

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:

DMPonline My Dashboard Create plans Reference Help Language

Research Data Management Services at Stockholm University Contact Research Data Management Team Support
General Data Repositories

Warning: DMPonline will be taken offline for Upgrade on Wednesday, 10th February 2021. Please save your work before this time.

Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

* What research project are you planning?

 mock project for testing, practice, or educational purposes

* Select the primary research organisation

Stockholm University No research organisation associated with this plan or my research organisation is not listed

* Select the primary funding organisation

Begin typing to see a filtered list No funder associated with this plan or my funder is not listed

Create plan Cancel

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.

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Notice: Successfully created the plan. This plan is based on the Stockholm University: 'SU-VR template' template.

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MyNewProject

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

*** Project title**
MyNewProject
 mock project for testing, practice, or educational purposes

Funder
EOSC Nordic; Stockholm University

Grant number
SU-123456

Project abstract
Collection of climate data through changes in lichens observed over a time period of ...
Briefly summarise your research project to help others understand the purposes for which the data are being collected or created.

Select Guidance
To help you write your plan, DMPonline can show you guidance from a variety of organisations. Select up to 6 organisations to see their guidance.
 Digital Curation Centre
Find guidance from additional organisations below
See the full list
Save

ID
70917

Principal Investigator
Name
Joakim Philipson
ORCID ID
0000-0001-5699-994X

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).

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MyNewProject

Project Details Plan overview Initial DMP Full DMP (undeveloped) 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) +
- Full DMP (undeveloped) (3 sections, 3 questions) +

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**

* **Email**

ORCID

Phone number

Affiliation

* **Roles**
 Select each role that applies to the contributor.

Data Manager Principal Investigator Project Administrator

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

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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.

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:

The screenshot shows the MyNewProject interface. At the top, there is a navigation menu with the following options: Project Details, Plan overview, Initial DMP, Full DMP (undevelopped), Share, Request feedback, and Download. Below the navigation menu, there is a progress indicator showing '0/41' and a bar. The main content area is a list of sections, each with a plus sign button to its right, indicating they can be expanded. The sections are:

- 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.