

DMP Online Quick Start Guide

Go to <https://dmp.radboudumc.nl/>

Instructions to log in for the first time:

1. Click on 'Institutional Login'

Welcome to Radboudumc DMPonline

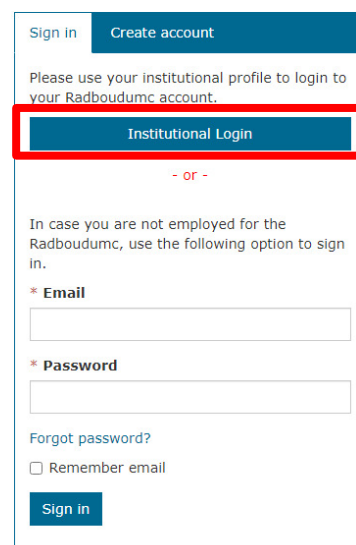
Radboudumc DMPonline is based on the DMPonline tool, developed by the UK's Digital Curation Centre (DCC). The tool is provided by Radboudumc Technology centers RTC-CS and RTC-DS, and it helps you to create, review and share data management plans.

Radboudumc DMPonline offers a unified DMP template for all types of Radboudumc research (both human-based research and non-human, fundamental research), providing tailored institutional guidance, example answers and guidance from funders.

The institutional DMP template has been approved by the two most common national grant providers: ZonMw and NWO.

Instructions to login:

- Click on **'Sign in with Institutional credentials'**
- Select the organization from the list (Radboudumc)
- If you already have an account, you can sign in and directly edit your profile (top right corner of the screen) to link your institutional organization. Next time you will log in you will be directed directly to DMPonline.
- If you are a new user, create an account (with your Radboudumc e-mail address and a **UNIQUE** password) and automatically link it with the institutional credentials so next time you log in you just go through and do not need to add any further details.



The screenshot shows the login interface for Radboudumc DMPonline. At the top, there are two tabs: 'Sign in' and 'Create account'. Below the tabs, a message reads: 'Please use your institutional profile to login to your Radboudumc account.' A blue button labeled 'Institutional Login' is highlighted with a red rectangular box. Below this button, there is a separator '- or -'. Further down, there is a message: 'In case you are not employed for the Radboudumc, use the following option to sign in.' This is followed by two input fields: '* Email' and '* Password'. Below the password field, there is a link for 'Forgot password?' and a checkbox for 'Remember email'. At the bottom of the form is a blue 'Sign in' button.

2. Select the organization from the list (Radboudumc University Medical Center (Radboudumc))
3. If you already have an account, you can sign in and directly edit your profile (top right corner of the screen) to link your institutional organization. Next time you will log in you will be directed directly to Radboudumc DMPonline.

- If you are a new user, create an account (with your Radboudumc e-mail address and a **UNIQUE** password) and automatically link it with the institutional credentials so next time you log in you just go through and do not need to add any further details.

Sign in | Create account

* First Name

* Last Name

* Email

* Organisation

 Radboud University
Radboud University Medical Center (Radboudumc)

* Password

Show password

* I accept the terms and conditions

Create account

- When you log in to Radboudumc DMPonline you will be directed to the 'My Dashboard' page. From here you can edit, share, download, copy or remove any of your plans. You will also see plans that have been shared with you by others.

Radboudumc | My Dashboard | Create plans | Reference | Help | Language

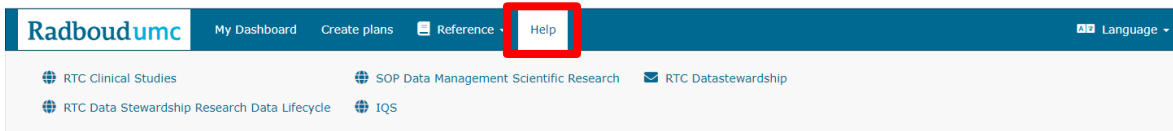
RTC Clinical Studies | SOP Data Management Scientific Research | RTC Data Stewardship
 RTC Data Stewardship Research Data Lifecycle | IQS

My Dashboard

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Project Title	Template	Edited	Role	Test	Visibility	Shared	
Mirjam's Plan	Radboudumc Data Management Plan	04-20-2021	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions

6. Please check the guidance about how to create, write, share and/or download a data management plan, which is provided on the Help page:



Help

On DMPonline On data management planning

Help

When you log in to DMPonline you will be directed to the 'My Dashboard' page. From here you can edit, share, download, copy or remove any of your plans. You will also see plans that have been shared with you by others.

Create a plan

To create a plan, click the 'Create plan' button from the 'My Dashboard' page or the top menu. Select options from the menus and tickboxes to determine what questions and guidance (e.g. from the applicable funder) you should be presented with. The primary research organization for Radboudumc users is "Radboud University Medical Center (Radboudumc)", and the primary funder organization can be entered, if applicable. **PLEASE NOTE** that ZonMw and NWO approved our Radboudumc institutional template so in their case leave the primary funder organization field blank and checkmark the field beside: 'No funder associated with this plan or my funder is not listed'. The system then automatically uses the general Radboudumc institutional template! Confirm your selection by clicking 'Create plan.'

Write your plan

The tabbed interface allows you to navigate through different functions when editing your plan.

- The 'Project details' tab includes basic administrative details, tells you what sets of questions and guidance your plan is based on.
- The 'Contributors' tab lists the project's Principal Investigator(s) and those responsible for data management.
- The 'Plan overview' tab gives you an overview to the questions that you will be asked.
- The following tab(s) present the questions to answer. There may be more than one tab if your funder or institute asks different sets of questions at different stages e.g. at grant application and post-award. The Radboudumc Data Management Plan consists of two tabs: the "Full DMP" tab (mandatory for all), and the DMP Local Feasibility (approval Executive Board) tab, for WMO research only.
- The 'Share' tab allows you to invite others to read or contribute to your plan and define your plan visibility. Default all plans are set Private.
- The 'Download' tab allows you to download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application or if you specifically apply for approval from the Board of Directors ("Lokale uitvoerbaarheid") for WMO research.

When viewing any of the question tabs, you will see the different sections of your plan displayed. Click into these in turn to answer the questions. You can format your responses using the text editing buttons.

Guidance is displayed in the right-hand panel. Click the '+' symbol to view this.

Remember to 'save' your responses before moving on.

Share plans

Insert the email address of any collaborators you would like to invite to read or edit your plan. Set the level of permissions you would like to grant them via the provided options (co-owner, editor, read only) and click on 'Submit'. Adjust permissions or remove collaborators at any time by pressing 'Remove'.

The 'Share' tab is also where you can set your plan visibility.

- Private: restricted to you and your collaborators.
- Organizational: anyone at Radboudumc can view your plan.
- Public: anyone, from any institute, can view your plan in the Public DMPs list.

By default all new and test plans will be set to 'Private' visibility. 'Public' and 'Organizational' visibility are intended for finished plans. You must answer at least 50% of the questions to enable these options.

Please note: The Dutch funders **NWO and ZonMw** have approved the Radboudumc institutional DMP template so in their case leave the primary funder organization blank and checkmark the field beside: "No funder associated with this plan or my funder is not listed". The system then automatically uses the Radboudumc institutional template.