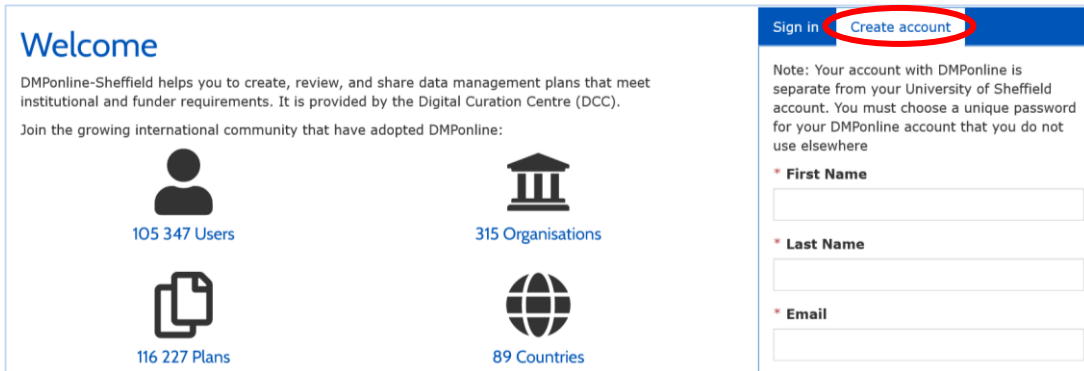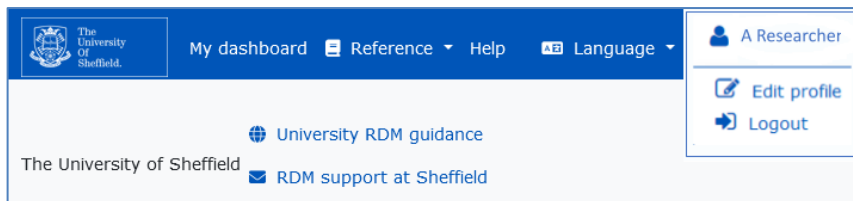# A practical guide to DMPonline

Writing a data management plan (DMP) can help ensure your data is easier to store, find and understand. All PGRs are required to have a DMP before their confirmation review, and a DMP is often a requirement of research funding. To support this, the Library provides access to DMPonline, a tool with templates and guidance from the University and major funders to make writing a DMP easier for students and staff.

Create an account

To create a DMPonline account, go to dmponline.sheffield.ac.uk and click on **Create account**. Enter your details, including a unique password you do not use elsewhere.
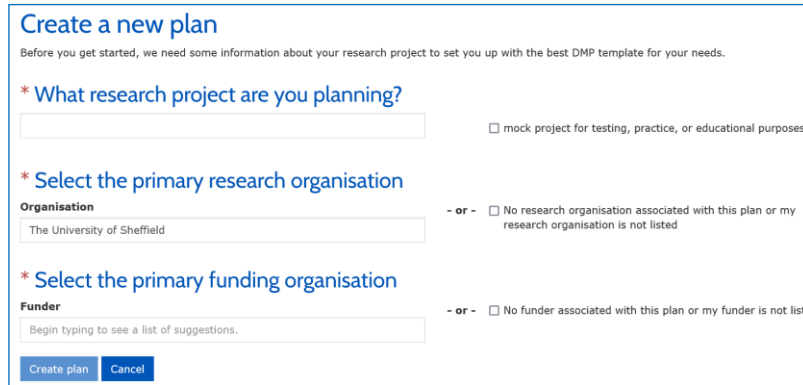
My Dashboard

Your DMPonline homepage is called **My Dashboard**. You can use the drop-down menu at the top right of the screen to edit your profile (including notification settings) and log out.

You can also see the plans you have created and plans that have been shared with you.

Project Title	Template	Edited	Role
MDH research project	Postgraduate Research DMP (The University of Sheffield): Faculty of Medicine, Dentistry and Health	20-02-2023	Owner
Postgraduate research project	Postgraduate Research DMP (The University of Sheffield)	20-02-2023	Co-owner

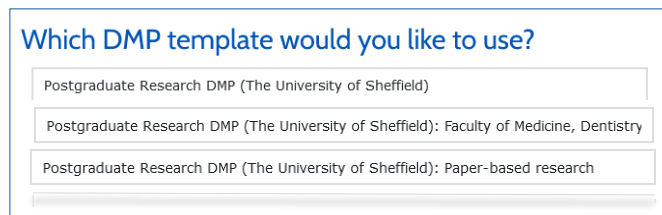To create a new data management plan, click on **Create plan**.

Create a new plan

Under **Create a new plan**, give a title for your project and select The University of Sheffield as your research organisation. In the third box either type and select your funder, or if your research has no external funding, tick **No funder associated with this plan**. To access all University of Sheffield (TUoS) templates for students and staff, click on the first TUoS DMP option. (Note that 'paper-based' templates are for research involving very little digital data.)

Select **Create plan** to access your chosen template.
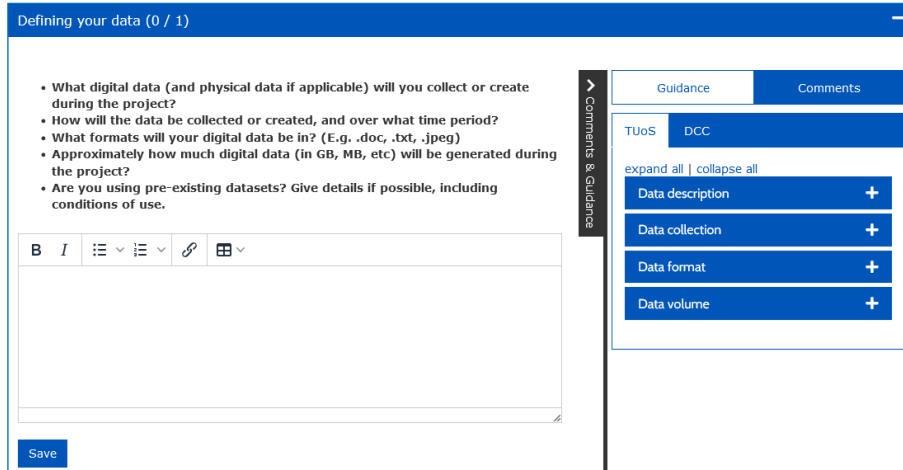
Use the tabs across the top of the template to create and manage your DMP.

Project details — Make sure the details are correct and add a project abstract. Details of external funding should be added here if applicable.

Plan overview — This gives details of the information you should include in your DMP.

Write plan — To view the sections of the plan, use the + on the right or select **expand all**. You can then complete each section (see below).

Download — You can download the plan in a choice of formats and select which components you wish to be included in the downloaded plan.

Write a plan

Use the prompts in each section to complete the plan as fully as possible. Find guidance from The University of Sheffield (TUoS), Digital Curation Centre (DCC), and funder if applicable via the tabs on the right. There is also a **Comments** section, which can be used by those you share the plan with. Try to focus in your plan on the data you will use and create in your research, and remember to click on **Save** at the end of each section.

Share a plan

To share a plan with a supervisor or colleague, click on **Share** at the top of the plan. Add their email address under **Invite collaborators**, then select a **Permissions** option and **Submit**. You can also set your plan visibility here – this would normally be **Private**.

Comment on a plan

To comment on a plan that has been shared with you, first open the plan in your Dashboard. Select **Write plan**, then click on the **Comments** tab to the right of each section. You can add feedback, questions and suggestions in each comments field – remember to click on **Save** at the end of each one.

Request feedback

You can use the **Request feedback** tab to request feedback from the Library's Research Data Management (RDM) team. Please note that while the Library team provides comments and advice on DMPs, it does not approve them. You should contact your supervisor, department or funder for details of your DMP submission and approval process.

Ongoing support

The Library's RDM team provides training, support and guidance to help you manage your research data and write a data management plan. You can find more information on the RDM [webpages](#), including advice on [data management planning](#) and details of [training](#) sessions. If you have any questions, email the RDM team at rdm@sheffield.ac.uk.