

Using the DMPTool for your NIH Data Management and Sharing Plan

Participating institution version

Why Use the DMPTool for your NIH DMSP?

Because the DMPTool:

- Is a free and open, web-based form for writing your plan
- Leads you through writing your plan by breaking it down by the NIH required elements
- Provides links to useful guidance from NIH, suggested answers, and additional resources
- Allows you to receive feedback on your draft from [Your Service Name] *Optional-
remove if you are not a participating institution*

How to Login



[Funder Requirements](#) [Public DMPs](#) [Help](#)

- Funder Requirements
- Public DMSPs
- Help



Your Institutional Email

First Name *

Last Name *

Institution *

I cannot find my institution in the list

Password *

Show password

I accept the terms and conditions *

Sign up


78,592 Users


344 Participating Institutions


76,302 Plans

Dashboard



Build your Data Management Plan

[My Dashboard](#)

[Create Plan](#)

[Funder Requirements](#)

[Public DMPs](#)

[Help](#)

DMPTool

✔ Signed in successfully.

My Dashboard

Welcome

You are now ready to create your first DMP.
Click the 'Create plan' button below to begin.

There are no records associated

Create plan

Create a new NIH DMSP

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?

Title of Project/Proposal

mock project for testing, practice, or educational purposes

* Select the primary research organization

Research organization

Institutional Affiliation

- or -

No research organization associated with this plan or my research organization is not listed

* Select the primary funding organization

Funder

Type your funder

- or -

No funder associated with this plan or my funder is not listed

Which DMP template would you like to use?

**Select
Template**

NIH-GDS: Genomic Data Sharing

NIH-GDS: Genomic Data Sharing

NIH-GEN DMSP (Forthcoming 2023)

NIH-GEN: Generic (Current until 2023)

We found multiple DMP templates corresponding to your funder.

Create plan

Cancel

Overview of Available Tabs

How to Use the DMPTool to Write Your NIH Data Management and Sharing Plan

Project Details Collaborators Write Plan Research outputs Request feedback Download Finalize / Publish

Project title *
How to Use the DMPTool to Write Your NIH Data Management and Sharing Plan

mock project for testing, practice, or educational purposes

Project abstract

Research domain
- Please select one -

Project Start mm/dd/yyyy **Project End** mm/dd/yyyy

Research outputs may have ethical concerns

Funder
National Institutes of Health (nih.gov)

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](#)

Project Details

Using the DMPTool to add **Project Details** and to **Select Guidance**.

The screenshot displays the DMPTool interface. The background shows the 'Project Details' form with fields for 'Project title' (containing 'my new grant proposal'), a checked checkbox for 'mock project for testing', a 'Project abstract' text area with formatting options (B, I, list), a 'Research domain' dropdown menu (set to '- Please select one -'), and a 'Project Start' date field (set to 'yyyy-mm-dd'). A modal window titled 'Select Guidance' is overlaid on the form. It contains the following text: 'To help you write your plan, DMPTool can show you guidance from a variety of organizations. Please choose up to 6 organizations of the following organizations who offer guidance relevant to your plan.' Below this is a warning: 'Don't forget to save your changes after making your selections.' A list of 20 organizations follows, each with a checkbox. 'DMPTool' is the only organization with a checked checkbox. The list includes: Appalachian State University (appstate.edu), Arizona State University (asu.edu), Australian National University (anu.edu.au), Ball State University (cms.bsu.edu), Boise State University (boisestate.edu), Boston University, Brown University (brown.edu), California State University, Sacramento (csus.edu), Carnegie Mellon University (CMU), Cold Spring Harbor Laboratory (cshl.edu), Cornell University (cornell.edu), DMPTool, Duke University (duke.edu), East Carolina University (ecu.edu), EcoHealth Alliance (ecohealthalliance.org), Emory University (emory.edu), Florida State University (fsu.edu), George Mason University (gmu.edu), George Washington University (gwu.edu), Georgetown University, Georgia Institute of Technology, Grand Valley State University (gvsu.edu), Griffith University (griffith.edu.au), Harvard University (harvard.edu), and Indiana University (iu.edu).

Collaborators

Using the
DMPTool to add
Collaborators.

The screenshot shows the 'Collaborators' tab in the DMPTool interface. The form is titled 'New contributor' and includes the following fields and options:

- Name ***: A text input field.
- Email ***: A text input field.
- ORCID**: A text input field.
- Affiliation**: A dropdown menu with 'Iowa State University (iastate.edu)' selected.
- I cannot find my affiliation in the list
- * Roles**: A section with the instruction 'Select each role that applies to the contributor.' and four checkboxes:
 - Data Manager
 - Principal Investigator
 - Project Administrator
 - Other
- Buttons**: 'Save' and 'Cancel' buttons at the bottom left.
- View all contributors**: A button in the top right corner.

The navigation bar at the top of the interface includes the following tabs: Project Details, Collaborators, Write Plan, Research outputs, Download, and Finalize / Publish.

Write Your Plan

How to Use the DMPTool to Write Your NIH Data Management and Sharing Plan

Project Details Collaborator **Write Plan** Research outputs Download Finalize / Publish

This plan is based on the "NIH-GEN DMSP (Forthcoming 2023) " template provided by National Institutes of Health (nih.gov) - (ver: 4, pub: 2022-10-06).
expand all | collapse all 0/13

- + Data Type (0 / 3) +
- + Related Tools, Software and/or Code (0 / 2) +
- + Standards (0 / 1) +
- + Data Preservation, Access, and Associated Timelines (0 / 3) +
- + Access, Distribution, or Reuse Considerations (0 / 3) +
- + Oversight of Data Management and Sharing (0 / 1) +

Write Your Text for Each Element

+ Data Preservation, Access, and Associated Timelines (0 / 3)

There are various ways in which to disseminate, preserve, and make scientific data discoverable. In this section, you should describe where and when the scientific data associated with your research will be made available. The primary way to satisfy this requirement is to put your scientific data into a repository, which will support preservation of that data and provide long term access. In some cases, a repository may be specified by the funding Institute or Center; if a repository is not specified, then you have discretion in selecting the repository for your scientific data. When identifying a repository, consider how your scientific data will be made available. A good starting point to ensure that your data are in this section.

Repository where scientific data and metadata will be archived: Provide the name of the repository(ies) where scientific data and metadata arising from the project will be archived; see [Selecting a Data Repository](#)

Rep
and

B *I* ☰ ▾ ☰ ▾ 🔗 📄 ▾

Comments

Information to assist in selecting
scientific data resulting from funded

Types of data, NIH and/or Institute,

Save

NIH example answer

All dataset(s) that can be shared will be deposited in _____ [Add appropriate NIH-supported data repositories] OR
_____ [Add appropriate subject or disease repositories]

Sample Language for Dryad Data Repository

Dataset(s) resulting from this research will be shared via the generalist repository Dryad, which provides metadata, persistent identifiers (i.e., DOIs), and long-term access. Dryad is the institutional data repository supported by the University of California and all data is shared under a CC0 waiver, which makes the dataset(s) publicly available. Data will be made available as soon as possible or at the time of associated publication. Dryad datasets are backed up to Merritt, the UC's CoreTrustSeal-certified digital repository, for long-term storage and accessibility. Procedures in place to ensure dataset preservation include storage of data files in multiple geographic locations, regular audits for fixity and authenticity, and succession plans in the event of repository closure.

Research Outputs

Project Details

Collaborators

Write Plan

Research outputs

Download

Finalize / Publish

New research output

Type *

- Please select one -

Title *

Abbreviation

Description

B *I*

May contain sensitive data?

May contain personally identifiable information?

Intended repositories

Add a repository

Research Outputs: Repositories and Metadata

Description

B I

May contain

Intended repositories

NCBI [Remove](#)

The National Center for Biotechnology Information advances science and health by providing access to biomedical and genomic information

[More info](#)

[Add a repository](#)

Metadata standards

Minimum Information about any (x) Sequence (MlxS) [Remove](#)

MlxS currently consists of three separate checklists; MIGS for genomes, MIMS for metagenomes, and MIMARKS for marker genes. To create a single entry point to all minimum information checklists from the GSC and to the environmental packages, we created an overarching framework, the MlxS standard (publication in Nature Biotechnology). MlxS includes the technology-specific checklists from the previous MIGS and MIMS standards, provides a way of introducing additional checklists such as MIMARKS, and also allows annotation of sample data using environmental packages.

<https://genomicsstandardsconsortium.github.io/mixs/>

[Add a metadata standard](#)

Anticipated release date

Initial access level

Initial license

For guidance on selecting a license:
<https://creativecommons.org/about/cclicenses/>

[Save](#) [Cancel](#)

Research Feedback*

The screenshot shows a navigation bar with the following tabs: Project Details, Collaborators, Write Plan, Research outputs, Request feedback (highlighted), Download, and Finalize / Publish. Below the navigation bar, the page title is "Request expert feedback". The main content area contains the following text: "Click below to give data management staff at DMPTool, the Plan Owner's org, access to read and comment on your plan." Below this is a light gray box containing a sample email: "Dear Researcher, 'How to Use the DMPTool to Write Your NIH Data Management and Sharing Plan' has been sent to your DMPTool account administrator for feedback. Please email uc3@cdlib.org with any questions about this process." Below the email box, it says "You can continue to edit and download the plan in the interim." and there is a blue button labeled "Request feedback".

* This tab only appears if you are a participating institution. Remove from slide deck if you are not

Download

Project Details Collaborators Write Plan Research outputs Request feedback Download Finalize / Publish

Format

docx

csv

html

pdf

text

docx

json

- question text (will only display your answers)
- unanswered questions
- research outputs

Download Plan

Finalize/Publish

Project Details

Collaborators

Write Plan

Research outputs

Download

Finalize / Publish

Set plan visibility

Public or organizational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.





- Private: visible to me, specified collaborators and administrators at my organization
- Organization: anyone at my organization can view
- Public: anyone can view

Save

Register your plan and add to ORCID

Get a [DMP ID](#) for your data management plan.

In order to register your plan you must have completed the following:

-  answered at least 50% of questions
-  identified your funder
-  authorized DMPTool to add works to your ORCID record via your [Third party applications page](#)
-  plan is not a mock project for testing, practice, or educational purposes

Once the steps above are satisfied, a button to register your plan will appear here.

Learn more about DMPTool and Writing an NIH Data Management and Sharing Plan

<https://blog.dmptool.org/>

<https://sharing.nih.gov/>

Placeholder

placeholder

