



## ***Tutorial: DMPTool***

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ACTION Tutorials– DMPTool

- DMPTool is a tool that helps you to create an initial version of a Data Management Plan.
- It is a questionnaire where you will have to answer some questions
- You will be able to generate a DOCX file with the structure of a Data Management Plan based on your answers.
- You can modify the file generated with Word to adapt it to your special features

# STEPS

# Request a user

Mail to [egonzalez@fi.upm.es](mailto:egonzalez@fi.upm.es)

# Log in the application

<https://dmptool.actionproject.eu>

# You will see a table with a list of DMPs

## Click in the new button

### List of Data Management Plan

Name	Price
<a href="#">New</a>	

A list with questions will show up  
in the browser

- Name of the DMP
  - **It must be unique**
- What is the purpose of the data collected / generated?
  - You must describe the motive to collect data or to use the data generated in the text box
- Could you provide us with a description of the data you are going to generate?
  - You must describe **each field of the dataset** = columns in the case of an excel or a CSV file



- Will you re-use any existing data?
  - You have to say if your data is based on pre-existing data of this or another project .
  - If you say yes, you must specify the URL where it can be found. If it is a DOI (Digital Object Identifier), that's even better.
- At this moment, is your project collecting data?
  - You must say if your project is gathering data with other apps such as Epicollect, Google Forms, etc ...
  - If yes, you must say where this information is (URL or DOI).

- Do you want that ACTION publish and share your data on behalf you?
  - If yes, we assume that your data will be published on Zenodo and integrated in our Data Portal (<https://data.actionproject.eu>)
  - If yes, you must provide some keywords for describing your dataset. Think of both generic (to be included in general searches) and specific words (to describe the dataset).
  - If no, you can comment if you plan to do it in the future.

- Please, specify the license of your data
  - You must select the license of your data
  - We strongly recommend the use of Creative Commons with attributions like CC-BY.
  - You can find more information here (<https://creativecommons.org>)
  - If you select Others, you can define your own Terms and Conditions of use in a new text field

- Does your data follow an specific vocabulary or standard to describe it?
  - If you are using a standard to describe your data, you must say yes and add a description, including references if possible.
  - If you are using a vocabulary or ontology, you must say yes and add a description, including references if possible.
- Are you using any methodology or process to assure the quality of the data?
  - If you are using a process to assure the quality of your data, you must to say it explicitly and describe it.
  - Examples can be: are you removing outliers?, are you applying filters to the data?, are your sensors calibrated?, etc...

- Are you using personal information in your data (name, emails, telephone, etc ...) ?
  - If you are handling personal information, you must say it explicitly. Also, you must describe the process you follow to anonymize it.
- Are you using sensitive data for protected species (as geolocation)
  - Idem process as for personal data
- Could be this data interesting for any community?
  - If yes, you must indicate the beneficiary community, including references if it is possible.

# Once completed, click on submit

Could be this data interesting for any community?

Yes  No

To Whom

Light Pollution research community. ~~Lonne~~ Network

Submit

Clear

# The DMP will show up in the list

## You can edit or remove it

### List of Data Management Plan

Name	Price
<b>scolors</b> he data collected will be used to describe the sp...	 

New

# After a while, a new icon emerges

## If you don't see it, reload the page

### List of Data Management Plan

Name	Price
<b>scolors</b> he data collected will be used to describe the sp...	  



New





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