**DMPTool (dmptool.org) Quick Start Guide**

The DMPTool (Data Management Planning Tool) has been modified for use within UConn Health. Follow the instructions below to create a plan using the UCHC custom template.

1. To **create a new data management plan** (DMSP), select the **UConn Health Custom Template** from the main menu net to the UConn Logo.
2. **Fill in the Project details:** Enter the requested information, such as the project title, Abstract, and duration. Complete as much of the information as you can; it can be modified later. Save your work!
3. **Add Collaborators:** Enter the email addresses of people who will help you write the plan. These individuals will receive an email notification that the plan has been shared with them.
4. **Write the Plan**: Our custom template was designed using the NIH template and presents a series of questions, many with built-in links, related to different aspects of data management. Use the fill-in-the-blank and sample answers to complete the plan.

It is suggested that you provide and answer each question. If a question does not pertain to your research project, answer “N/A” or “Not Applicable”.

Review and refine your plan: Once you have completed the initial set of questions, review your plan to ensure accuracy and completeness. You can modify or add information as needed.

1. **Request feedback:** Send an email to the research librarian who will review and comment on the content; incorporate their input as needed.
2. **Finalize your plan:** Save your DMSP within the DMPTool platform to retain access and editing capabilities. Request a DMP ID and set visibility options. You can also export your plan in various formats, such as PDF or Word, to share it with collaborators, advisors, or funding agencies.

**Update and maintain your plan:** As your research progresses or circumstances change, revisit your DMSP at least annually to ensure it remains up to date and aligned with your evolving data management needs.

DMPTool offers additional resources, such as sample plans and guidance, to assist you throughout the data management planning process.

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| **NIH Data Sharing Mandate: Expectations of PIs and Institutions**  Submit a 2-page Data Management and Sharing Plan: Describe the data and how you will manage it **during and** **after** your project ends.  Document Metadata (the details about how data were collected): Data must be FAIR, findable, accessible, interoperable, and reusable  Comply with the approved DMSP: Manage and [share](https://sharing.nih.gov/data-management-and-sharing-policy/sharing-scientific-data/repositories-for-sharing-scientific-data) data as per the approved DMSP and provide annual updates on DMS activities.  *Effective January 25, 2023 and applies to all NIH funded projects that result in the generation of scientific data* | | | | | | | |
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| **The 6 Elements of a Data Management and Sharing Plan (DMSP)** | | | | | | | |
| **Data Types**  Types, estimated volume, and details about shared data, metadata, and other documentation. | | | **Standards**  Name(s) and application(s) of data and metadata standards that will be applied. | | | |
| **Preservation, Access, Timeliness**  Repositories, FAIR protocols, timelines for data availability and retention. | | | **Related Tools, Software, and Code**  Specialized tools, software, code required for access and handling. | | | |
| **Access, Distribution, or Reuse Considerations**  Factors, controls, and protections affecting access and use. | | | **Oversight**  Responsibility to monitor and manage compliance with the plan. | | | |
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| **The Importance of Metadata** | | | | | | | |
| Metadata helps researchers understand the content, context, and structure of the dataset. It provides details about variables, units of measurement, data sources, and data collection methods. As interdisciplinary research becomes more common, metadata becomes even more critical **when datasets from various sources may be combined** and analyzed together. It helps researchers from different fields understand and use data from diverse disciplines. | | | | | | | |
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| **Academic IT Services (Web)**  use search term ‘dmsp’ | | | | | | **A qr code on a white background  Description automatically generated** |
| **Data Management & Sharing Plans (DMSP)** | | **Repositories** | | **Metadata** | **DMS Support** | | |
| Link to the DMPTool   * Videos * Quick Start Guide   Scientific Data Definition | The 6 Plan elements  Data Sharing Considerations  Human Data Considerations | Repository Search Tool  Data Collection\*  Selecting a Repository  Generalist Repositories | | Data Standards  ReadMe File  The Data Dictionary  Stanford: Creating Metadata | Contact Information  Training Class Registration | | |
| \**REDCAp and LabMac* | | | | | | | |