



**UCLouvain**

# DMPonline.be

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- **Introduction**

- **Data** are the core part of all research projects and this is the reason why it is important to question how to manage data carefully
- **Open Data**, as part of Open Science initiatives, should be FAIR: Findable, Accessible, Interoperable and Re-usable

- **Introduction**

- DMPonline.be helps researchers to have a clear and common approach on how data generated from their research will be managed during the lifecycle.
- 2018 : UCLouvain joint the DMPonline.be consortium



- **DMPonline**
  - Open source software
  - Developed by the Digital Curation Centre (DCC, UK)

- **DMPonline.be Initiative**
  - **2015** : UGent customized the software for in-house purpose
  - **2017** : Launch of the DMPonline Belgium **consortium** made up of universities and scientific institutions

- **DMPonline.be Project**

- **Main Goals :**

- Pooling the costs
- Avoiding redundancies
- Sharing best practices between institutions

- **DMPonline.be Project**

- **Members :**

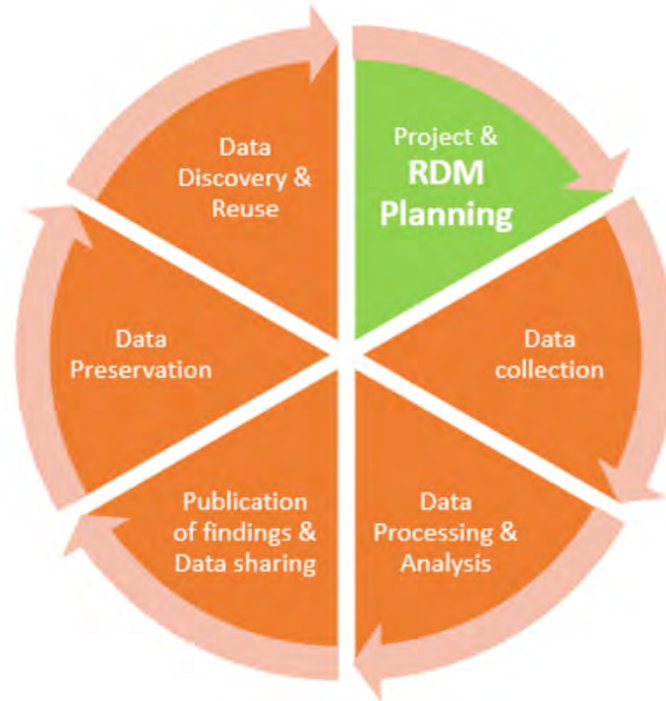
- UGent
- ULB
- UAntwerp
- UHasselt
- VUB
- WIV-ISP
- VITO
- Sciensano
- UNamur
- UCLouvain
- ULiège
- UMons



- **DMPonline.be Platform**

- Online tool to help researchers to **write** a Data Management Plan (DMP)
- DMP is increasingly required by funding agencies (but is not compulsory)

- **DMP vs. Cycle of Research Data**



Data Management Plan is the **first step** of the research data management cycle

- **DMPonline.be Platform**

- Used to generate the Data Management Plan, a formal document stating :
  - Data **types**
  - Data **processing** (during and after the research project)
  - Data **preservation** and data **sharing** strategies

- **DMPonline.be Platform**

- Data Management Plan is more and more **requested** by funding agencies
- Data Management Plan could also be part of a university practice

- **DMPonline.be Platform : content**

- **Templates**

- A set of questions stating on the data processing
- Main templates available are :
  - H2020
  - ERC
  - FWO
- But, the templates can also be customized to fit specific or internal needs of each institution



- **DMPonline.be Platform : content**

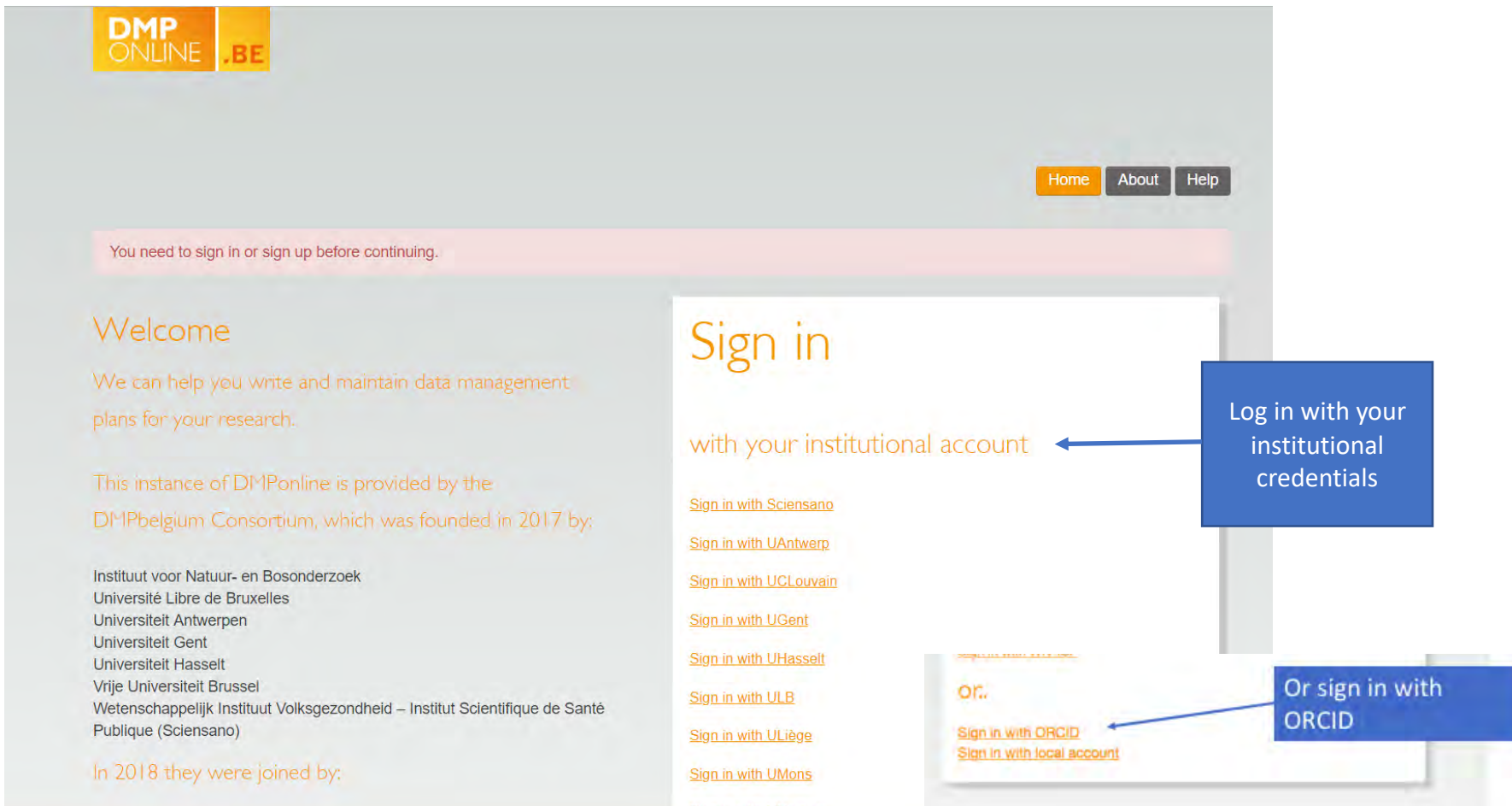
- **Guidance**

- Helping researchers to answer questions
- Suggesting sample answers
- DCC provides a sample guidance
- could be also customized by each member for specific uses

- **DMPonline.be Platform : demo**

→ <https://dmponline.be>

# Interface of DMPonline.be



**DMP ONLINE .BE**

[Home](#) [About](#) [Help](#)

You need to sign in or sign up before continuing.

## 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 Bosonderzoek
- Université Libre de Bruxelles
- Universiteit Antwerpen
- Universiteit Gent
- Universiteit Hasselt
- Vrije Universiteit Brussel
- Wetenschappelijk Instituut Volksgezondheid – Institut Scientifique de Santé Publique (Sciensano)

In 2018 they were joined by:

## Sign in

with your institutional account

- [Sign in with Sciensano](#)
- [Sign in with UAntwerp](#)
- [Sign in with UCLouvain](#)
- [Sign in with UGent](#)
- [Sign in with UHasselt](#)
- [Sign in with ULB](#)
- [Sign in with ULiège](#)
- [Sign in with UMons](#)

OR:

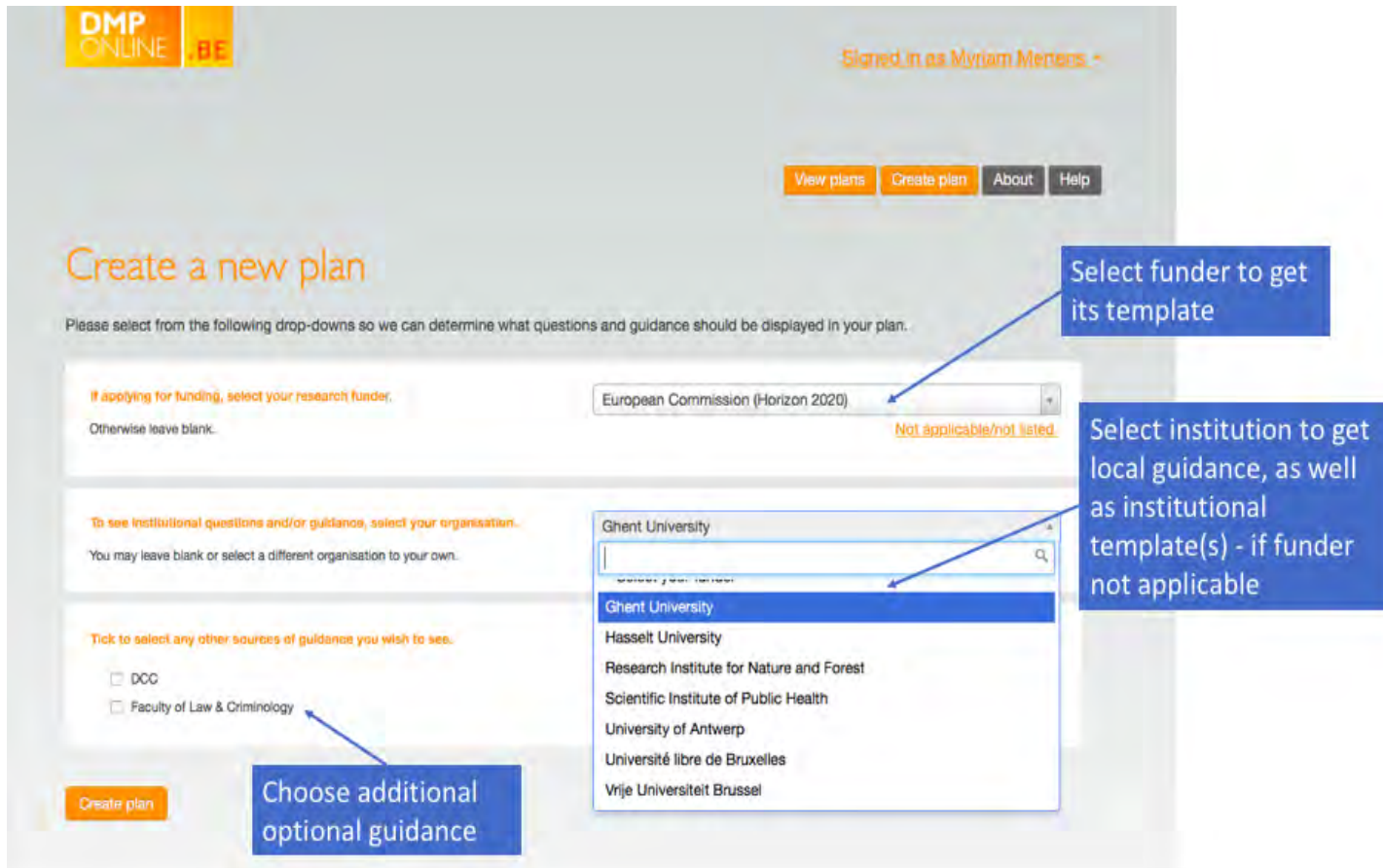
- [Sign in with ORCID](#)
- [Sign in with local account](#)

**Log in with your institutional credentials**

**Or sign in with ORCID**



# Interface of DMPonline.be



**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.**

DCC  
 Faculty of Law & Criminology

[Create plan](#)

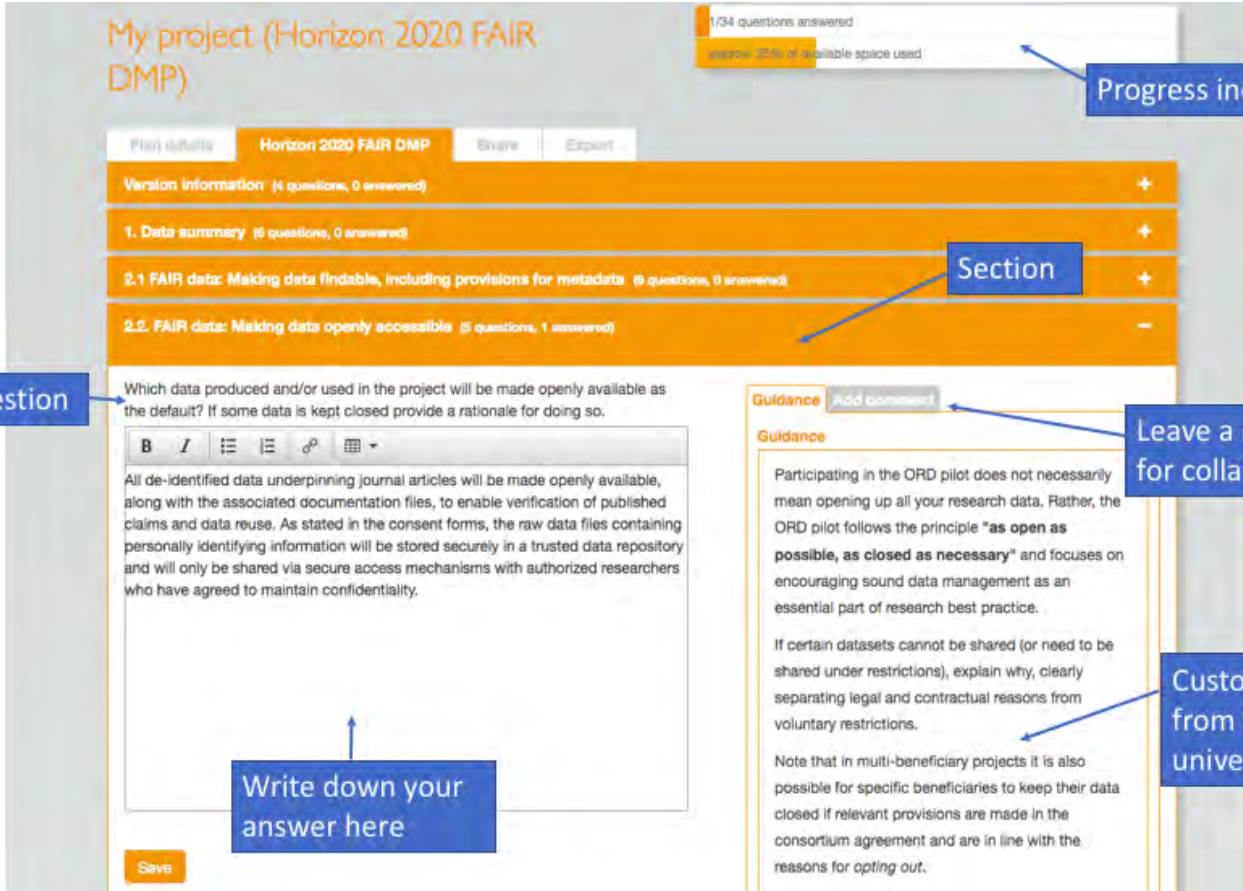
Select funder to get its template

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

Choose additional optional guidance



# Interface of DMPonline.be



The screenshot shows the 'My project (Horizon 2020 FAIR DMP)' interface. At the top right, a progress indicator shows '1/34 questions answered' and 'approx. 25% of available space used'. Below this is a navigation bar with tabs for 'Plan details', 'Horizon 2020 FAIR DMP', 'Share', and 'Export'. The main content area is a list of sections, each with a plus or minus icon. The sections are: 'Version information: (4 questions, 0 answered)', '1. Data summary (6 questions, 0 answered)', '2.1 FAIR data: Making data findable, including provisions for metadata (9 questions, 0 answered)', and '2.2. FAIR data: Making data openly accessible (5 questions, 1 answered)'. A callout box labeled 'Section' points to the '2.2' section. Below the sections is a 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.' A callout box labeled 'Question' points to this text. Below the question is a rich text editor with a toolbar and a text area containing the answer: '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 callout box labeled 'Write down your answer here' points to the text area. At the bottom left of the question area is a 'Save' button. To the right of the question is a 'Guidance' section with a 'Add comment' button. A callout box labeled 'Leave a comment for collaborators' points to this 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 callout box labeled 'Custom guidance from funder, university, group...' points to this text.



# Interface of DMPonline.be

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
Dodji Amouzou	Owner

**Manage collaborators**

### Add collaborator

Email:

Permissions:

**Add collaborator**

**Add collaborator by entering email address**

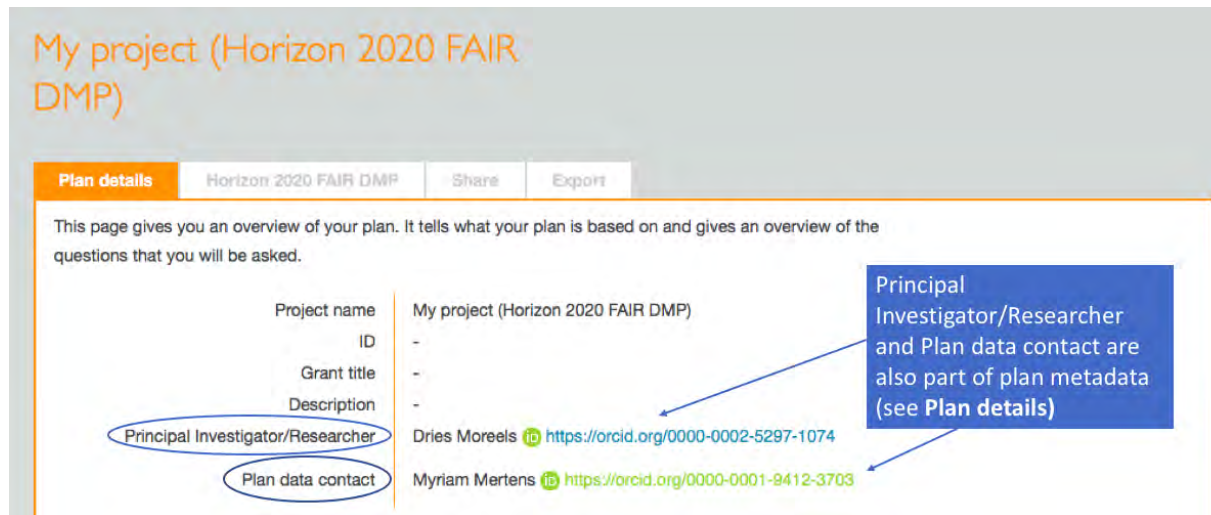
**Select permission level**

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



## Interface of DMPonline.be



- | **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  <a href="https://orcid.org/0000-0002-5297-1074">https://orcid.org/0000-0002-5297-1074</a>
Plan data contact	Myriam Mertens  <a href="https://orcid.org/0000-0001-9412-3703">https://orcid.org/0000-0001-9412-3703</a>

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



# Interface of DMPonline.be



**My project (Horizon 2020 FAIR DMP)**

File details | Horizon 2020 FAIR DMP | Steps | **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)**

**Title** Save Reset

Title

**Included Elements**

Admin details	Sections
<input checked="" type="checkbox"/> Project Name	<input checked="" type="checkbox"/> Sections
<input checked="" type="checkbox"/> Project Identifier	<input checked="" type="checkbox"/> Version information
<input checked="" type="checkbox"/> Grant Title	<input checked="" type="checkbox"/> Date of last update
<input checked="" type="checkbox"/> Principal Investigator / Researcher	<input checked="" type="checkbox"/> Version number
<input checked="" type="checkbox"/> Project Data Contact	<input checked="" type="checkbox"/> Description
<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Date of first version
<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 gener...

**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.

**Select export format**

**Adjust export settings as needed**



**Thank you!**