

## DMPTool Quick Start Guide

The DMPTool (Data Management Planning Tool) is a free, open-source application which helps researchers create Data Management and Sharing Plans (DMSPs) and has been customized for use within UConn Health.

Academic IT Services has also created a [webpage](#), which includes instructional videos and other information, to assist researchers with DMSPs.

To get started with the DMPTool, follow the steps below:

Visit the DMPTool website: Go to the DMPTool website at <https://dmptool.org/>.

1. **Create an Account:** Enter your uhc.edu email address and click on the "Continue" button. Provide some basic information such as your name, email address, and password, which will be specific to the website. *You must use your uhc.edu email address to access the UCHC Template and other customizations.*
2. **To create a new data management plan (DMSP),**
  - a. Click on the "Create Plan" button or a similar option.
  - b. Enter a name for your Project.
  - c. To select the UCH Custom Template, choose "No funder associated with this plan".
3. **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!
4. **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.
5. **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.
6. **Request feedback:** Send an email to the research librarian who will review and comment on the content; incorporate their input as needed.
7. **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.