



Biblioteca universitária



UNIVERSIDADE  
FEDERAL DO CEARÁ

# DMPonline: tutorial

Versão: 1.0 - 10/01/2022

2022



# DMPonline: informações gerais

- O DMPonline é uma ferramenta computacional voltada para a elaboração de Planos de Gestão de Dados (PGD's). Foi desenvolvida pelo Digital Curation Centre (DCC) e University of California Curation Center (UC3).
- É uma das ferramentas mais populares e utilizadas, juntamente com o DMPTool.
- O DMPonline (DCC-UK) e o DMPTool (CDL-US) são produtos da parceria entre o DCC e o UC3, em que ambos visaram a criação de Planos de Gestão de Dados (PGD's) a fim de expandir o alcance, reduzir ou manter baixos os custos e promover as melhores práticas nas pesquisas científicas, viabilizando a participação dos atores envolvidos (cientistas, bibliotecários, governo, sociedade, financiadores e agências de fomento) em um ecossistema de Ciência Aberta verdadeiramente global.

✔ Notice: Signed out successfully.

## Welcome

DMPonline helps you to create, review, and share data management plans that meet institutional and funder requirements. It is provided by the Digital Curation Centre (DCC).

Join the growing international community that have adopted DMPonline:



17,622 Users



203 Organisations



Sign in

Create account

\* Email

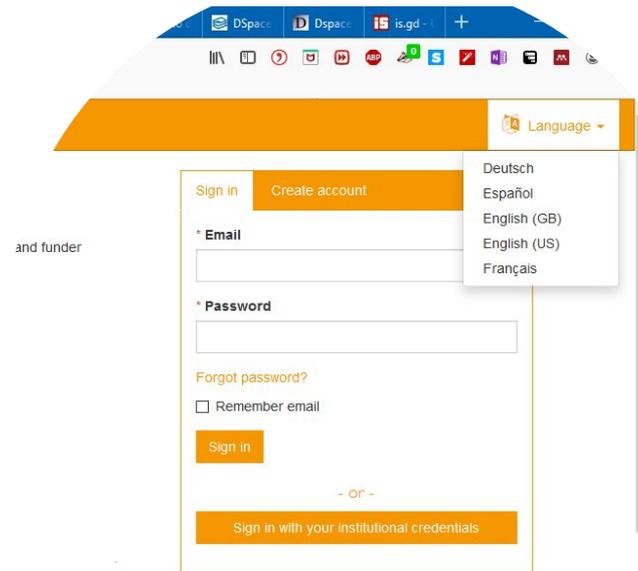
\* Password

[Forgot password?](#)

Remember email

Acesse: <https://dmponline.dcc.ac.uk/>

As opções de idiomas são:  
Alemão (Deutsch), Espanhol  
(Español), Inglês britânico  
(English - GB), Inglês americano  
(English - US) e Francês  
(Français).



## Public DMPs

Public DMPs are plans created using the DMPonline system by their owners. They are not vetted for quality, completeness, or

É possível efetuar uma busca.

É possível efetuar o download de um PGD.

Project Title	Template	Organisation	Owner	Download
"Elucidating the mechanism of third phase formation: a combined neutron/X-ray scattering and computational modeling approach	EPSRC Data Management Plan	University of Manchester	Andrew Masters	
Doing More With Less: A Digital Twin for Ti forgings	EPSRC Data Management Plan	University of Manchester	Joao Quinta da Fonseca	
Mapping	University of Manchester Generic	University of Manchester	andrea cioncolini	
	University of Manchester Generic Template	University of Manchester	Heena Mistry	
What's keeping registered nutritional therapists up at night? Using classic Glaserian grounded theory to explore the current concerns of registered nutritional therapists against a backdrop of change in the healthcare sector.	DCC Template	Other	Penny Priestley	
Chemical Control of Vibronic Coupling for Magnetic Materials	ERC DMP	University of Manchester	Nicholas Chilton	

No menu 'Public DMPs' é possível consultar vários modelos de Plano de Gestão de Dados (PGD).

## Funder requirements

Templates for data management plans are based on funder requirements. Always consult the funder guidelines directly for more information.

É possível efetuar uma busca.

É possível verificar as informações relacionadas.

Template Name	Download	Organisation Name	Last Updated	Funder Links	Sample Plans (if available)
AHRC Data Management Plan	 	Arts and Humanities Research Council (AHRC)	14-08-2019	Data Management Plan guidance Data Management Points	Religious studies DMP from Bristol Language studies DMP from Glasgow UK and German International Criminal Co-operation example from Robert Gordon University
Biological Sciences Research Council (BBSRC)	 	Biological Sciences Research Council (BBSRC)	16-05-2019	BBSRC policy on DMPs	TRDF Grant DMP from Cambridge Drosophila Genetics DMP from Glasgow
Datamanagementplan NWO (Dutch)	 	Netherlands Organisation for Scientific Research (NWO)	22-11-2018		
Data Management Plan NWO (English)	 	Netherlands Organisation for Scientific Research (NWO)	16-05-2019		4Ever example from Wageningen

No menu 'Funder requirements' é possível consultar modelos, templates e requisitos de financiadores e agências de fomento.

É possível efetuar o download dos documentos em doc ou pdf.

## Help

On DMPonline

On data management planning

When you log in to DMPonline you will be directed to the 'My Dashboard' page. From there you can edit, share, download or remove any of your plans. You will also see plans that have been shared with you by others.

### Create a plan

To create a plan, click the 'Create plan' button from the 'My Dashboard' page or the top menu. Select options from the menus and tickboxes to determine what questions and guidance you should be presented with. Confirm your selection by clicking 'Create plan.'

### Write your plan

The tabbed interface allows you to navigate through different functions when editing your plan.

- 'Project Details' includes basic administrative details.
- Plan Overview' tells you what template and guidance your plan is based on and gives you an overview to the questions that you will be asked.
- The following tab(s) present the questions to answer. There may be more than one tab if your funder or university asks different sets of questions at different stages e.g. at grant application and post-award.
- 'Share' allows you to invite others to read or contribute to your plan.
- 'Download' allows you to download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application.

When viewing any of the question tabs, you will see the different sections of your plan displayed. Click into these in turn to answer the questions. You can format your responses using the text editing buttons.

Guidance is displayed in the right-hand panel. If you need more guidance or find there is too much, you can make adjustments on the 'Project Details' tab.

No menu 'Help' é possível consultar todas as informações sobre o DMPonline.

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17,622 Users



203 Organisations

Qualquer pesquisador pode criar uma conta: basta preencher os campos do nome <sup>1</sup> (Nome), <sup>2</sup> (Sobrenome), e-mail <sup>3</sup>, instituição <sup>4</sup>, senha <sup>5</sup>, marcar a caixa de seleção <sup>6</sup> para aceitar os termos e clicar em 'Create account' <sup>7</sup>.

Sign in

Create account

\* First Name <sup>1</sup>

\* Last Name <sup>2</sup>

\* Email <sup>3</sup>

Organisation <sup>4</sup>

My organisation isn't listed.

\* Password <sup>5</sup>

Show password

\*  I accept the terms and condition <sup>6</sup>

Create account <sup>7</sup>

Notice: Signed out successfully.

# Welcome

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203 Organisations



23,083 Plans



89 Languages

Some funders mandate the use of DMPonline, while others point to it as a useful option without logging in, but the tool provides tailored guidance and example answers from the DCC and many research organisations. Why not sit

Digite seu nome.

Digite seu e-mail.

Defina uma senha.

Clique na caixa de seleção para aceitar os termos e em seguida, clique no botão 'Create account'.

Sign in
Create account

\* First Name  
Juliana

\* Last Name  
Lima

\* Email  
juliana.lima@ufc.br

Organisation  
Universidade Federal do Ceará

[My organisation isn't listed.](#)

\* Password  
.....

Show password

\*  I accept the [terms and conditions](#)

Create account

Digite seu sobrenome.

Digite o nome de sua instituição.

Se o nome da sua instituição não estiver na lista, clique nessa opção para cadastrá-la.



✔ Notice: Welcome! You have signed up successfully.

## My Dashboard

### Welcome



You are now ready to create your first DMP.  
Click the 'Create plan' button below to begin.

There are no records associated

Create plan



Para começar a  
criar um PGD,  
basta clicar em  
'Create plan'.

# Conta criada com sucesso!

## Welcome

DMPonline helps you to create, review, and share data management plans that meet institutional and funder

Você também pode vincular o seu cadastro e login à sua instituição. Para isso, basta clicar em **'Sign in with your institutional credentials'**



17,622 Users

203 Organisations

Para quem já possui conta, digite o e-mail e a senha. Em seguida, clique em **'Sign in'** para entrar na plataforma.

Download funder  
DCC and many

Sign in **Create account**

\* Email  
juliana.lima@ufc.br

\* Password  
●●●●●●●●

Forgot password?  
 Remember email

Sign in

- or -

**Sign in with your institutional credentials**



DMP Online is a data management planning tool provided by the Digital Curation Centre.

Which organisation would you like to sign in with?

Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:

The screenshot shows the login interface. A search box contains the text 'Type the name of your organisation'. A dropdown menu is open, showing 'UFC - Universidade Federal do Ceara' with a 'remove x' link. A red arrow points to the search box, and another red arrow points to the 'Continue' button. Below the search box is a link 'or [Let me choose from a list](#)'. At the bottom is a link '[Need help logging in?](#)'.

**Para quem deseja vincular a conta do DMPonline à sua instituição, digite o nome da universidade na caixa de busca, selecione-o e clique no botão 'Continue'.**



# UFC

O acesso aos serviços da CAFe está mais seguro.  
[Clique aqui](#) para saber mais.



- Não salvar meu login 
- Remover qualquer permissão previamente concedida dos meus atributos



Acessar

Após a etapa anterior você será redirecionado para a tela de login pela rede cafe. Para acessar, informe o CPF e a mesma senha cadastrada no SIGAA/UFC. Em seguida, clique no botão “Acessar” para continuar.

## My Dashboard

The table below lists the plans that you have created, and that have been shared with you by others. You can edit, share, download, make a copy, or remove these plans at any time.

Project Title	Template	Edited	Role	Test	Visibility	Shared	
Escrevendo um PGD	Horizon 2020 DMP	25-08-2019	Owner	<input type="checkbox"/>	Private	No	Actions▼
Propósitos educacionais	DCC Template	22-06-2019	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions▼
Ciência Aberta, Compartilhamento e Gestão de dados científic ...	DCC Template	17-06-2019	Owner	<input type="checkbox"/>	Public	Yes	Actions▼

Create plan

Visualização do **'My Dashboard'**, ou seja, o seu painel.

  
Edit profile  
Logout

Em seu Dashboard aparecem os PGD's produzidos, informações sobre o template utilizado, data de criação e edição, papéis, visibilidade e informações de compartilhamento.

Opção para editar o perfil e sair da plataforma.

Project Title	Template	Edited	Role	Test	Visibility	Shared	
Escrevendo um PGD	Horizon 2020 DMP	25-08-2019	Owner	<input type="checkbox"/>	Private	No	Actions
Propósitos educacionais	DCC Template	22-06-2019	Owner	<input checked="" type="checkbox"/>	N/A	No	Actions
Ciência Aberta, Compartilhamento e Gestão de dados científic ...	DCC Template	17-06-2019	Owner	<input type="checkbox"/>	Public	Yes	Actions

[Create plan](#)

## Edit profile

Personal Details

Password

Notification Preferences

Please note that your email address is used as your username. If you change this, remember to use your new email address on sign in.

You can edit any of the details below.

\* Email

\* First name

\* Last name

\* Organisation

My organisation isn't listed.

Language

ORCID

Institutional credentials

Your account has been linked to your organisation. You can now login with that method.

Após ter clicado na opção 'Create account' para criar a conta, informe o seu e-mail.

Digite as informações sobre a sua instituição. Você também pode alterar as opções de idioma da plataforma

Digite o nome e campo abaixo, digite o sobrenome.

É possível inserir o ORCID e integrá-lo com o DMPonline

Notice: Successfully saved the profile.

## Edit profile



- Personal Details
- Password**
- Notification Preferences

If you would like to change your password please complete the following fields:

\* Current password

\* New password

\* Password confirmation

Show passwords



Opções para criar e/ou mudar senhas.

Notice: Successfully saved the profile.

## Edit profile

- Personal Details
- Password
- Notification Preferences

Select all | Deselect all

### All Users

- A new comment has been added to my DMP
- A plan has been shared with me
- Admin privileges granted to me

### DMP owners and co-owners

- My DMP's visibility has changed

Save

Opções de notificação.

Notice: Signed in successfully.

## My Dashboard

The table below lists the plans that you have created, and that h

ese plans at any time.

No painel (My Dashboard), além de visualizar os PGD's criados e demais informações, também é possível editar, compartilhar, fazer download, fazer uma cópia e remover.

Project Title	Template	Edited	Role	Test	Visibility	Shared	Actions
Escrevendo um PGD	Horizon 2020 DMP	25-08-2019	Owner	<input type="checkbox"/>	Private	No	Actions
Propósitos educacionais	DCC Template	22-06-2019	Owner	<input checked="" type="checkbox"/>	N/A	No	
Ciência Aberta, Compartilhamento e Gestão de dados científic ...	DCC Template	17-06-2019	Owner	<input type="checkbox"/>	Public	Yes	

Create plan

Clique em 'Create plan' para criar um PGD.

Edit  
Share  
Download  
Make a copy  
Remove

## Create a new plan

Informe o título do seu projeto/pesquisa neste campo.

\* What research project are you planning?

Capacitação em Gestão de Dados de Pesquisa

with the best DMP

Clique nesta caixa de seleção para indicar que o PGD será apenas um teste para praticar e para fins educacionais. Recomendo que façam isso pelo menos uma vez para se familiarizar com o DMPonline.

mock project for testing, practice, or educational purposes

\* Select your research organisation

other

Other

Informe o nome de sua instituição.

- or -  No research organisation associated with this plan or my organisation is not listed

Marque essa opção se o projeto/pesquisa não for vinculado a nenhuma instituição, ou se sua instituição não aparece na lista. Selecione essa caixa e escolha a opção **'Other'** no campo do nome da instituição.

\* Select the primary funding organisation

Begin typing to see a filtered list

Create plan

Cancel

- or -  No funder associated with this plan or my funder is not listed

Clique em 'Create plan' para criar um PGD. Se quiser cancelar, clique em 'Cancel'.

Informe o nome do financiador/agência de fomento.

Se não houver financiador/agência de fomento associado ao projeto/pesquisa, marque essa caixa.

# Capacitação em Gestão de Dados de Pesquisa

**Project Details** | Plan overview | Write Plan | Share | Download

**Project title**  
Capacitação em Gestão de Dados de Pesquisa

Lock project for testing, practice, or educational purposes

**Funder**  
Financiador/Agência de Fomento.

**Grant number**  
e.g. 123456  
Número do benefício de concessão do financiamento ou equivalente.

**Project abstract**  
Resumo do Projeto/Pesquisa.

**ID**  
45678  
Número de identificação do Projeto/Pesquisa.

**Principal Investigator**

**Name**  
Juliana Soares Lima  
Nome do autor/responsável principal pelo Projeto/Pesquisa.

**ORCID ID**  
0000-0001-9399-673X  
ORCID do autor/responsável principal pelo Projeto/Pesquisa.

**Email**  
juliana.lima@ufc.br  
E-mail do autor/responsável principal pelo Projeto/Pesquisa.

**Phone**  
Telefone do autor/responsável principal pelo Projeto/Pesquisa.

**Data Contact Person**  
 Same as Principal Investigator  
Desmarque esta caixa se precisar informar mais de um autor/responsável principal pelo Projeto/Pesquisa.

**Select Guidance**  
To help you write your plan, DMPonline can show you guidance from a variety of organisations.  
Select up to 6 organisations to see their guidance.  
 Digital Curation Centre  
Find guidance from additional organisations below  
[See the full list](#)  
Save

Esta é a tela de detalhes do projeto. Quanto mais detalhes forem fornecidos, melhor descrito será o PGD.

The screenshot shows the 'Plan overview' tab of a 'DCC Template' interface. The interface includes a navigation bar with 'Project Details', 'Plan overview', 'Write Plan', 'Share', and 'Download'. Below the navigation bar, the title 'DCC Template' is displayed, followed by a description: 'This plan is based on the "DCC Template" template provided by Digital Curation Centre. The default DCC template. Template version 0, published on 23 September 2019'. Under the 'Instructions' section, there are several categories of questions, each with a list of bullet points. Yellow callout boxes with black borders point to these categories, containing the following text: 'Coleta dos Dados' (pointing to 'Data Collection'), 'Documentação e metadados' (pointing to 'Documentation and Metadata'), 'Ética e conformidade legal' (pointing to 'Ethics and Legal Compliance'), 'Armazenamento e Backup' (pointing to 'Storage and Backup'), 'Seleção e Preservação' (pointing to 'Selection and Preservation'), 'Compartilhamento de Dados' (pointing to 'Data Sharing'), and 'Responsabilidades e Recursos' (pointing to 'Responsibilities and Resources'). A 'Write plan' button is circled in red in the top right corner of the interface.

Project Details **Plan overview** Write Plan Share Download

## DCC Template

This plan is based on the "DCC Template" template provided by Digital Curation Centre.  
The default DCC template  
Template version 0, published on 23 September 2019

### Instructions

The DCC default template

**Data Collection**

- What data will you collect or create?
- How will the data be collected or created?

**Documentation and Metadata**

- What documentation and metadata will accompany the data?

**Ethics and Legal Compliance**

- How will you manage any ethical issues?
- How will you manage copyright and Intellectual Property?

**Storage and Backup**

- How will the data be stored and backed up during the research?
- How will you manage access and security?

**Selection and Preservation**

- Which data are of long-term value and should be retained, shared, and/or preserved?
- What is the long-term preservation plan for the dataset?

**Data Sharing**

- How will you share the data?
- Are any restrictions on data sharing required?

**Responsibilities and Resources**

- Who will be responsible for data management?
- What resources will you require to deliver your plan?

**Coleta dos Dados**

**Documentação e metadados**

**Ética e conformidade legal**

**Armazenamento e Backup**

**Seleção e Preservação**

**Compartilhamento de Dados**

**Responsabilidades e Recursos**

Write plan

Esta tela mostra um panorama geral sobre o PGD que será preenchido. Apresenta informações do template escolhido para redigir o PGD, número de versão, data de criação e exibe as seções e a prévia das perguntas que devem ser respondidas na elaboração do PGD.

# Capacitação em Gestão de Dados de Pesquisa

Project Details Plan overview **Write Plan** Share Download

expand all | collapse all 0/13 answered

- Data Collection (0 / 2) +
- Documentation and Metadata (0 / 1) +
- Ethics and Legal Compliance (0 / 2) +
- Storage and Backup (0 / 2) +
- Selection and Preservation (0 / 2) +
- Data Sharing (0 / 2) +
- Responsibilities and Resources (0 / 2) +

A opção 'expand all' abre todas as seções para preencher o PGD. A opção 'collapse all', fecha todas de uma só vez.

Clicando no sinal + a seção selecionada se expande, exibindo as perguntas e campos para iniciar o preenchimento.

## Capacitação em Gestão de Dados de Pesquisa

Project Details Plan overview Write Plan Share Download

expand all | collapse all 0/13

Data Collection (0 / 2)

What data will you collect or create?

**B** *I* [List] [Link] [Table]

Save

Guidance Comments

DCC

Questions to consider:

- What type, format and volume of data?
- Do your chosen formats and software enable sharing and long-term access to the data?
- Are there any existing data that you can reuse?

Guidance:

Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.

Quais os tipos de dados serão criados e/ou coletados?

Sempre que terminar de preencher cada pergunta da seção, clique no botão 'Save' para salvar as informações.

Ao lado de cada pergunta há um guia de recomendações e sugestões sobre o que preencher em cada pergunta. Em cada uma também há espaço para comentários.

Data Collection (0 / 2)

What data will you collect or create?

B I [List Icons] [Table Icon]

[Empty text area for data description]

Save

Quais os tipos de dados serão criados e/ou coletados?

How will the data be collected or created?

B I [List Icons] [Table Icon]

[Empty text area for collection method]

Como os dados serão criados e/ou coletados?

Guidance Comments

DCC

Questions to consider:

- What type, format and volume of data?
- Do your chosen formats and software enable sharing and long-term access to the data?
- Are there any existing data that you can reuse?

Guidance:

Give a brief description of the data, including any existing data or third-party sources that will be used, in each case noting its content, type and coverage. Outline and justify your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.

[expand all](#) | [collapse all](#)

Data volume +

Data format +

Data description +

What data will you collect or create?

**B** *I* [List] [List] [Link] [Table]

Save

Quais os tipos de dados serão criados e/ou coletados?

How will the data be collected or created?

**B** *I* [List] [List] [Link] [Table]

Save

Como os dados serão criados e/ou coletados?

Guidance

Comments

Add comments to share with collaborators

**B** *I* [List] [List] [Link] [Table]

Save

Espaço para compartilhar comentários com outros colaboradores.

Guidance

Comments

DCC

Questions to consider:

- What standards or methodologies will you use?
- How will you structure and name your folders and files?
- How will you handle versioning?
- What quality assurance processes will you adopt?

Guidance:

Outline how the data will be collected/created and which community data standards (if any) will be used. Consider how the data will be organised during the project, mentioning for

# Qual a documentação e metadados acompanham os dados?

Documentation and Metadata (0 / 1)

What documentation and metadata will accompany the data?

**B** / *I* [List icons] [Link icon] [Table icon]

Save

Guidance

Comments

DCC

Questions to consider:

- What information is needed for the data to be read and interpreted in the future?
- How will you capture / create this documentation and metadata?
- What metadata standards will you use and why?

Guidance:

Describe the types of documentation that will accompany the data to help secondary users to understand and reuse it. This should at least include basic details that will help people to find the data, including who created or contributed to the data, its title, date of creation and under what conditions it can be accessed.

Documentation may also include details on the methodology used, analytical and procedural information, definitions of variables, vocabularies, units of measurement, any assumptions made, and the format and file type of the data. Consider how you will capture this information and where it will be recorded. Wherever possible you should identify and use existing community standards.

Metadata & documentation +

Ethics and Legal Compliance (0 / 2)

How will you manage any ethical issues?



Como você irá administrar quaisquer questões éticas?



Guidance

Comments

DCC

Questions to consider:

- Have you gained consent for data preservation and sharing?
- How will you protect the identity of participants if required? e.g. via anonymisation
- How will sensitive data be handled to ensure it is stored and transferred securely?

Guidance:

Ethical issues affect how you store data, who can see/use it and how long it is kept. Managing ethical concerns may include: anonymisation of data; referral to departmental or institutional ethics committees; and formal consent agreements. You should show that you are aware of any issues and have planned accordingly. If you are carrying out research involving human participants, you must also ensure that consent is requested to allow data to be shared and reused.

Ethics &amp; privacy



How will you manage copyright and Intellectual Property Rights (IPR) issues?



De que forma você irá gerenciar as questões de direito autoral e propriedade intelectual?

Guidance

Comments

DCC

Questions to consider:

How will the data be stored and backed up during the research?

**B** *I* [List icons] [Link icon] [Table icon]

Como os dados serão armazenados e salvaguardados durante a pesquisa?

Save

Como serão administrados o acesso e a segurança?

How will you manage access and security?

**B** *I* [List icons] [Link icon] [Table icon]

Guidance

Comments

DCC

Questions to consider:

- Do you have sufficient storage or will you need to include charges for additional services?
- How will the data be backed up?
- Who will be responsible for backup and recovery?
- How will the data be recovered in the event of an incident?

Guidance:

State how often the data will be backed up and to which locations. How many copies are being made? Storing data on laptops, computer hard drives or external storage devices alone is very risky. The use of robust, managed storage provided by university IT teams is preferable. Similarly, it is normally better to use automatic backup services provided by IT Services than rely on manual processes. If you choose to use a third-party service, you should ensure that this does not conflict with any funder, institutional, departmental or group policies, for example in terms of the legal jurisdiction in which data are held or the protection of sensitive data.

Storage & security



Guidance

Comments

Which data are of long-term value and should be retained, shared, and/or preserved?

**B** *I* [List] [List] [Link] [Table]

Quais dados têm valor a longo prazo e devem ser retidos, compartilhados e/ou preservados?

Save

Qual é o plano de preservação a longo prazo para os conjuntos de dados?

What is the long-term preservation plan for the dataset?

**B** *I* [List] [List] [Link] [Table]

Guidance

Comments

DCC

Questions to consider:

- What data must be retained/destroyed for contractual, legal, or regulatory purposes?
- How will you decide what other data to keep?
- What are the foreseeable research uses for the data?
- How long will the data be retained and preserved?

Guidance:

Consider how the data may be reused e.g. to validate your research findings, conduct new studies, or for teaching. Decide which data to keep and for how long. This could be based on any obligations to retain certain data, the potential reuse value, what is economically viable to keep, and any additional effort required to prepare the data for data sharing and preservation. Remember to consider any additional effort required to prepare the data for sharing and preservation, such as changing file formats.

Preservation



Guidance

Comments

DCC

How will you share the data?

**B** *I* [List icons] [Link icon] [Table icon]

Save

Guidance

Comments

DCC

Questions to consider:

- How will potential users find out about your data?
- With whom will you share the data, and under what conditions?
- Will you share data via a repository, handle requests directly or use another mechanism?
- When will you make the data available?
- Will you pursue getting a persistent identifier for your data?

Guidance:

Consider where, how, and to whom data with acknowledged long-term value should be made available. The methods used to share data will be dependent on a number of factors such as the type, size, complexity and sensitivity of data. If possible, mention earlier examples to show a track record of effective data sharing. Consider how people might acknowledge the reuse of your data.

Data sharing



Are any restrictions on data sharing required?

**B** *I* [List icons] [Link icon] [Table icon]

Guidance

Comments

DCC

Questions to consider:

Como você irá compartilhar os dados?

São necessárias restrições ao compartilhamento dos dados?

Who will be responsible for data management?

**B** *I* [List icons] [Link icon] [Table icon]

Save

Guidance Comments

DCC

- Questions to consider:
- Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?
  - Who will be responsible for each data management activity?
  - How will responsibilities be split across partner sites in collaborative research projects?
  - Will data ownership and responsibilities for RDM be part of any consortium agreement or contract agreed between partners?

Guidance:

Outline the roles and responsibilities for all activities e.g. data capture, metadata production, data quality, storage and backup, data archiving & data sharing. Consider who will be responsible for ensuring relevant policies will be respected. Individuals should be named where possible.

Roles & responsibilities +

Guidance Comments

DCC

Questions to consider:

Quem será responsável pela gestão dos dados?

Quais recursos serão necessários para executar o seu plano?

What resources will you require to deliver your plan?

**B** *I* [List icons] [Link icon] [Table icon]

## Set plan visibility

Public or organisational visibility is intended for finished plans. You must answer at least 50% of the questions to enable these options. Note: test plans are set to private visibility by default.

- Private: visible to me, specified collaborators and administrators at my organisation
- Organisation: anyone at my organisation can view
- Public: anyone can view

**ATENÇÃO:** Em versões teste e para fins educacionais, essas opções não podem ser marcadas.

## Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Email address	Permissions
ju @gmail.com	Owner

## Invite collaborators

\* Email

\* Permissions

- Co-owner
- Editor
- Read only

Submit

Você pode convidar colaboradores para ajudar a construir o PGD.

Conceda permissões de acesso:  
Coautor/coproprietário (Co-owner);  
Editor; Somente leitura (Read only).

## Set plan visibility

Public or organisational visibility is intended for finished plans. You must answer at least 5 questions to set a default.

- Private: visible to me, specified collaborators and administrators at my organisation
- Organisation: anyone at my organisation can view
- Public: anyone can view

**Private (Privado):** O PGD é visível apenas para o pesquisador e colaboradores.

**Organisation (Organização):** O PGD fica visível para qualquer pessoa da instituição do pesquisador.

**Public (Público):** Qualquer pessoa poderá ver o PGD.

## Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Email address	Permissions
julia10br@gmail.com	Owner

## Invite collaborators

\* Email

\* Permissions

- Co-owner
- Editor
- Read only

Submit

Enter the email address of your collaborator:

- If they are already using DMPonline, they will see this plan on their dashboard, and receive an email.
- If they are not currently using DMPonline, they will receive an email inviting them to the tool so they can collaborate on your plan.

Após essa etapa, a próxima corresponde ao download do PGD.

## Capacitação em Gestão de Dados de Pesquisa

The screenshot shows the 'Download' settings page in the DMP ONLINE interface. The 'Download' tab is highlighted with a red circle. The page is divided into three main sections: 'Download settings', 'Format', and 'PDF formatting'. Annotations in yellow boxes with black borders point to specific elements: 'Opções de download do PGD' points to the 'Optional Plan Components' section; 'Opções de download do PGD em .csv, .html, .pdf, text, .doc.' points to the 'Format' dropdown menu; and 'Outras opções de formatação para download: Fonte Arial ou Times New Roman; Tamanho da fonte e Margens.' points to the 'PDF formatting' section.

Project Details Plan overview Write Plan Share **Download**

### Download settings

Optional Plan Components

- project details coversheet
- question text and section headings
- unanswered questions

### Format

pdf

### PDF formatting

Font

Face: Arial, Helvetica, Sans-Serif

Size (pt): 10

Margin (mm)

Top	Bottom	Left	Right
25	20	12	12

Download Plan

Outras opções de formatação para download: Fonte Arial ou Times New Roman; Tamanho da fonte e Margens.

# DMPonline: Links úteis

- ❑ [Planos Públicos;](#)
- ❑ [Templates e requisitos dos financiadores e agências de fomento;](#)
- ❑ [Checklist do DCC para elaboração de PGD's.](#)

# Referências

DIGITAL CURATION CENTRE. **Checklist for a Data Management Plan. v.4.0.** Edinburgh: Digital Curation Centre, 2013. Disponível em: <http://www.dcc.ac.uk/resources/data-management-plans>. Acesso em: 10 ago. 2019.

DIGITAL CURATION CENTRE. On DMPonline. *In*: DIGITAL CURATION CENTRE. **Help.** Edinburgh: Digital Curation Centre, 2013. Disponível em: <https://dmponline.dcc.ac.uk/help#ToolHelp>. Acesso em: 10 ago. 2019.

# Dúvidas?

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