

TU Graz DMP Tool (DAMAP)

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Content

1) Get Access	1
2) Create and find DMPs	1
3) Complete the DMP subsections.....	2
4) DMP Versioning	5
5) Export and share DMPs.....	5

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 you have created or which have been released for you.
2. Create a new DMP.

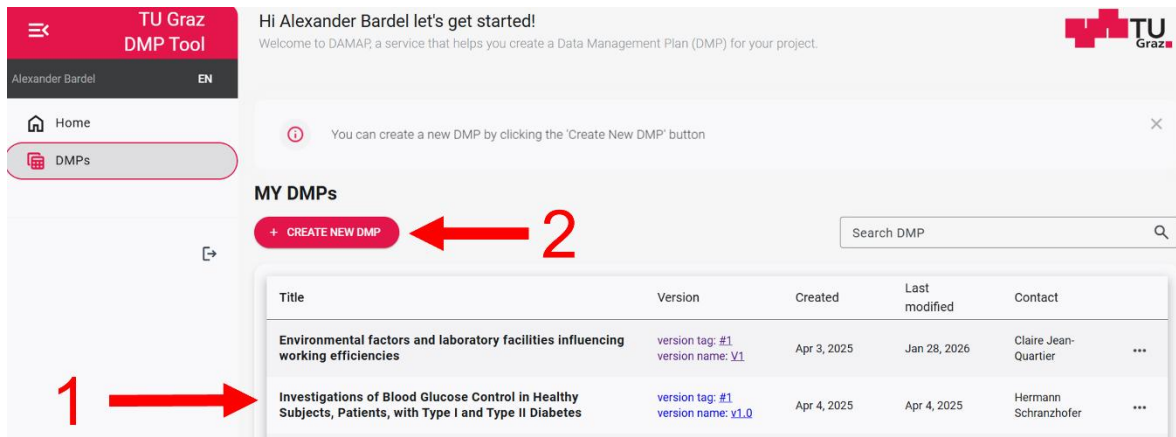


Figure 1: DMP Tool home page (Cut-out)

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.

3. Interactive area for selecting individual DMP sections. A total of ten, plus an eleventh as a summary.

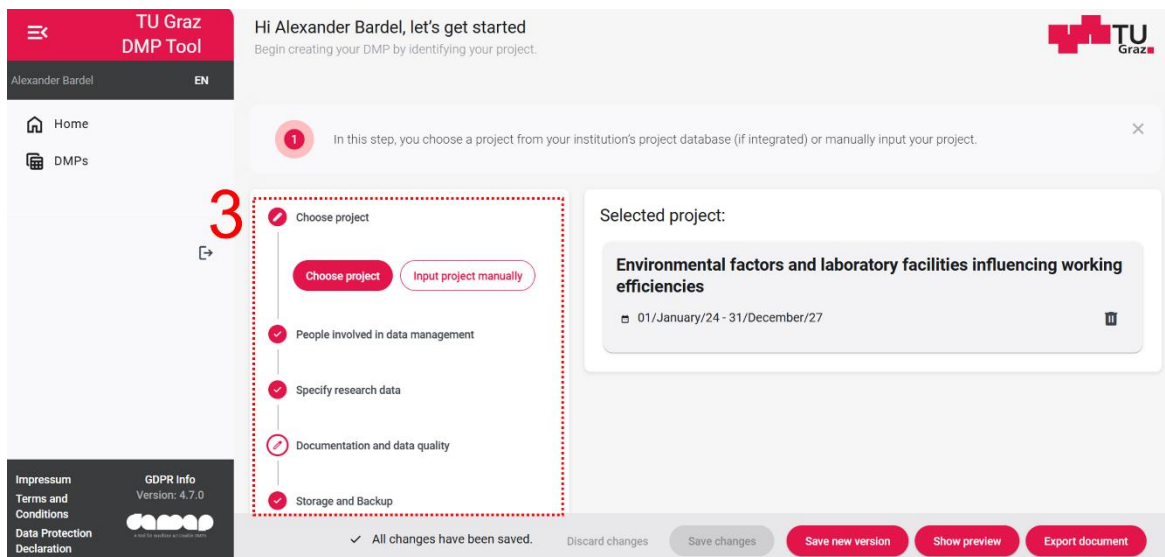


Figure 2: Overview of the DMP areas. The picture does not show the first section “Choose project”. Section “11 Summary” is actually only a summary and is not interactive.

The most important information on the individual sections 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 (see Figure 3). 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 and preservation:** 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.

4. If you already have data, you can use this service to read the basic metadata of the file. It will then be added to the table below. The file itself will not be saved.
5. Several options are available at any time to manage your DMP. From left to right: You can discard all current changes, save current changes, create a new version and refer to it later, preview the current DMP content in a funding agency template (see), and export directly to a funding agency template (and edit it further in another editor).

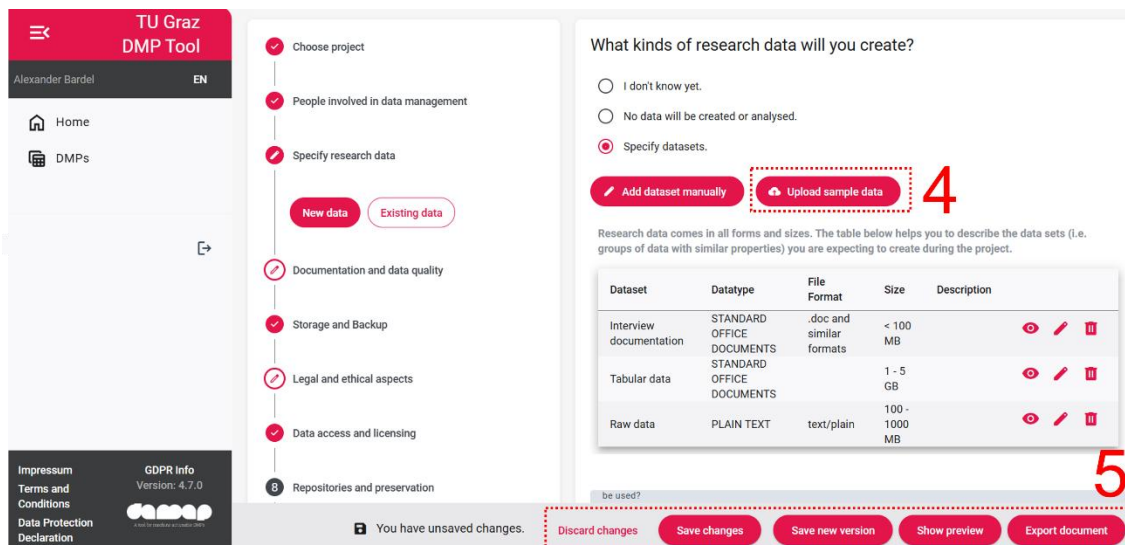


Figure 3: Display of the third section of a DMP with the option of adding information about a dataset automatically and manually.

6. Select a funding provider template from a predefined set and view the current status of your entry in the respective template.

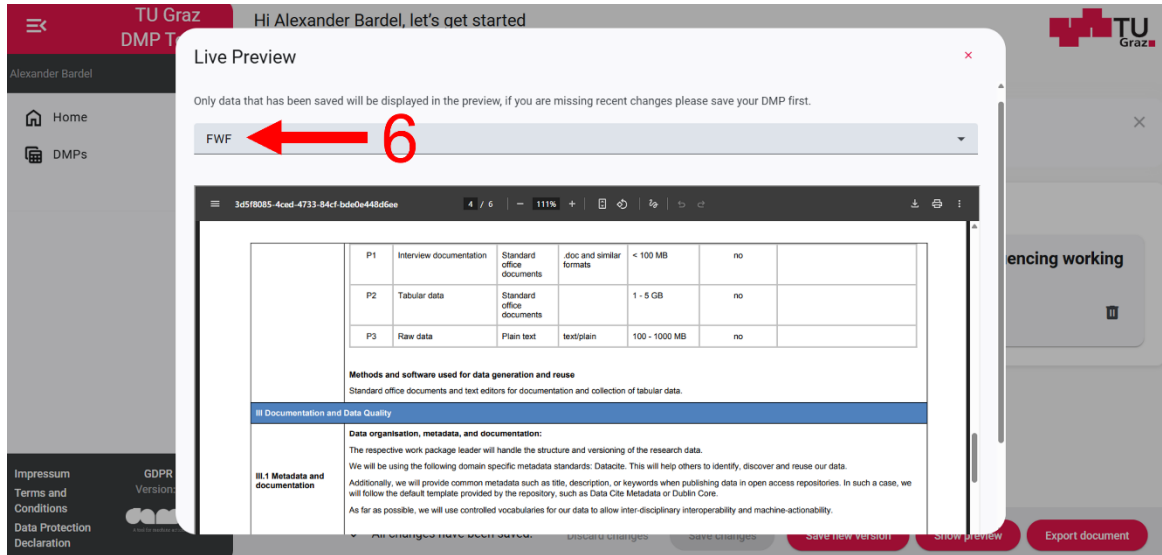


Figure 4: Live previewer for the current content of the selected DMP for different funding agency templates.

4) 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 5. The versioning itself is done in the edit mode of a DMP at the bottom of the page (see Figure 3).

5) 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 5). The administration of your DMPs also takes place in this area of the DMP tool.

7. 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.

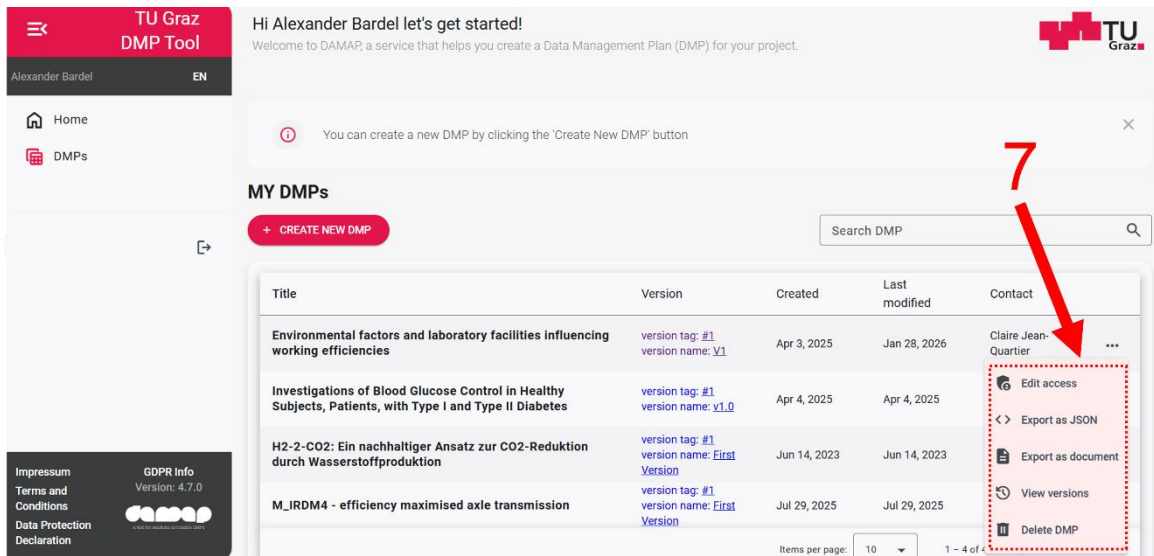


Figure 5: DMP overview

If you have clicked on "Edit access", you will get to the overview for the rights management of a DMP (Figure 6). 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.

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

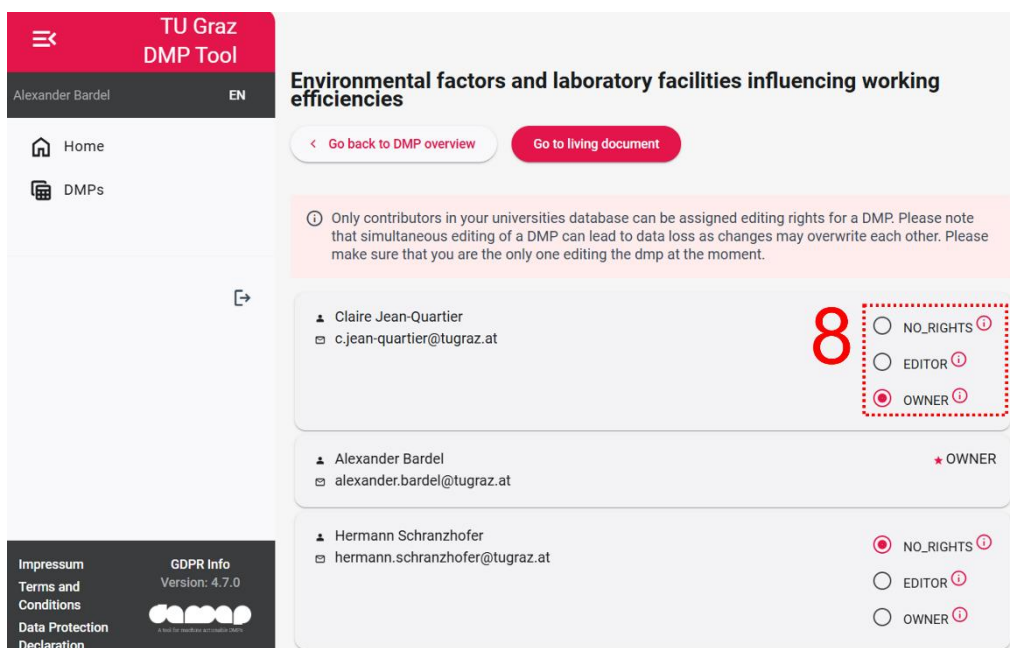


Figure 6: DMP permission management

- **NO RIGHTS:** **Default setting.** An added user will not be able to see or to interact with the DMP.
- **EDITOR:** An added user can change the content of the DMP, but cannot delete it or change permission settings.
- **OWNER:** Full control over the DMP, even deleting or moving ownership.



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