Using the DMPTool

1. DmpTool Tutorial Outline

1.1 Start

Using the DMPTool

To begin, click the START button.

1.2 Introduction

Welcome to the *Using the DMPTool* Tutorial!

The Data Management Plan Tool or DMPTool is a free resource for anyone to use that helps researchers create data management plans.

Once created data management plans formalize and outline activities during and after a research project which facilitate sponsor and ASU data sharing and preservation requirements.

In this tutorial you will learn how to draft your proposal documentation, use sponsor based guidance, and request feedback from the ASU Library.

You can listen to or view the contents of this tutorial on the left menu.

To navigate forward click the NEXT button located on the bottom right hand corner of this screen.

1.3 Learning Outcomes

Upon completion of this tutorial you will be able to:

- Login to the DMPTool as an ASU affiliate
- Utilize existing data management plans and templates
- Complete project details and an overview for your plan
- Write each detailed section of your plan
- Request expert feedback for your plan
- Save and submit your plan to Research Administration

1.4 Introduction to the DMPTool

The DMPTool provides general boilerplate text and guidance based on funding agency requirements and is a best-practice guide for most situations. It also helps you request feedback from Librarians and Research Administration before submitting your final proposal.

The DMPtool saves time through its easy to use online template. By selecting your sponsor guide the tool will organize your sections based on the proposal specifications to give you an up to date starting point for your proposal. In short, it simplifies the process.

However, the tool will not write your plan for you. Boilerplate information should be reviewed for accuracy and the DMPtool does not have guidance for every iteration of every sponsor. In some cases you will still need to consult your local resources and sponsor information.

1.5 How to login and use it as an ASU user

To log in:

- **Click the "Get Started" button**
- **Click "Option 1" to sign in with "Your institution."**
- **Start typing the first letters of Arizona State**
- **Select Arizona State University from the list and click "Go."**
- **Log in as you usually do with ASURITE ID**

1.6 The DMPTool Dashboard

This is the Dashboard.

Here you create, edit, share, download, copy, or remove any of your plans. You will also see plans that have been shared with you by others.

A second table of organizational plans from ASU authors internally sharing their plans provides downloadable PDF examples. You can learn from their methods and even discover where to find new research data. Additional samples are available in the list of public plans.

1.7 Create a plan

**To demonstrate the tool we will create a "test" plan.
Select the "Create plan" button.**

Type the name of your project. If you are applying for funding, state the project title exactly as it is in the proposal.

Select Templates based on research and funder;

For example, use NSF for National Science Foundation or one of it's many versions;

Or choose "no funder associated with this plan" if you do not have a sponsor or they are not represented.

Click "Create Plan" to begin writing the plan.

You can move from each section before filling out each component. It is recommended that you only set organizational or public visibility until after you have completely filled out your plan.

1.8 Copy to reuse a previous plan

To reuse a previous plan choose the actions menu and then choose "Make a copy".

1.9 Provide details of your project

You start in the first tab providing basic details of your project.

You'll see the guidance on the right allows you to select up to 6 institutions for helpful language to use in writing your plan. ASU is currently not represented.

Once all the details are filled select the "Submit" button on right or bottom to move to then next tab.

1.10 Plan Overview

This "Plan Overview" tab is information guidance on what each

section of the plan should contain.

Click on the "Write plan" tab on the top or button on the right to begin writing your plan.

1.11 Plan body

In the writing section expand the blocks to fill in each component.

Within each section you can consult the guidance tab if institutions have any additional information to help you with that portion of the plan.

Complete each section and move on to sharing setting.

1.12 Sharing

Under Sharing set the visibility of your plan as you are working on it.

Include any collaborators who will need editorial access.

1.13 Save & Submit

The last step is to save, download, and submit your plan to Research Administration.

When you finish writing your plan select download and choose your preferred format for submission.

Research Administration will take a last review of your plan and

integrate it into your full project proposal.

1.14 Getting Help

After logging in, use the email address and URL for help at the top right of the page. When sending an email provide as much information as possible such as your name, school affiliation, and details related to your question.

You can also request feedback on your plan (on the "Share" tab) from an ASU DMPTool administrator or Librarian. You will receive an email notification when an administrator provides feedback. Comments will be visible in the "Comments" field adjacent to each question.

1.15 11. Conclusion/Summary

The DMPtool is a convenient and powerful tool that can help you write a detailed and successful data management plan. If you have any questions, please do not hesitate to contact the library's research and publications service staff or research associates at the Office of Knowledge Enterprise Development for further assistance.

1.16 Learning Outcomes

Now that you have completed this tutorial you can:

- **Login to the DMPTool as an ASU affiliate**
- **Utilize existing data management plans and templates**
- **Complete project details and an overview for your plan**
- **Write each detailed section of your plan**

- Request expert feedback for your plan
- Save and submit your plan to Research Administration

1.17 Congratulations!

Congratulations! you've completed the *Using the DMPTool* tutorial!