

TU Graz DMP Tool (DAMAP)

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1) Get Access

The DMP Tool can be reached at the following address: <https://dmp.tugraz.at/>

To log in you need an account of TU Graz. With this account you can simply log in using SSO (single sign on). All members of TU Graz automatically have access to the DMP Tool. If you have members in your working group or consortium from outside TU Graz and you want them to interact with the DMP Tool, please go through the account procedure for [externals](#).

2) Create and find DMPs

On the home page you will find general information on DMPs and a short guide on how to create a DMP yourself and what steps are necessary to refine the DMP and keep it up to date. From this page you can access an overview of the DMPs available to you or create a new DMP directly (Figure 1).

1. Overview of all DMPs I have created or which have been released for me.
2. Create a new DMP.

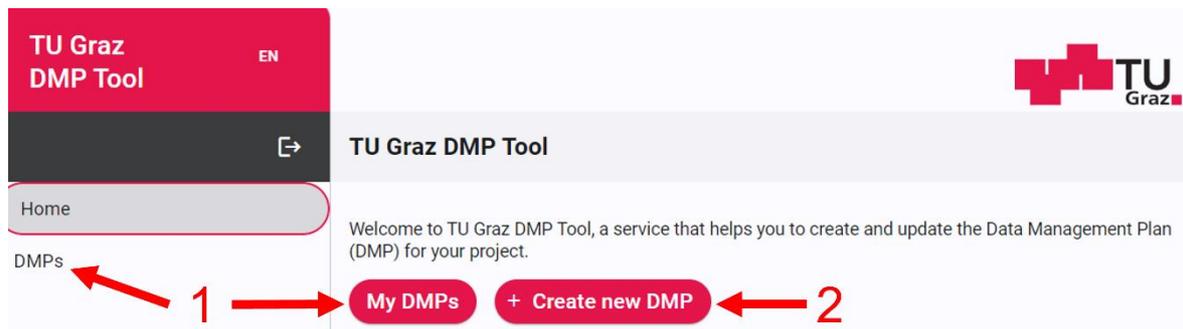


Figure 1: DMP Tool home page (Cut-out)

3) Complete the DMP subsections

If you have created a new DMP, there are a total of 10 sections that you should complete in order to obtain a complete DMP. Further information on DMPs in general and certain funding organisations can be found on the [RDM team's homepage](#). Information on licences and contact options for support with DMP creation can be found on the [RDM Dashboard](#) of TU Graz.

The most important information on the individual sections (Figure 2) of the DMP is summarised below:

- **(1) Choose project:** If you want to create a DMP for a project from the project database and it has already been created there, you can select it there. If you are in the pre-project phase or are creating a DMP for a PHD or Master's thesis, select manual input.
- **(2) People involved in data management:** People are always involved in data management, some in a leading/coordinating role and others who take on sub-tasks. You can add the people involved and their role in this area. It is up to you to decide which level you want to represent in the DMP, but the project manager and the person responsible for data management must be named. In the case of a thesis, at least the candidate and supervisor should be included.
- **(3) Specify research data:** Knowing the data used in the project is one of the most important aspects of the DMP. A distinction must also be made here between new, self-generated data, software, code, etc. and whether existing material is being used. If this information is not known at the time of creation, it can be added later. The DMP is a living document and versions only represent snapshots. The DMP tool also offers the option of selecting an existing file and extracting some metadata. The file itself is not saved, only the metadata.
Please note: The search function using DOI for reused data only works for datasets that are also stored in OpenAire. In other cases, please enter them manually.
- **(4) Documentation and data quality:** The previous section was about the data itself, but now it is about its description (metadata) and how to handle it. This can include the structure of the folders (folder structure), its naming and the naming of the files themselves and further details such as Read Me's. The adequate description of the files with rich and appropriate

additional information is also part of this section. A good and comprehensible structure during project execution not only promotes cooperation and saves nerves, but also helps significantly with publication and subsequent use (by yourself and third parties). The suggestions given by the tool should serve as inspiration and at least be filled with additional information.

- **(5) Storage and backup during the research process:** If you have already entered data at the beginning that you will collect yourself, this area is used to describe who has access during the project and where the storage space is. Some options for storage locations are already available, but if you are using a different solution, you can add these. **If you add data sets at a later stage, please check this section again.**
- **(6) Legal and ethical aspects:** This section is divided into two parts and deals with the legal and ethical aspects of your research data. Depending on the use case, both aspects may be important or only one or neither. In any case, as soon as you select 'Yes', you will have to enter additional information or you will be referred to another office that is responsible for ethical issues. Service units at TU Graz are available specifically for this subject area. The RDM team can help you with this.
- **(7) Data access and licensing:** From this point onwards, you will slowly come to the topic of publishing your data. Here you can decide in advance which data should be published and, if so, whether this should be done with restrictions. You can also select the licence that the different data sets should have. **It is important to note that this can change at any time and only needs to be fixed at the time the data is published.**
- **(8) Repositories:** Of course, the place where the data is published is also important. This is usually a data repository and as a member of TU Graz you can use the TU Graz Repository for this purpose. You can also search for other suitable repositories. You do not have to limit yourself to a single repository if the publication of different types of data in specialised repositories makes sense.
- **(9) Reuse of data:** This section briefly explains who the expected target group is and whether they need additional infrastructure to be able to use the data.
- **(10) Costs:** There will always be costs associated with data management in one way or another, but in many cases existing resources can be used and there are no direct costs involved. However, if you are considering additional storage or hiring a person to assist with data management, these are good examples to include here.
- **(11) Summary:** The last point is not interactive but gives a good overview of whether the DMP is complete or not. In addition to the progress bar, you also get information on what exactly is still open.

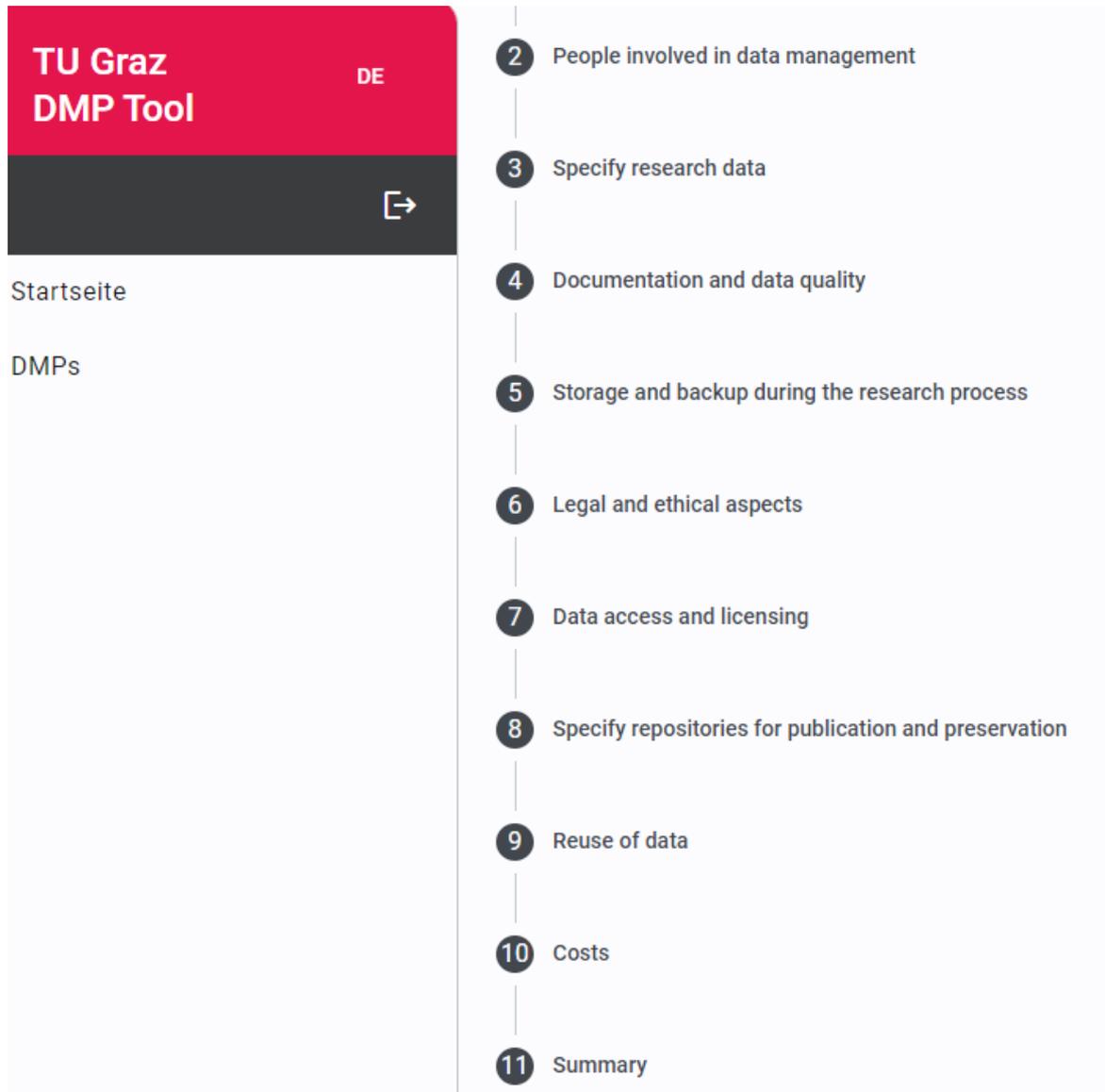
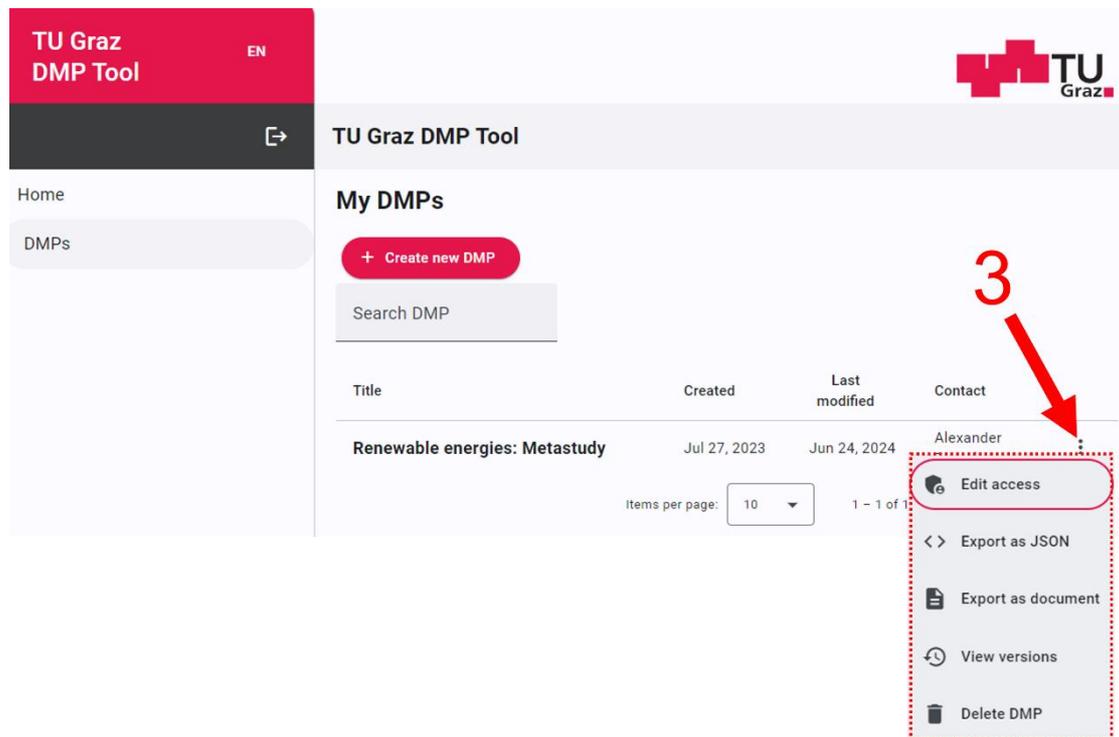


Figure 2: Overview of the DMP areas. The picture does not show the first section “Choose project”. Section “11 Summary” is actually only a summary and is not interactive.

4) Export and share DMPs

In the overview of your DMPs you can see when you created the DMP and when the last update was carried out. If you have a large number of DMPs, you can also search for DMPs using the search field (Figure 3). The administration of your DMPs also takes place in this area of the DMP tool.

- 3.** If you click on the "3-dot" marker on the right side of each DMP entry, you will get to an options window (red marked area). Here you can control the access to your DMP, export it as a Word document or JSON file, switch through the different available versions of your DMP or, if necessary, delete the DMP permanently.



The screenshot shows the TU Graz DMP Tool interface. On the left is a navigation menu with 'Home' and 'DMPs'. The main content area is titled 'TU Graz DMP Tool' and 'My DMPs'. It features a '+ Create new DMP' button and a 'Search DMP' input field. Below is a table of DMPs:

Title	Created	Last modified	Contact
Renewable energies: Metastudy	Jul 27, 2023	Jun 24, 2024	Alexander

At the bottom of the table, there is a dropdown for 'Items per page' set to 10 and a pagination indicator '1 - 1 of 1'. A context menu is open for the 'Renewable energies: Metastudy' DMP, showing options: 'Edit access', 'Export as JSON', 'Export as document', 'View versions', and 'Delete DMP'. A red arrow labeled '3' points to the 'Edit access' option.

Figure 3: DMP overview

If you have clicked on "Edit access", you will get to the overview for the rights management of a DMP (Figure 4). In this menu, you as the owner are in first place, followed by the persons involved whom you added when filling out the DMP. Please note that only persons who are also available in the system as users can be selected as editors. This means that only persons with a valid TU Graz account can access the DMP.

4. Check the box for the persons who appear in the list and who should have editing rights to your DMP.

The screenshot shows the TU Graz DMP Tool interface. On the left is a navigation menu with 'Home' and 'DMPs'. The main content area is titled 'TU Graz DMP Tool' and displays 'Renewable energies: Metastudy'. Below the title are two buttons: 'Go back to DMP overview' and 'Go to living document'. A warning message states: 'Only contributors can be assigned editing rights for a DMP. Please note that simultaneous editing of a DMP can lead to data loss as changes may overwrite each other. Please make sure that you are the only one editing the dmp at the moment.' Below this, three users are listed with their roles:

Name	Email	Role
Alexander Bardel	alexander.bardel@tugraz.at	Owner
Hermann Schranzhofer	hermann.schranzhofer@tugraz.at	Editor (4)
David Eckhard	david.eckhard@tugraz.at	Editor

Figure 4: DMP permission management

5) DMP Versioning

A very handy feature to track the progress of your research data management during the project is the option to version your DMP. In this process, you can give the DMP a version number or version name at a stage that suits you and save it. You can view all versions using the overview in Figure 3. The versioning itself is done in the edit mode of a DMP at the bottom of the page (Figure 5).

5. In the last section of the DMP editing mode you can save or discard the changes you have made. You can also create a new version of the DMP here at any time and view it again later. In this way, you can track when which changes were made in your research data management or when new data records were added. If necessary, you can also export the DMP as a Word file in different templates, which are oriented towards funding agencies, and edit it further in another editor.

The screenshot shows the 'Summary' page of the TU Graz DMP Tool. On the left is a navigation menu with 'Home' and 'DMPs'. The main content area displays a table summarizing the information provided for a project named 'Renewable energies: Metastudy'. The table has three columns: 'Step', 'Completeness', and 'Status'. Below the table is a control bar with a confirmation message 'All changes have been saved.', a large red number '5', and four buttons: 'Discard changes', 'Save changes', 'Save new version', and 'Export document'. The 'Save new version' and 'Export document' buttons are highlighted with a red dashed border.

Step	Completeness	Status
Choose project	<div style="width: 100%; height: 10px; background-color: red;"></div>	Project: Renewable energies: Metastudy.
People involved in data management	<div style="width: 100%; height: 10px; background-color: red;"></div>	Contact person set. Contributors selected: 3
Specify research data	<div style="width: 80%; height: 10px; background-color: red;"></div>	Produced datasets: 1. No data will be reused. Data generation/reuse info missing.
Documentation and data quality	<div style="width: 60%; height: 10px; background-color: red;"></div>	Partially filled out.
Storage and backup during the research process	<div style="width: 80%; height: 10px; background-color: red;"></div>	All (produced) datasets are stored. Usage explanation is missing.
Legal and ethical aspects	<div style="width: 60%; height: 10px; background-color: red;"></div>	Partially filled out.
Data access and licensing	<div style="width: 60%; height: 10px; background-color: red;"></div>	Some information is missing.
Specify repositories for publication and preservation	<div style="width: 40%; height: 10px; background-color: red;"></div>	Not all data deposited yet.
Reuse of data	<div style="width: 100%; height: 10px; background-color: red;"></div>	All information necessary provided.
Costs	<div style="width: 100%; height: 10px; background-color: red;"></div>	There are no costs.

Figure 5: Versioning and export



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