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D4.6: Data management plan tool (customized DMPonline) RBINS

Eurofleets+ customized DMPRoadmap

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<div align="center">TABLE OF CONTENTS</div>

Contents

1. Introduction

In order for the data collected during the Eurofleets funded cruises to comply with the FAIR data management guiding principles, the submissions for the three access programmes need to be accompanied by a Data Management Plan (DMP). For Deliverable 4.4 a DMP template for funded cruises has been created. In order to make it easier for applicants and PIs to create and maintain their DMP, for Deliverable 4.6 a web application has been created online.

This web application is a fork of the DMPRoadmap (https://github.com/DMPRoadmap), a collaborative data management planning tool originally created by the Digital Curation Centre (DCC), http://www.dcc.ac.uk/, and the University of California Curation Center (UC3), http://www.cdlib.org/services/uc3/.

The web application is available on http://dmp.ef-ears.eu.

An RBINS employee is the website admin and has created the DMP template. There is a whole back-end to manage templates and users. This back-end id is not detailed in the guide below.

Deliverable 4.4 produced a set of DMP questions and a guidance document providing background on DMPs. For this deliverable, the DMP questions have been integrated in the web application; some questions have been adapted or left out compared with D4.4. The guidance document has been generalized and extended to contain also information on how to use the Eurofleets+ DMP Roadmap and on general data management. Information generated for D 1.3 (Eurofleets+ Data Management Plan) and D4.7 (Data handling chain setup) is and will be included in this document. It is publically visible on the EF+ DMP Roadmap web application can be retrieved via

http://dmp.ef-ears.eu/files/EF+_data_management_guidelines_PI.pdf.

A training webinar on general data flow and how to use the DMP Roadmap will be given during August using Zoom.

The below guide will be adapted for the data management guidelines.

2. Functionality

Templates

The web application can host multiple data management plan templates, but this instance hosts only one, the Eurofleets+ funded cruise DMP one. This DMP template consists of two phases, one for the preliminary DMP (before the application) and one for the full DMP (Post-Award DMP). One plan per cruise is created and includes both phases.
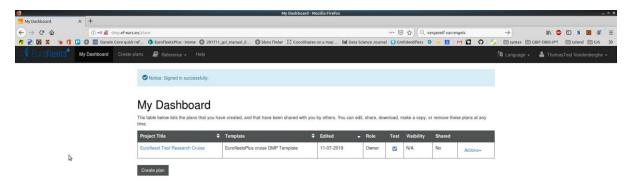
User accounts

Users have to create their own account and can log in afterwards with this. Institutional access (using Shibboleth or ORCID) is possible but has not been enabled as of now. The organisation of the user is provided at time of registration as a text string but can be changed in the 'Edit profile' screen, upon clicking the username in the top right button.

Pages

Dashboard

The main page after logging in is the Dashboard, which lists all the plans of a user. Form this page, an existing plan can be edited, shared, downloaded, copied or deleted. For sharing, see below. Users can also create a new plan from here.
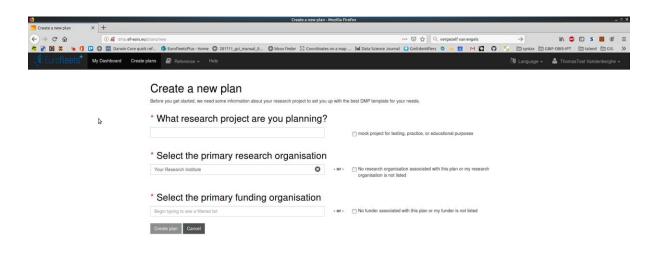
Create a new plan

A new plan can be created by clicking 'Create plan' in the Dashboard. On the next screen, the Cruise project title, the primary research institute and the primary funding organisation must be completed. The primary research institute comes pre-filled with 'Your Research Institute'. The tick box 'No research organisation associated with this plan or my research organisation is not listed' should be enabled. The primary funding organisation should be completed with 'Eurofleets+' (type an 'e' to see this dropdown menu option). Click 'Create plan' to continue.
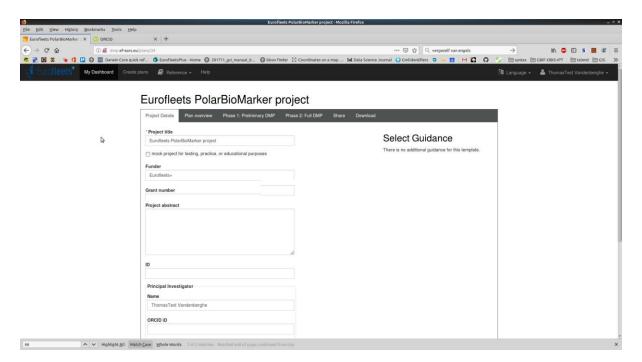
Edit plan page
This brings you to the main screen of the application, where you can complete the DMP.

Please note that for each step (tab) and answer, you need to click 'Save', else the information will be lost.

This page has 6 tabs: 'Project details', 'Plan overview', 'Phase 1', 'Phase 2', 'Share' and 'Download'.

Project Details

Complete or adapt here the Title, Grant Number, Abstract and ID. The Grant number should only be completed when your cruise is granted. The ID is the project acronym as provided in the online proposal submission website, as is the abstract. If you will not be the data contact person, please specify this person's contact details. Please be consistent with the answer in '*Who will be responsible for data management in your project?*'.

Plan overview

This tab provides guidelines and resumes the questions of phase 1 and 2.

Phase 1: Preliminary DMP

The 14 questions are organised per theme, according to the Horizon 2020 DMP template. All questions are mandatory, but the level of detail can be limited. You can format your answer if needed (bold, bulleted lists etc.).

Per question, it is possible to provide comments that collaborators can review. Collaborators are persons that can be invited to review/edit your DMP (see 'Share').

Please click 'Save' for each answer and comment.

Phase 2: Full DMP

The 26 questions of this phase needs to be completed more in full. Please copy-paste your 14 answers from phase 1 and adapt them as needed. All questions are mandatory.
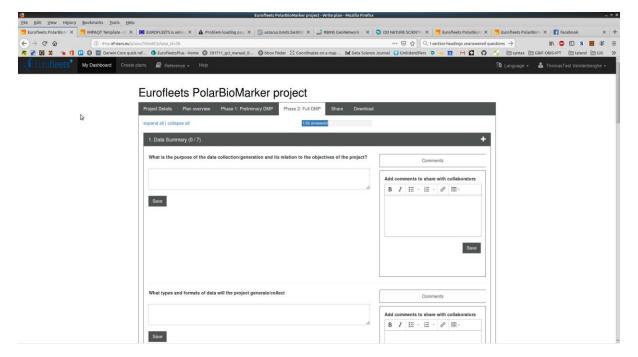
You should not repeat the information that is present in the guidelines, nor repeat the data treatment the Eurofleets+ reference data managers will perform. **The DMP exists so that you feel**

more comfortable with your own data management because it becomes a forethought, not an afterthought. You should keep in mind not only the period before, but also beyond the submission of the data in the Eurofleets+ portal. E.g. how will you continue to store all these large datasets after the project? On your own hard disks or on an external safe repository? Short and to the point answers are ok. If (part of) a question is not applicable to your proposal, please indicate this with 'n/a'. Please feel free to share your DMP (or future DMPs) with collaborators so that they are rapidly up-to-date with how you (plan to) work.

Please click 'Save' for each answer and comment.

Share

While it is possible to make your plan publically visible on the whole website, this is not advised. You can also share your plan with other colleagues (collaborators) who are then invited to create an account on the site (if they have none yet). These persons cannot further share the DMP.

Download

This tab enables you to download a specific phase of your DMP as a docx or pdf file. Use this functionality to provide your preliminary DMP (phase 1) as a pdf in the proposal submission form.

Please mark all three tick boxes ('project details coversheet', 'question text and section headings' and 'unanswered questions') upon download of the file.

3. Annexes

Guidelines for data management, including DMP:

http://dmp.ef-ears.eu/files/EF+_data_management_guidelines_PI.pdf

Questions: http://dmp.ef-ears.eu/template_export/54713870.pdf