

# UCT DMP FAQs

## 1. What is a data management plan (DMP)?

A data management plan (DMP) is a living document explaining what you intend to do with your data during and after the conclusion of your research project.

It describes ...

- what kinds of data you plan on collecting and/or reusing
- how you will be storing and working with (e.g. processing) your data
- if you will be sharing your data with others and/or publishing them, and how
- what you will be doing with your data after your project ends (archiving, secure deletion)

## 2. Why do I need a DMP?

A DMP is already a requirement of many funders (NRF, NIH, Wellcome Trust, etc.). Even when it is not a requirement, having made such a plan will save you time and effort during and after your research project, as it assists you with organising your data, preparing it for the next phases in its lifecycle, and clarifying exactly who will have access to it, how, why and when. A DMP provides guidance for your data curation-specific activities, such as file naming, archiving, suitable formats

## 3. What is *UCT DMP*?

[UCT DMP](#) is an online tool that assists you with creating a Data Management Plan. The various templates available provide relevant questions to guide you in good planning for managing your data through the research life cycle, as well as giving you tips for answering them. The DMP templates available on UCT DMP help you answer the requirements of specific funders, departments, or projects, depending on your discipline or field of research.

## 4. What is a DMP template?

Many funding agencies have requirements that need to be met before they are prepared to fund a researcher. The same goes for many journals, and even UCT itself (see: [UCT RDM policy](#)). The funder templates on UCT DMP outline those requirements for you in an easily accessible way. There are also a number of departmental templates, which are based on the guidance of specific departments at UCT

To determine whether your funder has a specific template you should be using, you may want to view the [DLS funder guidelines](#) or the Digital Curation Centre's [overview of funder's data policies](#). For further assistance with writing your DMP, or if you would like us to create a new template custom-tailored to the needs of your department or research group, please [contact us](#).

## 5. Is there help available for answering DMP questions?

Yes! DLS has created guidance and example answers for each template on UCT DMP. The guidance and example answers are visible under each question of the chosen template. If you need additional assistance with answering the DMP questions, you can contact [dls@uct.ac.za](mailto:dls@uct.ac.za)

## 6. Are there training courses available on completing DMPs?

Yes, DLS arranges 'Research Data Management' and 'Planning for your data' presentations and hands on workshops on a regular basis. We also have recordings of some of our training available [here](#)

## 7. How do I get started?

Go to <https://dmp.lib.uct.ac.za/> and use your UCT credentials to sign in. Once you have signed in you will be able to immediately start creating your Data Management Plan.

## 8. Can I share my DMP with others?

Yes, all you need to do is insert the email addresses of any collaborators within UCT you would like to invite to read and/or edit your plan. Set the level of permissions you would like to grant them via the radio buttons and click 'Add collaborator.' Adjust permissions or remove collaborators at any time via the drop-down options.

The 'Share' tab is also where you can set your plan visibility.

- *Private*: restricted to you and your collaborators.
- *Organisational*: anyone at your organisation can view your plan.
- *Public*: anyone can view your plan in the list called 'Public DMPs'.

By default, all new and test plans will be set to 'Private' visibility. 'Public' and 'Organisational' visibility are intended for finished plans. You must complete at least 50% of a plan to enable these options. You can also share your plan with members outside of UCT by using the built in 3rd party sign up function.

## 9. My DMP is done, what next?

UCT DMP can export your DMP to a variety of document formats, so you can view and download your plan for further use. It also allows formatting of font type, size and margins, which can be useful if your proposal has a page limit. When drawing up your proposal don't forget to include your DMP creation process and also while you are drawing up your proposal you should ask yourself the following:

- What kind of data will I be using for my project? Qualitative/Quantitative
- Do I need help with data management?

- Do I have adequate resources to obtain my data?

## 10. Can I make a suggestion?

Of course, all suggestions are welcome! Email [DLS@uct.ac.za](mailto:DLS@uct.ac.za) with the subject line: 'UCT DMP Enquiry'

## 11. Where can I find more information?

- For research data management (RDM) related info click [here](#)
- For all other info check out the [DLS website](#)

## 12. Can I access UCT DMP without a UCT email address in order to complete an MoU for registration?

The UCT DMP platform can be accessed by anyone with a UCT email address. Students registering for post graduate studies do not need access to UCT DMP prior to registering, as they only need to fill out the MoU for submission.

## 13. Where can I find a link to UCT DMP?

The links to UCT DMP can be found on the [Digital Library Services website](#) (under 'Research Data Management')[NB this website is due to change shortly] as well as on the [RDM Libguide](#) (under 'Using UCT Data Management Plan' tab)

## 14. When completing the DMP, students are often uncertain about the question of storage, often asking questions like:

- Where will this data be stored during the research?
- What security measures will be in place? What are the plans for back-up?
- Which data should be retained once your research has been completed?
- Where will this data be stored in the long-term?
- Can this data be shared with others?

The UCT DMP platform gives guidance and example answers for each of these concerns. You can find these under each section of the DMP you are filling out. See [this checklist](#) for more information.

## Readings | References:

- <https://www.dcc.ac.uk/dmps>
- <https://researchdata.berkeley.edu/services/data-management-plans>
- <https://libraries.mit.edu/data-management/plan/write/>
- <https://data.library.arizona.edu/data-management-plans>
- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4619636/>

