Quick Guide: DMPTool at University of Wisconsin-Madison

DMPTool — Build your Data Management Plan

Research Data Services — UNIVERSITY OF WISCONSIN–MADISON

GitHub with Resources: https://github.com/uw-madison-data-management/dmp-nih

DMPTool Quick Start Guide and FAQ:

https://dmptool.org/help

https://dmptool.org/faq

Research Data Services at UW-Madison:

http://researchdata.wisc.edu/dmp/

http://researchdata.wisc.edu/contact-us/

What is DMPTool?

UW-Madison is a participating institution of DMPTool, a free online tool that supports drafting of compliant, functional data management plans by:

- Guiding you through the process of creating a data management plan
- Helping you comply with funder and institutional requirements
- Providing links to funder information, guidance, and sample DMPs
- Making collaboration seamless through FREE access for anyone

Sign In

1. Go to: www.dmptool.org
2. Click the arrow next to Sign In on the top right corner of the webpage
3. Choose Option 1: Your Institution
4. In the pop up box, search "Madison" and select University of Wisconsin-Madison
5. Log in with your UW-Madison credentials

Learn

The Learn drop down menu at the top of the webpage has information about funder requirements (some have vetted sample plans provided by the funders), access to public plans (not necessarily vetted for quality!), and FAQs.
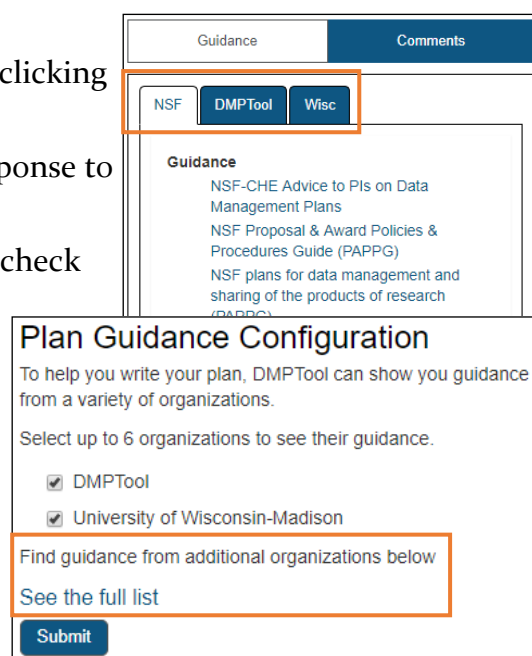
Create a New Plan

1. Click Create Plan
2. Fill out basic info, click Create Plan
3. Complete Project Details tab (*tip: read the black help text boxes that pop up when you hover over a field!)
4. Read through helpful information in Plan Overview tab

Write Plan and View Guidance

1. On the Write Plan tab, expand a section of the DMP by clicking the plus sign ➕

2. Use the description provided by DMPTool to draft a response to each section

3. Stuck? Use the Guidance feature on the right side (*tip: check out the different tabs for funder- and institution-specific guidance!)

4. Collaborating with another institution? Go back to the Project Details tab to add and/or remove guidance from other institutions

5. Fill out all Write Plan sections, addressing the questions in each, for a complete DMP
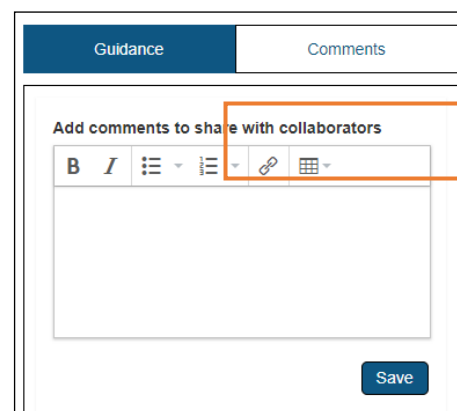
Collaborate

1. Navigate to the Share tab of your DMP

2. Choose plan visibility: private, organization, or public

3. View current collaborators for the plan

4. Add additional collaborators by email: co-owner, editor, or read only

5. Click Send Invitations

6. View comments in Write Plan tab > Comments tab

Request and View Feedback

1. Navigate to the Share tab of your DMP

2. Under Request expert feedback, click the Request feedback button (*note: you will receive a confirmation email)

3. You will hear from an RDS consultant within 2 business days to begin reviewing your DMP

4. Receive emails as RDS consultant adds comments

5. View RDS feedback in Write Plan tab > Comments tab

Don't Forget to Export!

DMPTool does NOT submit your data management plan to any funders! You can use the Download tab to export your plan in the following formats:

.docx   .pdf   .html   .csv   .txt