

DMPTool for SMHS Data Management and Sharing Plans

Are you applying for a federal grant? To maximize the sharing of scientific data, the best practices for research data include a data management and sharing plan.

Follow these steps to create a plan that follows University of North Dakota (UND) School of Medicine & Health Sciences (SMHS) best practices.

1. Access the [DMPTool](https://dmptool.org/). (<https://dmptool.org/>)
2. Create an account using your @UND.edu email address.
3. Select **University of North Dakota (und.edu)** from the Institution dropdown menu to connect your account to customized DMP templates and other UND content.
4. To begin your first plan, click the **Create plan** button.

New Account Sign Up

Email address
first.last@UND.edu

First Name *

Last Name *

Institution *
University of North Dakota (und.edu)

I cannot find my institution in the list

* Select the primary research organization

Research organization
University of North Dakota (und.edu)

* Select the primary funding organization

Funder
National Institutes of Health (nih.gov)

Which DMP template would you like to use?
NIH-Default DMSP

5. On the next screen, provide the basic information requested. Depending on the Funder you select, a list of templates may appear (e.g. NIH Default DMSP). Additional template options will be available on the next screen if your funder doesn't provide templates.

6. Click **Create**.

7. Now you will see a screen with a horizontal menu. Complete the **Project Details** and select guidance options on the right side of the screen. In the future, UND and/or SMHS will have customized templates listed in the full list. **At this time, select DMPT tool and your funding agency**, if it appears in the list of options. Alternately, select any other institution(s) with which you are familiar to view their customized guidance.

Erika's Test DMSP

Project Details Collaborators Write Plan Research outputs Finalize Download

Project title *
Erika's Test DMSP

mock project for testing, practice, or educational purposes

Project abstract

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

Press Alt 0 or Option 0 for help using the rich text editor with keyboard only.

8. Navigate through each of the tabs to complete your plan.

Additional details about the six elements here: ([Writing a Data Management & Sharing Plan | Data Sharing \(nih.gov\)](#))

- A. On the **Write Plan** tab, expand each of the six sections to complete each of the six required elements of a DMSP. *Responses for these elements will vary depending on the type of research you are conducting, the type of data you are generating and the extent to which it is appropriate and advantageous to make your data.*

Element 1: Data Type

Briefly describe scientific data to be managed and shared

- a. Types and amount of scientific data expected to be generated in the project
- b. Scientific data that will be preserved and shared, and the rationale for doing so
- c. Metadata, other relevant data, and associated documentation

Element 2: Related Tools, Software and/or Code

Indicate whether specialized tools are needed to access or manipulate shared scientific data to support replication or reuse, and name(s) of the needed tool(s) and software. If applicable, specify how needed tools can be accessed.

Element 3: Standards

Describe what standards will be applied to the scientific data and associated metadata (i.e., data formats, data dictionaries, data identifiers, definitions, unique identifiers, and other data documentation).

Element 4: Data Preservation, Access, and Associate Timelines

Give plans and timelines for data preservation and access

- a. Repository where scientific data and metadata will be archived
- b. How scientific data will be findable and identifiable
- c. When and how long the scientific data will be made available

Element 5: Access, Distribution, or Reuse Considerations

Describe any applicable factors affecting subsequent access, distribution, or reuse of scientific data related to:

- a. Factors affecting subsequent access, distribution, or reuse of scientific data
- b. Whether access to scientific data will be controlled
- c. Protection for privacy, rights, and confidentiality of human research participants:

Element 6: Oversight of Data Management and Sharing

Indicate how compliance with the DMS Plan will be monitored and managed, the frequency of oversight, and by whom (e.g., title, roles).

The following example paragraph may be used as a template for UND SMHS plans

Lead PI [*insert name*], ORCID: 0000-0000-0000-0000, will be responsible for the day-to-day oversight of lab/team data documentation, collections, and storage activities. Compliance with elements three, four, and five of this DMS Plan will be handled collaboratively by the PI and the UND SMHS data management group in accordance with SMHS policies and procedures for best practices in data collection, quality assurance, description, and deposit for preservation and access.

Contact information:

Colin Combs, Associate Dean of Research - UND SMHS - medlibrary.datamanagement@und.edu

B. Research Outputs

Create a list or table of the outputs you anticipate resulting from your research (i.e. images, data sets, etc.).

C. Finalize

- Set plan visibility

- Register your plan for a DMP ID

DMP IDs are DOIs designed specifically for data management plans. By registering, you'll be able to link this plan to your ORCID, and to project outputs such as datasets and journal articles which will make it easier to show that you met your funder's requirements by the end of the project.

D. Download your completed data management plan!

9. Upload the PDF of your finalized DMSP to submission platform (i.e. ASSIST, research.gov, grants.gov, etc.).

10. Congratulations!!!

HELPFUL LINKS:

[NSF DMS assistance](#)

[NIH DMS assistance](#)

[DMS plan information](#)