University, Research Institute for Nature and Forest, Scientific Institute of Public Health, University of Antwerp, Université libre de Bruxelles, and Vrije Universiteit Brussel.
- Optional guidance:** A section with the text 'Tick to select any other sources of guidance you wish to see.' and two checkboxes: 'DGC' and 'Faculty of Law & Criminology'. A blue callout box points to this section with the text 'Choose additional optional guidance'.

At the bottom left is a 'Create plan' button.

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', 'Horizon 2020 FAIR DMP', 'Share', and 'Export'. Under 'Plan details', there are sections for 'Version Information', '1. Data summary', '2.1 FAIR data: Making data findable, including provisions for metadata', and '2.2. FAIR data: Making data openly accessible'. A 'Section' label points to the '2.2. FAIR data' section. Below this, a 'Question' label points 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.' The answer area contains a rich text editor with a toolbar and a text box. A label 'Write down your answer here' points to the text box. To the right, a 'Guidance' section provides advice on data sharing, with an 'Add comment' button. A label 'Leave a comment for collaborators' points to the 'Add comment' button. Another label 'Custom guidance from funder, university, group...' 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 (6 questions, 0 answered) +

2.2. FAIR data: Making data openly accessible (6 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] [Image] [Table] [More]

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

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.

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.

Leave a comment for collaborators

Custom guidance from funder, university, group...

Sharing a plan

My project (Generic DMP)

Plan details Generic DMP **Share** Export

You can give other users access to your plan and clarify each collaborator's role here. There are five roles/permission levels:

- Users with 'read only' access can only read the plan.
- Users with 'edit' access can contribute to the plan.
- 'Data Contacts' are any contact persons for the plan other than the principal investigator. They 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.
- 'Principal Investigators' are the main researchers of the project associated with a plan. They can also contribute to the plan, but additionally can edit the plan details and control access to the plan. By default, the creator ('owner') of a plan is listed as principal investigator, but this can be changed and another principal investigator can be added.

Add each collaborator in turn by entering their email address below, choosing a role/permission level and clicking 'Add collaborator'. Any Principal Investigators and Data Contacts you add will also appear in your plan details.

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	
Myriam Mertens	Principal Investigator	Remove user access

Manage roles & collaborators

Add collaborator

Email

Permissions:

Read only

[Add collaborator](#)

Add collaborator by entering email address

Select permission level



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: Myriam Mertens <https://orcid.org/0000-0001-9412-3703>

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

Collaborators

Email address	Permissions	
Myriam Mertens	Owner	
Myriam Mertens	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

The screenshot shows the 'Export' step of the Horizon 2020 FAIR DMP creation process. The interface includes a top navigation bar with 'Plan details', 'Horizon 2020 FAIR DMP', 'Share', and 'Export' (highlighted in orange). Below this, a text box explains that the plan can be downloaded in various formats (PDF, text, docx) for submission to a grant application. A blue box labeled 'Export' is positioned over the 'Export' button in the top bar. A blue box labeled 'Select export format' points to the 'pdf' option in the 'Format' dropdown menu. A blue box labeled 'Adjust export settings as needed' points to the 'Settings' section, which includes a 'Title' field (containing 'DMP title') and a 'Save' button. The 'Included Elements' section is also visible, showing a table of elements to be included in the DMP, with checkboxes for each element and a 'Sections' column.

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 values)

Select export format

Title

DMP title

Save Reset

Included Elements

Admin details

Sections

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

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, titled 'Own templates'. It contains a 'Create a template' button and explanatory text. A blue box with an arrow points to this section, labeled 'Custom templates and guidance for your institution...'. Below the text is a table of templates. Below the table is the 'Funders templates' section, which contains another table. A blue box with an arrow points to this section, 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



Joined in 2018

8. Université Catholique de Louvain (UCLouvain)
9. Université de Liège (ULiège)
10. Université de Mons (UMons)
11. Université de Namur (UNamur)
12. Vlaamse Instelling voor Technologisch Onderzoek (VITO)



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