

MBLWHOI LIBRARY Marine Biological Laboratory Woods Hole Oceanographic Institution

# DMPTool

Annotated version of a presentation given on January 15, 2015 in the Smith Conference Room Audrey Mickle, WHOI Data Librarian Jen Walton, Library Services Coordinator

www.mblwhoilibrary.org



To create a Data Management Plan (DMP) in the DMP Tool, go to DMPTool.org and click on the Log In button on the top right of the screen.



Log in through your institution

Select your institution below and you will be directed to your institutional log in page.

1				
Ma	arine Biologi	ical Laborato	bry	
A				
	Next >>			

If you do not see your institution in the list, please select "Not in List" and click Next.

Choose your institution from the drop down list and click Next.

Biological Discovery in Woods Hole	ory.
MBL Federated Single Sign-On	
Username: Username:	
Password: Password:	
Continue	
HELP Signing in allows you to access multiple Marine Biological Labo username and password only once. To end your session, simp	pratory web applications while entering your MBL bly close your browser.
Questions? Contact the IT Help Desk by phone at 508-289-70	654, via email at helpdesk@mbl.edu
	Authentication powered by Shibboleth™

If you are an MBL employee, you will see this Log In screen. Use your MBL log in information.



Log in to DMP Tool

Funder requirements

	> Forgot your password?
	> Need Help?
	> How to Customize this Skin
Login	
UNIVERSITY OF CALIFORNIA	
Solution DMP Tool	
Build Your Data Management Plan Create, share,	
review, and publish Data Management	
Plans conforming to Institution and	

If you are a WHOI employee, you will see this Log In screen. Use your WHOI log in information.



My Dashboard My DMPs Create New DMP Review DMPs DMP Templates Institution Profile My Profile

My DMPs	My DMPs under Review (where applicable)			
3 plans I own	No DMPs are under review.			
12 plans I co-own				
Create New DMP				

When you are logged in, you will see My Dashboard to let you know how many plans you have and how many you co-own with others.

	OMPTool						Welc	ome! Jennifer Walton
Home	My Dashboard	DMP Requirements	Public DMPs	News	Help	Contact Us	About 🔻	🖵 Log Out
		Marine Biological Laboratory		Marine B	iiological Laborat	ory		

My Dashboard | My DMPs | Create New DMP | Review DMPs | DMP Templates | Institution Profile | My Profile

PUBLIC DMPS	narrow down the list by plan title. Public DMP	's are plans created using the	)	
MPTool and shared publicly by their owner jidelines. A - F G - L M - S	s. They are not vetted for quality, completenes	is, or adherence to funder	, 	Search
Plan Title	Funder Template	Institution	Owner	Downloa
A unified approach to preserving cultural software objects and their development histories	NEH-ODH: Office of Digital Humanities	University of California, Office of the President	DMP dmpcurator	<b>e</b>
Arthropod responses to grassland nutrient limitation	NSF-GEN: Generic	University of California, Office of the President	DMP dmpcurator	
Atmospheric CO2 Concentrations, Mauna Loa Observatory, Hawaii, 2011-2013	NSF-AGS: Atmospheric and Geospace Sciences	University of California, Office of the President	DMP dmpcurator	<b>e</b>
Biosignature Suites: Using Connections between Microbes and Minerals to understand Biogenic Carbonates	NSF-BIO: Biological Sciences (2013- )	University of California, Office of the President	DMP dmpcurator	<b>e</b>
CAREER: Parietal Cortex and the Transformation of Spatial Cognition into Action	NSF-BIO: Biological Sciences (2013-)	University of California, Office of the President	DMP dmpcurator	<b>e</b>
CERTAIN STEM	NSF-EHR: Education and Human Resources	Utah State University	Louis Nadelson	
Collaboration as a means of retention	Institute of Education Sciences (US Dept of Education)	Non partner institution	luis meza	
Copy of Multimedia Text Annotation for Students	NEH-ODH: Office of Digital Humanities	University of California, Office of the President	Bhavitavya Vedula	
Daymet Follow-On: Surface Weather Data with Uncertainty Quantification for	NSF-AGS: Atmospheric and Geospace Sciences	University of California, Office of the President	DMP dmpcurator	

You can see examples of other DMPs by choosing "Public DMPs" at the top of the page. These are plans that people have shared with everyone.

#### My Dashboard | My DMPs | Create New DMP | Review DMPs | DMP Templates | Institution Profile | My Profile

AII

#### PUBLIC DMPS

Use the search box or the A-Z links below to narrow down the list by plan title. Public DMPs are plans created using the DMPTool and shared publicly by their owners. They are not vetted for quality, completeness, or adherence to funder guidelines.

0	Search
$\mathcal{L}$	Search

A-F	G-L	M - S	T - Z

Plan Title	Funder Template	Institution	Owner	Download
A unified approach to preserving cultural software objects and their development histories	NEH-ODH: Office of Digital Humanities	University of California, Office of the President	DMP dmpcurator	
Arthropod responses to grassland nutrient limitation	NSF-GEN: Generic	University of California, Office of the President	DMP dmpcurator	<b>(199</b> )
Atmospheric CO2 Concentrations, Mauna Loa Observatory, Hawaii, 2011-2013	NSF-AGS: Atmospheric and Geospace Sciences	University of California, Office of the President	DMP dmpcurator	
Biosignature Suites: Using Connections between Microbes and Minerals to understand Biogenic Carbonates	NSF-BIO: Biological Sciences (2013- )	University of California, Office of the President	DMP dmpcurator	
CAREER: Parietal Cortex and the Transformation of Spatial Cognition into Action	NSF-BIO: Biological Sciences (2013- )	University of California, Office of the President	DMP dmpcurator	
CERTAIN STEM	NSF-EHR: Education and Human Resources	Utah State University	Louis Nadelson	(B)
Collaboration as a means of retention	Institute of Education Sciences (US Dept of Education)	Non partner institution	luis meza	(COP)
Copy of Multimedia Text Annotation for Students	NEH-ODH: Office of Digital Humanities	University of California, Office of the President	Bhavitavya Vedula	۲
Daymet Follow-On: Surface Weather Data with Uncertainty Quantification for Terrestrial Ecosystem Process Models	NSF-AGS: Atmospheric and Geospace Sciences	University of California, Office of the President	DMP dmpcurator	<b>.</b>
Doctoral Dissertation Research: An Agent-Based Model of Population Changes in a Vulnerable Coastal Environment	NSF-SBE: Social, Behavioral, Economic Sciences	Louisiana State University	Kenan Li	<b>1</b>

You can sort by author, funder template, and institution and view a PDF of the plan.

### Biosignature Suites: Using Connections between Microbes and Minerals to understand Biogenic Carbonates

#### 1 Data Collected, Formats and Standards

Procedures for gathering samples and data, as well as maintaining their integrity are outlined in the project description section of our proposal. After each sampling trip, researchers will file out a sample database template, which will be integrated into the main FileMaker Pro Sample Database by Melim. Datasheets are created during each SEM session and during Melim's UNM visits, new photos and SEM data are transferred to her for integration. Spilde is responsible for the addition of geochemical data addition to the Sample Database. At periodic intervals, a copy of these databases will be transferred to UNM PI computers. Computers in the Northup lab that store data are backed up to an external disk.

Physical specimens consist of carbonate biothems and filtered water samples are stored in Spilde or Northup's labs until completion of analyses. At this time they are returned to the federal agency for museum curation or destroyed during analysis. Field notes will be scanned into pdf files, with a copy sent to Carlsbad Caverns National Park or other federal cave manager. SEM images will be saved in the tif format. Geochemical and other chemistry data are stored initially in excel files and transferred to the FileMaker Pro Sample Database to corresponding samples. The data in excel files will be converted to cave files for archiving

Here is an example of what the PDF looks like.

My Dashboard My DMPs Create New DMP Review DMPs DMP Templates Institution Profile My Profile

#### CREATE NEW DMP

#### Start with a DMP Template

To create a new DMP, select a funder or institutional template.

#### Select Template >>

#### Copy an Existing DMP

The existing DMPs in this list are either publicly shared by any user, shared within your institution by other DMP creators, or are plans that you have previously created.

Select an existing DMP below and add text to the template.

	Owner
test	Jennifer Walton
A unified approach to preserving cultural software objects and their development histories	DMP dmpcurator
Atmospheric CO2 Concentrations, Mauna Loa Observatory, Hawaii, 2011-2013	DMP dmpcurator
Daymet Follow-On: Surface Weather Data with Uncertainty Quantification for Terrestrial Ecosystem Process Models	DMP dmpcurator
Multimedia Text Annotation for Students	DMP dmpcurator
	A unified approach to preserving cultural software objects and their development histories Atmospheric CO2 Concentrations, Mauna Loa Observatory, Hawaii, 2011-2013 Daymet Follow-On: Surface Weather Data with Uncertainty Quantification for Terrestrial Ecosystem Process Models Multimedia Text Annotation for Students

Go to the create a DMP tab to copy an existing DMP or select a template to start from.

My Dashboard | My DMPS | Create New DMP | Review DMPS | DMP Templates | Institution Profile | My Profile

#### SELECT DMP TEMPLATE

NEH-ODH: Office of Digital Humanities U.S. Geological Survey DMP Guidance

<< Back

licted to proceed to the part step. The type of template chosen can affect what Select one of the fun information you v

formation you will need to provide in the following steps.	Q	Search
A-F G-L M-S T-Z AII		
C Alfred P. Sloan Foundation		
BCO-DMO NSF OCE: Biological and Chemical Oceanography		
Department of Energy: DOE		
DMP Template from DCC		
Gordon and Betty Moore Foundation		
C Gulf of Mexico Research Initiative		
Institute of Education Sciences (US Dept of Education)		
Institute of Museum and Library Services		
Joint Fire Science Program		
National Institutes of Health		
Mational Science Foundation		

Next >>

At this point, you will see a list of the available templates organized by funder. Choose a template and click "Next".

My Dashboard | My DMPs | Create New DMP | Review DMPs | DMP Templates | Institution Profile | My Profile

	DMP Overview	
DMP Overview		
DMP Template * DMP Title	National Institutes of Health	
Proposal Solicitation Number		
Proposal Submission Deadline	<ul> <li>public</li> <li>institutional</li> </ul>	
Add Co-owners:	private           Add co-owners; search by name or email address	0
< Back Cancel		Save and Next >>

Title the plan and choose whether you want the plan to be public, institutional, or private (this can be changed later). Also, add co-owners who can edit. Click save and next.

My Dashboard   My DMPs   Create New DMP   Review	W DMPs   DMP Templates   Institution Profile   My Profile  DMP Details DMP Preview
National Institutes of Health	
lick on a section below to edit it at any time.	
= Complete	Instructions Links
' = Mandatory	Investigators seeking \$500,000 or more in direct costs in any year should include a description of how final research data will be shared, or explain why data sharing is not possible.
Template Outline	Guidance box size: small   medium   full
Additional data sharing requirements	The precise content of the data-sharing plan will vary, depending on the data being collected and how the investigator is planning to share the data. Consider the following: When will you make the data available? What file formats will you use for your data, and why? What transformations will be necessary to prepare data for preservation/data sharing? What metadata/documentation will be submitted alongside the data? Will a data-sharing agreement will be required? What will the agreement state? What are your plans for providing access to your data? Which archive/repository/central database have you identified as a place to deposit data?
	B I U S ×₂ ײ J≡ ∷≣ ⊯ # X ि â â â a ∧ Q b3

The precise content of the data-sharing plan will vary, depending on the data being collected and how the investigator is planning to share the data.

#### DMP DETAILS

	Instructions Links
= Complete	
= Mandatory	General Resources
Template Outline	NIH data sharing guidance and resources
	NIH data sharing policy and implementation
🗈 Data sharing plan 🛛 🔗	NIH Key Elements in Preparing a Data Sharing Plan (PDF)
Additional data sharing requirements	NIH Data Standards and Common Data Elements Resource Guide (.doc)
	NIH Data Sharing Repositories
	Twin sharing policy statement
	BIUS×, × = = = = = X 6 6 6 4 + Q 3
	Cancel Changes Save Response Save and Next
	Cancel Changes Save Response Save and Next

The links tab includes resources from the template and the institution.

		Same Con	tact				
My Dashboard   My	DMPs Create New DMP Review DMPs	DMP Templates Institution Profile My Profile	ç				
	DMP Overview DMP D	etails DMP Preview					
Export as PDF	Export as RTF 👘 Print						
DMP Name:	NIH sample plan						
DMP Template:	National Institutes of Health	Last Modified Date:	January 13, 2015				
Owner:	Jennifer Walton	Co-owner[s]:					
Institution:	Marine Biological Laboratory	Solicitation Number:					
<ol> <li>Data sharing p</li> <li>When will you i</li> <li>What file forma</li> <li>What file forma</li> <li>What transform</li> <li>What metadata</li> <li>Will a data-sha</li> <li>What are your</li> </ol>	Man make the data available? ats will you use for your data, and w nations will be necessary to prepare a/documentation will be submitted a aring agreement will be required? W plans for providing access to your	why? re data for preservation/data sharing? alongside the data? What will the agreement state? data?					
<ul> <li>Which archive/</li> </ul>	repository/central database have	you identified as a place to deposit data	a?				

The DMP Preview will show you what everything looks like together. Send the DMP to PDF, the printer, or to an RTF document that you can edit in Word as part of a larger document.

S DMP Tool			11				w	/elcome! Audrey Mickle
Home My Dashbo	bard	DMP Requirements	Public DMPs	News	Help	Contact Us	About 🔻	🖵 Log Out
Woods Hole, Oceanograph		Woods Hole	Oceanographic	: Institutio	n	🛃 Woods	: Hole Oceanogra :t Audrey Mickle	phic Institution

My Dashboard My DMPs Create New DMP Review DMPs DMP Templates Institution Profile My Profile

#### PARTNER INSTITUTIONS

Partner institutions can configure the tool to point to their resources and services, provide customized help, and provide suggested answers to the questions asked by funding agencies. DMPTool users affiliated with partner institutions can login with their own institutional accounts. For more information see About Partners.

Use the A-Z links below to narrow down the list by institution or use the search box to search for specific institutions.

A-F G-L M-S T-Z All	Q	Search
Name	Shibboleth enabled?	DMPTool Customized?
University of Wisconsin-Milwaukee	0	0
Utah State University	0	0
Vanderbilt University	0	
Virginia Commonwealth University	0	0
Virginia Tech	0	0
Washington State University	0	
Washington University in St. Louis	0	0
Wayne State University		
Weill Cornell Medical College	0	0
Woods Hole Oceanographic Institution	0	0
View All « First « Previous 3	3 4 5 6 7 8 Next › Last »	

WHOI and MBL are partner institutions with DMP tool. We have an integrated log in set up for our users and the ability to assign editors or administrators to customize institution-specific content or to create templates for our institution or for the public.

## **Customizing Templates**

My Dashboard   My DMPs   Create New DMP   Review DMPs	DMP Templates	Institution Prof	file My Profile	
	Customizatio	n Overview	Customization Details	

Joint Fire Science Program

Template Outline	Guidance	Links	Suggested Response	Example Response	
<ul> <li>Project Data Management: Data Types</li> <li>Project Data Management: Quality Assurance</li> <li>Project Data Management: Data Access</li> <li>Project Data Management: Storage and Backup</li> <li>Long-Term Data Management: Metadata</li> <li>Long-Term Data Management: Data Repository</li> <li>Long-Term Data Management: Data Access</li> </ul>	DMP Rese Help with da Give a sh and conte Add gui	OURCES ata types nort descrip ent. Be as idance	tion of your data, includin specific as possible. Data	g types, scale, resolutio types More	n, format, amount
<< Back					

Customizing a template is a way to take a template that is owned and maintained by another author or organization and build additional resources on top of that template. These additions would be accessible to anyone in your institution.

## **Customizing Templates**

### Use Case 1

"I assist researchers with proposal preparation, including Data Management Plans. I would like to direct some scientists to use DMP Tool, while providing additional resources to the relevant templates."

### Use Case 2

"I want to provide a more structured way to review Data Management Plans."

### Use Case 3

"I want to promote institutional resources for data management and sharing."



All (29)   Active (24)   Inactive (5)   Institution only (1)   Public (28)   Public defined by my Institution (1)									
Name	Institution	Status	Visibility 😧	Creation Date	Last Modification Date				
Institute of Museum and Library Services Customize	Institute of Museum and Library Services	Active	Public	01/17/2012 05:00PM	01/17/2012 05:00PM				
Gulf of Mexico Research Initiative	Gulf of Mexico Research Initiative	Active	Public	11/15/2012 10:00AM	11/15/2012 10:00AM				
Institute of Education Sciences (US Dept of Education)	Institute of Education Sciences (US Dept of Education)	Active	Public	08/16/2013 01:00PM	08/16/2013 01:00PM				
Joint Fire Science Program	Joint Fire Science Program	Active	Public	09/30/2013 09:00AM	09/30/2013 09:00AM				
NSF-EFRI: Emerging Frontiers in Reseach and Innovation	National Science Foundation	Inactive	Public	03/02/2012 11:00AM	05/21/2014 11:29PM				
NSF-BIO: Biological Sciences (2013-)	National Science Foundation	Active	Public	05/02/2013 04:00PM	05/27/2014 11:48PM				
NSF - Mathematical Sciences	National Science Foundation	Inactive	Public	04/25/2013 10:25PM	05/27/2014 11:48PM				
NSF-BIO: Biological Sciences (2011-2012) (OBSOLETEUSE MORE RECENT VERSION)	National Science Foundation	Inactive	Public	08/01/2011 02:36PM	05/27/2014 11:49PM				
NSF-GEN: Generic	National Science Foundation	Active	Public	08/01/2011 02:33PM	05/27/2014 11:49PM				
National Institutes of Health	National Institutes of Health	Active	Public	02/10/2012 09:00AM	05/27/2014 11:49PM				
View All	« First « Previous 1	2 3 Next >	Last »						

Go to the DMP Templates tab, hover over a template and choose "Customize".

My Dashboard   My DMPs   Cre	ate New DMP   Review DM	IPs DMP Templa	tes Institution Profile	My Profile
		Customiz	ation Overview	Customization Details
	ERVIEW			
Basic Information				
Customized for	Woods Hole Oceanographic	Institution		
Customization Name	Institute of Museum and	Library Services for	or Woods Hole Ocea	
Associated DMP template	Institute of Museum and Libra	ry Services 😢		
🚱 Review type	Review Required     Informal Review Allowed     No Review Needed			
Contact Information	Audrey Mickle		0	
* Contact Email	amickle@whoi.edu		]	
Creation Date	2015-01-13 19:40:07 UTC			
Last Modification Date	2015-01-13 19:42:11 UTC			
Save				
Template Resources for Insti	tute of Museum and L	ibrary Services	- Customized for \	Voods Hole Oceanographic Institution
These resources will be displayed for all re	equirements defined for this tem	plate.		
Details	Action	Institution	Creation Date	Last Modification Date

From here you can choose the review type (whether the author can ask for comments) and add a template resource, which will appear on every list item. Choose Add a Resource to include a template-wide resource.

Customization Details >>

Add a resource

My Dashboard | My DMPs | Create New DMP | Review DMPs | DMP Templates | Institution Profile | My Profile

#### EXISTING RESOURCES

For Woods Hole Oceanographic Institution

ρ

Search

Select	Details	Туре	Institution	Creation Date	Last Modification Date	Edit		
•	Boston College Metadata Guide	Links	WHOI	08/07/2014 02:56PM	08/07/2014 02:56PM	₿,		
$\odot$	Databib - Repository Listings for Bio	Links	WHOI	08/07/2014 02:07PM	08/07/2014 02:10PM	₿,		
۲	Introduction to Metadata - MMI	Links	WHOI	08/07/2014 02:57PM	08/07/2014 02:57PM	₿,		
$\odot$	MIT Data Management Guide	Links	WHOI	09/26/2014 03:36PM	09/26/2014 03:36PM	₿,		
•	Nature - Recommended Data Repositories	Links	WHOI	08/07/2014 02:13PM	08/07/2014 02:13PM	₿,		
$\odot$	re3data - Repository Listings for Bio	Links	WHOI	08/07/2014 02:10PM	08/07/2014 02:11PM	٥,		
Li	Link Selected Resource							

<< Back

Add a new resource

Select an existing resource or create a new one.

#### Template Resources for Institute of Museum and Library Services - Customized for Woods Hole Oceanographic Institution

These resources will be displayed for all requirements defined for this template.

Details	Action	Institution	Creation Date	Last Modification Date			
Introduction to Metadata - MMI	₿,	WHOI	01/15/2015 04:31PM	01/15/2015 04:31PM			
Add a resource							

Customization Details >>

The resource is added. Choose Customization details to continue.

My Dashboard   My DMPs   Create New DMP   Review DMPs	DMP Templates	Institution Profile	e My Profile	
	Customizatio	n Overview	Customization Details	

Institute of Museum and Library Services

<ul> <li>Summary of research and data</li> <li>Approval requirements</li> <li>Data restrictions</li> <li>Additional documentation</li> <li>Intellectual property rights</li> <li>Tools used in collecting and generating data</li> <li>Metadata</li> <li>Storage and access</li> <li>Long-term planning and archiving</li> <li>Depositing data in a repository</li> <li>Data management plan review</li> </ul>	Template Outline	Guid	dance Links	Suggested Response	Example Response	
	<ul> <li>Summary of research and data</li> <li>Approval requirements</li> <li>Data restrictions</li> <li>Additional documentation</li> <li>Intellectual property rights</li> <li>Tools used in collecting and generating data</li> <li>Metadata</li> <li>Storage and access</li> <li>Long-term planning and archiving</li> <li>Depositing data in a repository</li> <li>Data management plan review</li> </ul>	DM Help Si th Si	P Resources with research s ummarize the purpo re project. Include th how less Add guidance	summary ose of the research and the data le anticipated or estimated volur	that will be collected or gen ne of data. What is the purp	erated in the course of ose of the research?

<< Back

Here you have the option of adding content to 4 tabs for each question or field. Guidance is an explanatory field. Links are strictly links. My Dashboard | My DMPs | Create New DMP | Review DMPs | DMP Templates | Institution Profile | My Profile

CUSTOMIZATION DETAILS

Institute of Museum and Library Services



**Customization Overview** 

Customization Details

<< Back

Here are the links already included from the template and the institution.

## **Informal Review**

Data Management Plan States (in blue boxes)



Here is the basic workflow of am Informal review process put together by the California Digital Library. More about reviews: <u>https://github.com/CDLUC3/dmptool/wiki/Review-Functionality</u>

## **Creating Templates**

#### DMP TEMPLATE DETAILS

<< Back

NSF-BIO\_WHOI: Biological Sciences (2013-)

Template Outline		Requirements
ᡝ Add Group 🕐 🕞 Add Requirement (	8	
📹 Describe Your Data	<b>(+)</b>	* Requirement Label
📄 Data Collected, Formats and Standa	ırds 🛞	* Detailed Question
Roles and Responsibilities	۲	
📶 Share Your Data	+ <b>(x)</b>	
Data Storage and Preservation	۲	
Dissemination Methods	۲	Obligation
Policies for Data Sharing and Public	Access 😣	Mandatory If Applicable     Recommended     Optional
DMP Template Status: Inactive 🔞		Question Type text
Activate		
Delete		Save Cancel
This template cannot be deleted until all DN use it have been removed.	IPs that	

Creating a Template allows you to create a new and independent "master" template that will not inherit from any other template, but also allows you to completely customize the content, rename the template, and reorganize the information.

## **Creating Templates**

### Use Case 1

"I want to create a lab-specific DMP template as part of a larger Data Management effort in my office."

### Use Case 2

"I want to use a DMP Tool template as part of a course or workshop with users outside my institution."

### Use Case 3

"I want to create a repository-specific template to provide specific guidance to users who will be submitting their data to my repository."

#### 👶 CREATE NEW DMP TEMPLATE

#### Copy an Existing DMP Template

Select an existing requirements template below and edit the template information and details.

	Name	Status
۲	Institute of Museum and Library Services	active
$\odot$	NSF-BIO: Biological Sciences (2013- )	active
0	Institute of Education Sciences (US Dept of Education)	active
$\odot$	Joint Fire Science Program	active
$\odot$	U.S. Geological Survey DMP Guidance	active
	« First < Previous 1 2 3 4 5 Next > Last »	
Co	py Template	

#### Create New DMP Template

Input basic and optional information of the new requirements template and edit the template details.

**Create New Template** 

From the DMP Templates tab, scroll to the bottom and choose "Create a New Template". Select a template that you want to copy or choose to create a new one.

My Dashboard   My DMPs   Cre	ate New DMP   Review DMPs   DMP Templates   Institution Profile   My Profile
	Template Overview Template Details
Requirements template was	successfully created.
S DMP TEMPLATE OVE	R∨IEW
Basic Information	
* Template name	Copy of Institute of Museum and Library Services
😢 * Visibility	<ul> <li>public</li> <li>institutional</li> </ul>
Creation date	01/15/2015 04:35 PM
Modification date	01/15/2015 04:35 PM
Institution	Woods Hole Oceanographic Institution
Optional Information	
Start Date	01/13/2012
End Date	
🤣 Review requirement	<ul> <li>Review Required</li> <li>Informal Review Allowed</li> <li>No Review Needed</li> </ul>
Funder links	Guidance http://www.imls.gov/applicants/pr
Add Funder Link	
Add Sample Plan	
Save Cancel	Save and Next >>

Rename the template, choose whether it is public or institutional, and what the review requirement will be. From here you can also add funder links and sample plans.

My Dashboard My DMPs	Create New DMP	Review DMPs	DMP Templates	Institution Profile	My Profile

Template Overview	Template Details
-------------------	------------------

#### DMP TEMPLATE DETAILS

Copy of Institute of Museum and Library Services

		* Requirement Label		
Summary of research and data	۲	Requirement Luber		
Approval requirements	۲	* Detailed Question		
Data restrictions	۲			
Additional documentation	۲			
Intellectual property rights	۲			/
Tools used in collecting and generating data	8	Obligation	Mandatory	
Metadata	8		Mandatory If Applicable	
Storage and access	8		<ul> <li>Recommended</li> <li>Optional</li> </ul>	
Long-term planning and archiving	۲	Question Tune	tout	0
Depositing data in a repository	۲	Question Type	text	Ŭ
Data management plan review	8	Save Cancel	numeric date enum	
IP Template Status: Active 🔞				
Deactivate				
Deactivate				

From this screen you can edit, add, and remove and requirement that is listed. You can choose whether that question is mandatory or Recommended and the question type—text, dates, numbers. You can ad groups to organize the content.
From here, you can deactivate the template, reactivate, and delete. While the template is deactivated, it can't be copied or used for a plan.

## BC - DM DMP Template on DMPTool

- Designed to help researchers develop DMPs that meet the requirements of NSF's Division of Ocean Sciences (OCE) Sample and Data Policy. Use of the template is encouraged for proposals to NSF's Biological & Chemical Oceanography Sections.
- See more information:
  - November 2014 edition of the OCE Newsletter, "Making Waves": <u>http://www.nsf.gov/pubs/2015/nsf15021/nsf15021.pdf</u>
  - On the BCO-DMO website at: <u>http://www.bco-dmo.org/nsf-two-page-data-management-plan</u>
  - Email: <u>info@bco-dmo.org</u>



## **DMP Tool Resources**

- Data Management Guidance https://dmptool.org/dm\_guidance
- DMP Tool Quick Start Guide https://dmptool.org/quickstartguide/
- DMP Tool Help for Administrators https://github.com/CDLUC3/dmptool/wiki/Help-for-Administrators
- Template Creation https://github.com/CDLUC3/dmptool/wiki/Template-Creation
- Template Customization https://github.com/CDLUC3/dmptool/wiki/Template-Customization
- Review Functionality https://github.com/CDLUC3/dmptool/wiki/Review-Functionality

## Contact Us

### Jen Walton

508-289-7452

jwalton@mbl.edu

**Audrey Mickle** 

508-289-2538

amickle@whoi.edu