How to use the SU-VR template to create your DMP

Begin your own DMP using the more *machine-actionable* **SU-VR template** by clicking **Create plans**, which will take you to this page:

To get the SU DMP template as default for your own new DMP, it is here very important that you do **NOT** *select any primary funding organisation* and that you *instead* *check the box* **No funder…** adjacent, *before* clicking **Create plan** button at the bottom of the page.

On the next page you will get some fields pre-populated, notably your name and ORCID from your account profile, but some to fill in, among them possible Funder. Do not bother to select Guidance here, since there is only our local guidance attached to the SU template.

If you wish, you can check the box for mock project for testing, which will make your DMP private by default, but still able to share it by adding e-mail addresses to designated people later (through Share option in top menu bar).

When you are done, click **Save** at **bottom of page** (NOT under Select Guidance, it has no effect here). This will take you to this page, confirming that your new DMP will actually be based on a version of our SU-VR template (version no. will be higher than 21 from now).

Before going further you might also want to add Contributors with their roles:

| Project Details | Contributors | Plan overview | Initial DMP | Full DMP (undevelopped) | Share | Download |

New contributor

View all contributors

* Name

Datona Datason

* Email

dada@su.se

ORCID

1234-5678-9012-345X

Phone number

123-123-1234

Affiliation

Stockholm University

* Roles

Select each role that applies to the contributor.

☑ Data Manager   ☐ Principal Investigator   ☐ Project Administrator

Save Cancel

The entries here will later be automatically used to answer one of the questions further down in your DMP, so you will not have to fill that out again. But you can at any time change or add contributors and roles later. It is only at the time when the DMP is harvested for review or for archiving, that the contributors are registered also.

Proceeding to fill out your DMP, you will then first get a Plan overview looking something like this:

MyNewProject

| Project Details | Plan overview | Initial DMP | Full DMP (undevelopped) | Share | Request feedback | Download |

SU-VR template

This plan is based on the "SU-VR template" template provided by Stockholm University.

This SU template is built on the Swedish Research Council - VR DMP template original questions, but with possible answers formatted with respect to Stockholm University Research Data Policy, local research data management guidelines and the RDA DMP Common Standard, with enumeration lists and fixed answering options, to make the output (API) more machine-actionable and easier to validate / evaluate.

Template version 21, published on 26 January 2021

Initial DMP (9 sections, 41 questions)

Instructions

This SU template is built on the Swedish Research Council (VR) template, but with more elaborate questions and to the extent possible, machine actionable *answer* options (drop-down menus, checkboxes, conditionals etc.). The objective is to ensure the DMP fulfills also the requirements of the SU Data Policy and Guidelines. This initial phase is specifically also intended for explicit endorsement by prefect / head of department that the DMP fulfills funder requirements.

Write plan

You will "only" have to fill out the **Initial DMP** (41 questions, thus, but mostly checkboxes, menu-options etc., some conditional on the absence or presence of personal or sensitive data in the project, so often fewer than 41 questions). Click on **Initial DMP** and then, as it unfolds, on **Write plan**, to get here:

MyNewProject

| Project Details | Plan overview | **Initial DMP** | Full DMP (undevelopped) | Share | Request feedback | Download |

expand all | collapse all   0/41

0: Note on personal data! (0 / 1) ＋

I: Description of data – reuse of existing data and/or production of new data (0 / 12) ＋

II: Documentation and data quality (0 / 3) ＋

III: Storage and backup (0 / 3) ＋

IV: Legal and ethical aspects (0 / 5) ＋

V: Accessibility and long-term storage (0 / 9) ＋

VI: Responsibility and resources (0 / 3) ＋

VII: Funding requirement fulfilled for initial version (0 / 1) ＋

VIII: DMP administrative information (0 / 4) ＋

And then, just click on one of the sections at a time and the questions and Guidance (to the right, also) will unfold.

Take your time, you do not of course have to go through all the questions in all sections at a time, but just remember to save your work regularly.

At any time you can choose to share your work with others by clicking the **Share** option in the top menu bar, and then fill out e-mail address(es) and assign Permissions.