

How to draw your GBB Data Management Plan (DMP)

Outline:

Every researcher (MSc student, Technician, PhD student, Postdoc and staff) who produces or processes scientific data at the University of Groningen must have a DMP, in which information is collected on who are involved in the production, processing and storage of data, how the data can be retrieved, and who is in charge of the data management.

Besides the required elements of the DMP, GBB has added also some questions regarding certificates or licences related to GMO regulations, radiation (X-ray, laser, isotopes), or use of animals. In our DMP also a reference is made to scientific integrity.

An online tool has been developed, allowing every DMP to be safely stored digitally on the University's server.

Please read the following carefully before you start.

1) **If you have a p-number** then you can start right away. Also visiting researchers will receive such a number in order to get access to the University's facilities and buildings.

2) **If you are a student** (s-number) who starts with a thesis research project, than you should inform the GBB DMP coordinator (e.g.vrieling@rug.nl) immediately to become registered and to get access to the RDMP tool. You need to provide your full name, s-number, email, name of your supervisor, project title, and the number of ECTS you earn with the project. As soon as this has been received your access will granted in several days; subsequently you can draw your RDMP.

NOTES:

- **For every new research project¹ a new RDMP must completed.** This mostly applies to MSc students who complete multiple research projects and PhD students/postdocs who make a transition between assignments/positions within the university; even within the same research group.
- **The DMP must be completed in due time;** i.e. within 2 months in case of short-term projects (HBO students, MSc students and visiting scientists) or 6 months (PhD students, postdocs, staff) for projects lasting more than 1 year.
- Completion of the DMP is part of the HR Research and Development (R&O) cycle.
- Completion of the DMP should not take more than 30 minutes after some preparation.

How to proceed:

1. Carefully read this document so that you already can prepare for answering the questions; also the DMP tool contains guidance (Help or Link).
2. Make sure that necessary information is at hand
3. Login with you p- or s-number and fill out the form; the online tool to prepare your DMP can find here: rdmp.webhosting.rug.nl

¹ Each HBO thesis project, each MSc research project, the entire PhD project, or the entire Postdoc project.
For staff the all the research that is headed.

GBB DMP form; rdmp.webhosting.rug.nl

1. Login with your s- or p-number (sxxxxxx or pxxxxxx) and you will be ready to start.

2. Create a new Data Management Plan (DMP); see black arrow above.

3. Select: GBB Standard Research Data Management Plan and add required information

You only need to include a short title (e.g. DMP of) and provide the start- and end date of the project for which this DMP applies to. Then click “Next>”

YOU NOW HAVE ACCESSED THE ACTUAL FORM.

4. Provide the information for every question of the Sections 1 to 7

Section 1: Research information (general info)

Section 2: Description of the data, data processing and data documentation

Section 3: Data storage

Section 4: Data access

Section 5: Data naming

Section 6: Additional agreements

Section 7: Ethical aspects, permits and integrity

Most sections are straightforward to fill out, e.g. by selecting the options to choose from. *NOTE:* Click on the “+” **button** to see the underlying questions or hide (“-“ **button**) the questions when you have finished a section.

The sections that require some preparation, concern the following:

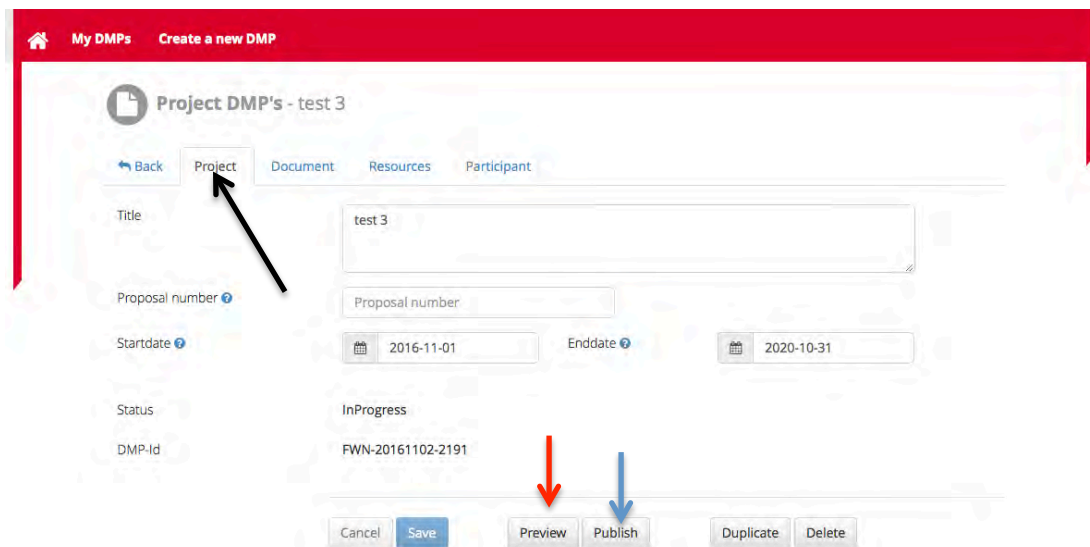
- **Question 1.2.6:** Project number: include the project number according to the financial systematics used in the University. For GBB this is a 9 digits number: 190.xxx.yyy. Your (daily) supervisor and/or the responsible group staff member will know the proper number.
- **Question 1.3.1:** Responsible person for data management: **Select “Permanent staff”** unless there is a specific reason to assign a different person.
- **Question 1.3.2:** name all other local people (i.e. group members) who have a substantial role in your project
- **Question 1.3.3:** Only name all persons outside the own research group, with whom intensively will be collaborated in the project; e.g. from a different GBB group or a group in another institute of the university or at a different university.
- **Questions 3.2.1 to 3.2.2:** Data storage: as default data at our university **MUST** be stored 10 years. **Therefore, only select the option: 6-20 years.**
- **Question 5.1:** Data naming: see Help for suggestions and select your preference
- **Question 6.1:** Additional agreements. Consult your (daily) supervisor and/or responsible GBB staff member to know whether an IP agreement applies to the research project for which you produce, process and publish data.
- **Question 7.1:** Genetically Modified Organisms. Make sure that you know which GMO license/permit does apply for your work. Consult your (daily) supervisor, the group’s Armico, and/or responsible GBB staff member or refer to the information on the doors of the ML-I and ML-II labs.
- **Questions 7.2 and 7.3:** Animal studies. See Help for suggestions
- **Question 7.5:** Scientific integrity: refer to the applicable regulations such as [The Netherlands Code of Conduct for Academic Practice](#) and [Codes of conduct Dutch Universities](#) before answering

NOTE: You will be notified by the system when you fill out the final question.

5. Preview

Following completion of the final question, you need to return to the “Project mode” (see black arrow in illustration below) and “Preview” (red arrow) your form. You can toggle between the “Project” and “Document” modes to adjust your answers and to (re)preview the form.

NOTE: In the “Preview mode” you need to use the “Continue” button (bottom left; see next illustration) to return to the “Project mode”.



6. Submit your form

Once your form is completed and correct:

- 1) Push the “Print” button - bottom left in the “Preview mode” (see illustration below) to have your own digital or hardcopy version of the form. *NOTE:* Your supervisor may ask for the form in R&O interviews.
- 2) Subsequently push the “Publish” button, either in the “Preview mode” (bottom illustration below) or in the “Project mode” (blue arrow illustration above) to have the form saved on the University’s server.

7.0 Ethical aspects, permits and integrity EXAMPLE: MAY NOT APPLY TO YOUR OWN FORM	
7.1 Does the research project agree with regulations for genetically modified organisms (GMO) and are GMO materials properly documented and stored.	Yes, Name all applicable GMO permits (i.e. complete codes only)
7.2 Does your research include animal studies ?	No
7.3 Does your research include studies on human subjects. ?	No
7.4 Does your research include studies with radioactive chemicals/isotopes ?	Yes, Specify which permit you have
7.5 Is your research conducted according to the Dutch code on scientific integrity ?	<input checked="" type="radio"/> Yes

The document can be published.

Continue Print Publish

Click “OK” to have the form saved.

