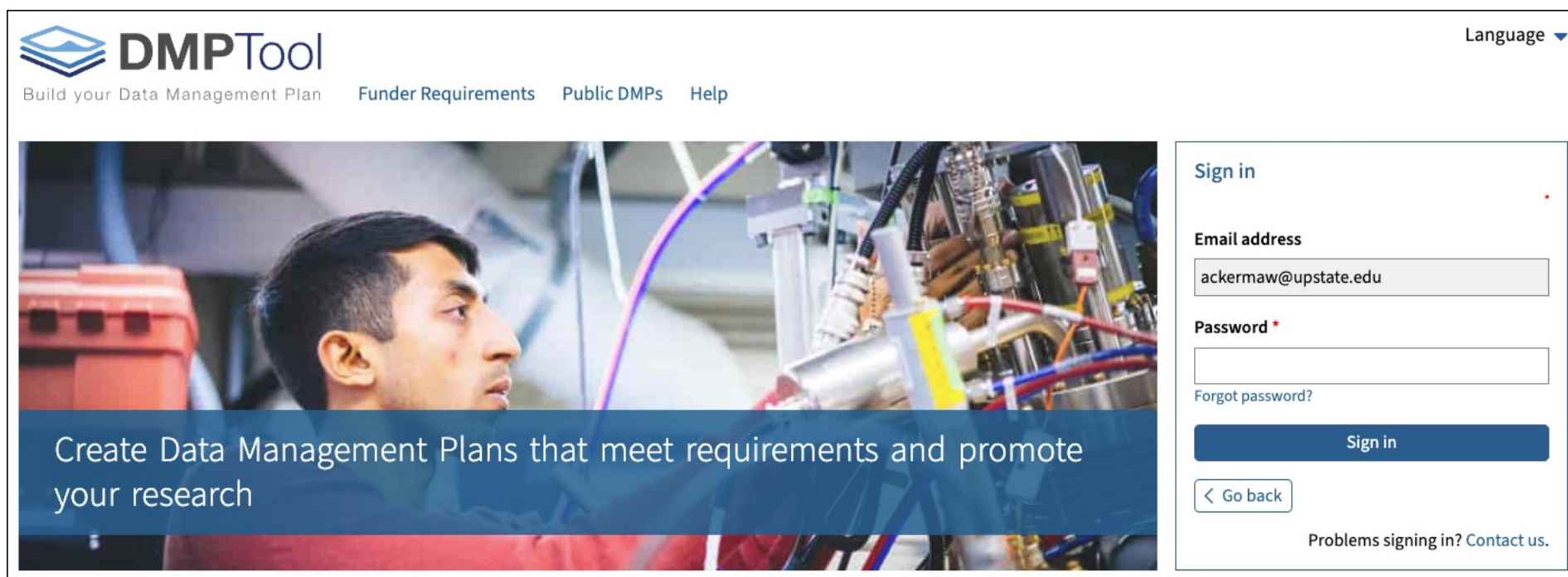# DMPTool

Build your Data Management Plan

The DMPTool is a free online application that helps researchers create data management and sharing plans (DMSPs) using a click-through wizard. Built-in guidance, funder templates, direct links to funder websites, and sample text for answering questions help ensure that plans meet funder requirements.

Completed plans may be downloaded as a Word, text, or PDF document for copy and pasting into a funder application. Saved plans may be duplicated and edited to save time on future plans.

Using the DMPTool (https://dmptool.org/)

Begin by creating an account with your upstate.edu email.

Using the DMPTool (https://dmptool.org/)

Your dashboard includes your saved plans and any that are shared with you.

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	DMP ID	
Genome-wide identification of cancer types and aggressive va ...	NIH-Default DMSP	06-16-2023	Editor	No	Private	Yes		Actions▾
Upstate Medical University – Translational Research to Comme ...	NIH-Default DMSP	03-09-2023	Co-owner	☐	Private	Yes		Actions▾
Exploration and Validation of SHIPi Approaches in Models of ...	NIH-Default DMSP	03-09-2023	Editor	No	Public	Yes	10.48321/D1GP87	Actions▾
Sensitivity of ABI1 metastatic signature to Alpelisib and an ...	NIH-Default DMSP	02-13-2023	Editor	No	Private	Yes		Actions▾

Create plan

Using the DMPTool (https://dmptool.org/)

Plans shared within Upstate may be viewed at the bottom of this page also.

SUNY Upstate Medical University (upstate.edu) Plans

The table below lists the plans that users at your organization have created and shared within your organization. This allows you to download a PDF and view their plans as samples or to discover new research data.

Project Title	Template	Owner	Updated	DMP ID	Download
Using Repetitive Transcranial Magneti...	NIH-Default DMSP	kuoy@upstate.edu	03-26-2023	10.48321/D1RP8Q	📄
The role of CXCR5+CD8T cells in the p...	NIH-Default DMSP	karimim@upstate.edu	04-20-2023		📄
Targeting scaffolding proteins to dis...	NIH-Default DMSP	viapianm@upstate.edu	04-20-2023	10.48321/D1XK9M	📄
Immune cell targeting of the extracel...	NIH-Default DMSP	viapianm@upstate.edu	06-10-2023	10.48321/D1Q35D	📄

Using the DMPTool (https://dmptool.org/)
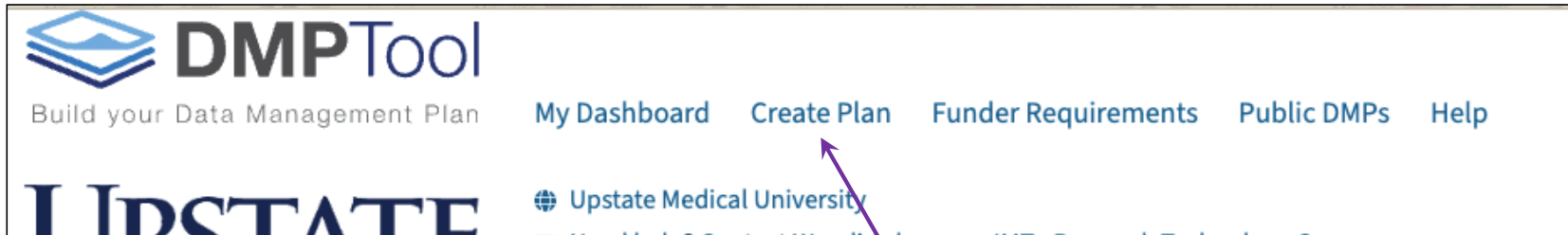
To create a plan from scratch, use the Create Plan link at the top of the page, or the button below your Dashboard
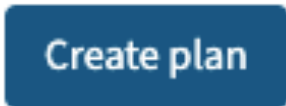
Getting started with a new plan

After adding the title and checking to be sure that Upstate is auto-filled for the organization, start type the funder name to select from the list.

When the funder field has been completed, choose a template.

Use *NIH Default DMSP* for the NIH.

Using the DMPTool (https://dmptool.org/)

Create a new plan

Before you get started, we need some information about your research project to set you up wit

* What research project are you planning?

* Select the primary research organization

Research organization

SUNY Upstate Medical University (upstate.edu)

* Select the primary funding organization

Funder

NIH

National Institutes of Health (nih.gov)

Which DMP template would you like to use?

NIH-Default DMSP

DMPTool interface

Efficacy of Art Therapy for Stress Reduction in the Workplace

| Project Details | Collaborators | Write Plan | Research outputs | Request feedback | Finalize | Download |

There are seven tabs, four of which are required:

- Project Details
- Write Plan
- Finalize
- Download

Using the DMPTool (https://dmptool.org/)

Project Details

Project title is required, all other fields are for your information only and will not be included in the plan download.
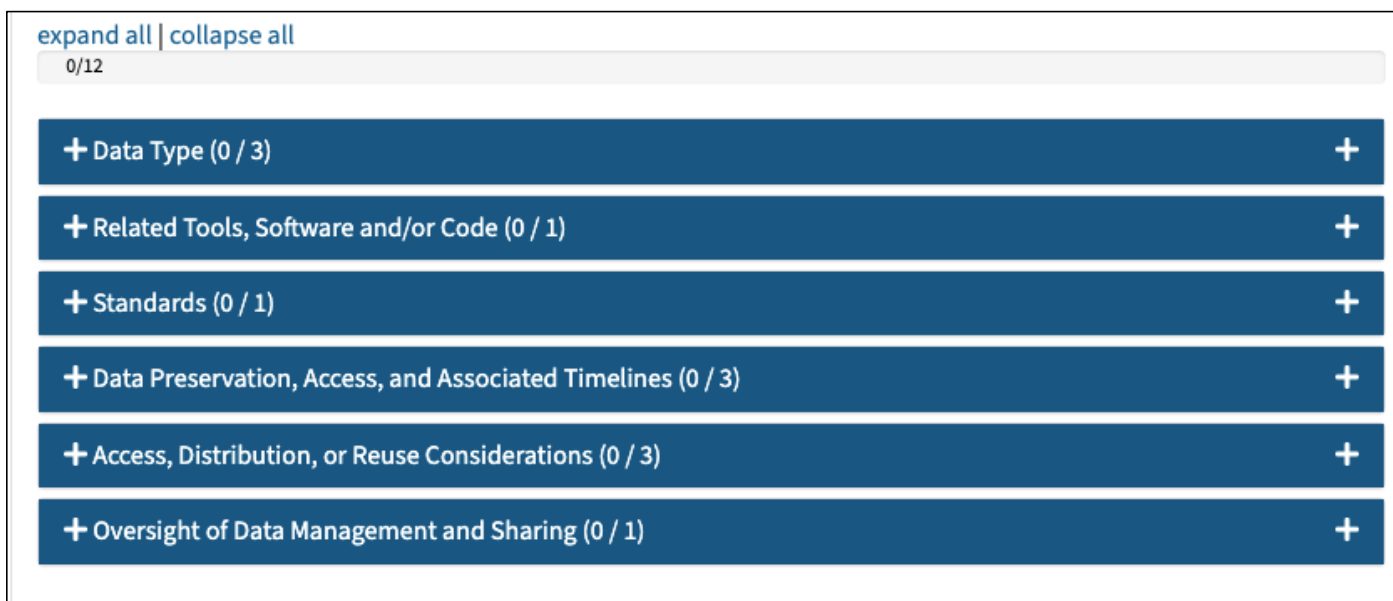
Guidance is available - selecting Cornell Weill Medical from the list is highly recommended

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Using the DMPTool (https://dmptool.org/)

Write Plan

Most of the works is done on this page. For the NIH default template, there are 12 questions in six areas. Expand each area with the "+"

expand all | collapse all
0/12

+ Data Type (0 / 3)   +

+ Related Tools, Software and/or Code (0 / 1)   +

+ 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)   +

Not all questions require a response. Where they are not applicable to your data, briefly state this or leave blank.

Using the DMPTool (https://dmptool.org/)

Write Plan - Example Q & A

+ Oversight of Data Management and Sharing (0 / 1)

Question

Describe how compliance with this Plan will be monitored and managed, frequency of oversight, and by whom at your institution (e.g., titles, roles).

B *I* ≣ ∨ ≣ ∨ 🔗 ⊞ ∨

Response area

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

Save ← Save after every response or edit!

Using the DMPTool (https://dmptool.org/)

Write Plan - Example Q & A

Sample answers may be copied/pasted into the response section above.

Example answer

DMPTool fill-in-the-blank prompt

Lead PI _____[name]___, ORCID: __[ORCID ID]___, will be responsible for the day-to-day oversight of lab/team data management activities and data sharing. Broader issues of DMS Plan compliance oversight and reporting will be handled by the PI and Co-I team as part of general [campus(es)] stewardship, reporting, and compliance processes.

Example answer

Upstate fill-in-the-blank prompt

Lead PI _____[name]___, ORCID: __[ORCID ID]___, will be responsible for the day-to-day oversight of lab/team data management activities and data sharing. Broader issues of DMS Plan compliance oversight and reporting will be handled by the PI and Co-I team and supported institutionally by the Information Management and Technology (IMT) Research Technology Core, in accordance with general Upstate Medical University stewardship, reporting, and compliance processes.

Using the DMPTool (https://dmptool.org/)

Write Plan - Example Q & A

Describe how compliance with this Plan will be monitored and managed, frequency of oversight, and by whom at your institution (e.g., titles, roles).

B | *I* | ☰ ˅ | ☰ ˅ | 🔗 | ⊞ ˅

Lead PI Lucy Van Pelt, ORCID: 0000-0003-1240-7249, will be responsible for the day-to-day oversight of lab/team data management activities and data sharing. Broader issues of DMS Plan compliance oversight and reporting will be handled by the PI and Co-I team and supported institutionally by the Information Management and Technology (IMT) Research Technology Core, in accordance with general Upstate Medical University stewardship, reporting, and compliance processes.

Upstate's Example Answer, edited for this project.

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

Save ⟵ Save!

Using the DMPTool (https://dmptool.org/)

Upstate Example Answers

Upstate also provides Example Answers for question one under Data Preservation, Access for those using Upstate's Figshare data repository.

Example answer

Upstate example answer: Figshare generalist repository

Dataset(s) resulting from this research will be shared via the generalist repository Figshare, which provides metadata, persistent identifiers (i.e., DOIs), and long-term access. Figshare is the institutional data repository supported by Upstate Medical University and all data is shared under a CC0 license, which makes the dataset(s) publicly accessible. Figshare datasets are hosted by the Amazon AWS S3 Storage service, which maintains multiple, redundant copies of data and metadata. Figshare performs additional weekly backups of data and daily backups of metadata. Data will be retained for the life of the repository with 10 years of persistent availability guaranteed. In the event of a repository closure, Upstate Medical University would utilize local storage on the Microsoft Azure platform.

If using a different repository, model your response after one of the DMPTool Example answers.

Using the DMPTool (https://dmptool.org/)

Finalize

Choose the preferred visibility for your plan

Set plan visibility

Public or organisational visibility is intended for finished plans.

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

✔ answered at least 50% of questions on the Write Plan panel
✔ plan is not flagged as a mock project on the Project Details panel

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

Set Visibility

___

Using the DMPTool (https://dmptool.org/)

Finalize

Register for a DMP ID (optional)

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.

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

✔ answered at least 50% of questions on the Write Plan panel
✔ identified your funder on the Project Details panel
✘ linked your DMPTool account to your ORCID via your Third party applications page
✔ plan is not flagged as a mock project on the Project Details panel

Register Plan

Using the DMPTool (https://dmptool.org/)

Download

Choose a format (six options available)

Format

docx

Download settings

☐ include a project details coversheet
☑ include the section headings
☑ include the question text
☐ include any unanswered questions

Download Plan

It is recommended that section headings and question text are included in the download

Use the resulting download to copy/paste your responses into the grant application.

Using the DMPTool (https://dmptool.org/)

Optional tabs

Request feedback:
Use this tab to request a review of your plan. Feedback will be provided relative to the structure of the plan; IMT staff are unable to assist with questions related to the science, scientific standards, etc..

Collaborators:
If you would like to add anyone else as a Co-owner, Editor, or Reader, add them in the DMP Collaborators section.

Research outputs:
For your information only.

Using the DMPTool (https://dmptool.org/)

DMPTool support

Get additional assistance with DMPTool:

Wendi Ackerman, Research Data Administrator
IMT Customer Support, Research Technology Core
[Book a Meeting](#)

Using the DMPTool (https://dmptool.org/)