Curtin University

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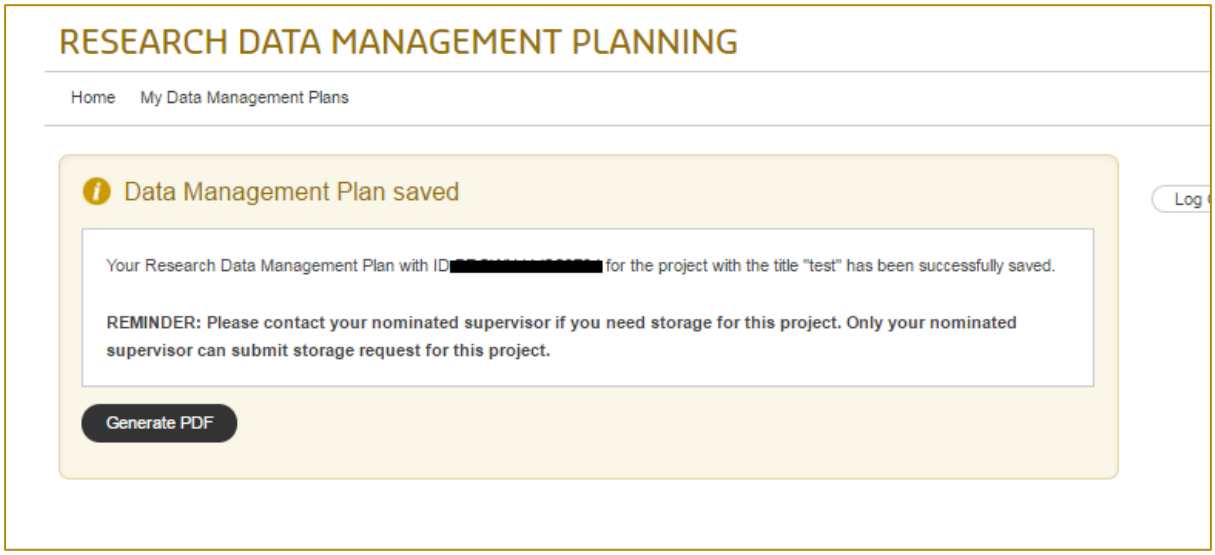
DMP Tool Help

Updated 11 November 2024

This guide contains instructions on how to resolve common issues with the Curtin DMP Tool.

Students completing a DMP

Once you have completed all the fields, you should see this message:



This means the DMP has been submitted to your nominated supervisor. You should notify them that your DMP has been created and that they have been nominated as the supervisor.

They will need to log on to the DMP Tool with their own details and complete the steps below before Curtin DTS will provision your Research Drive access.

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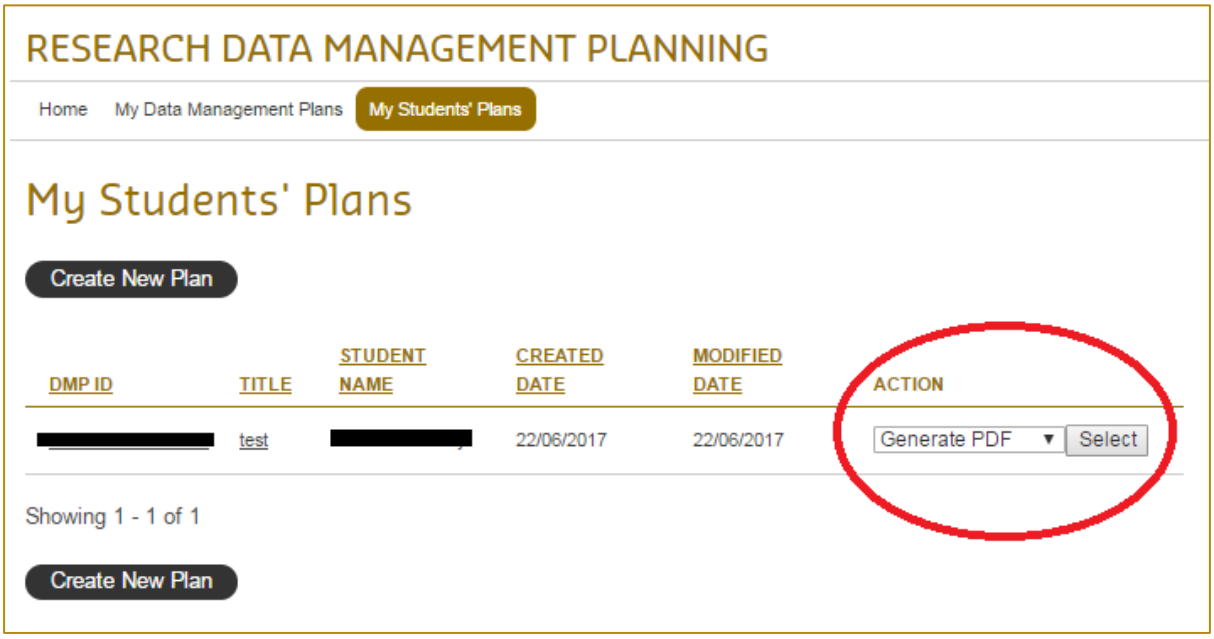
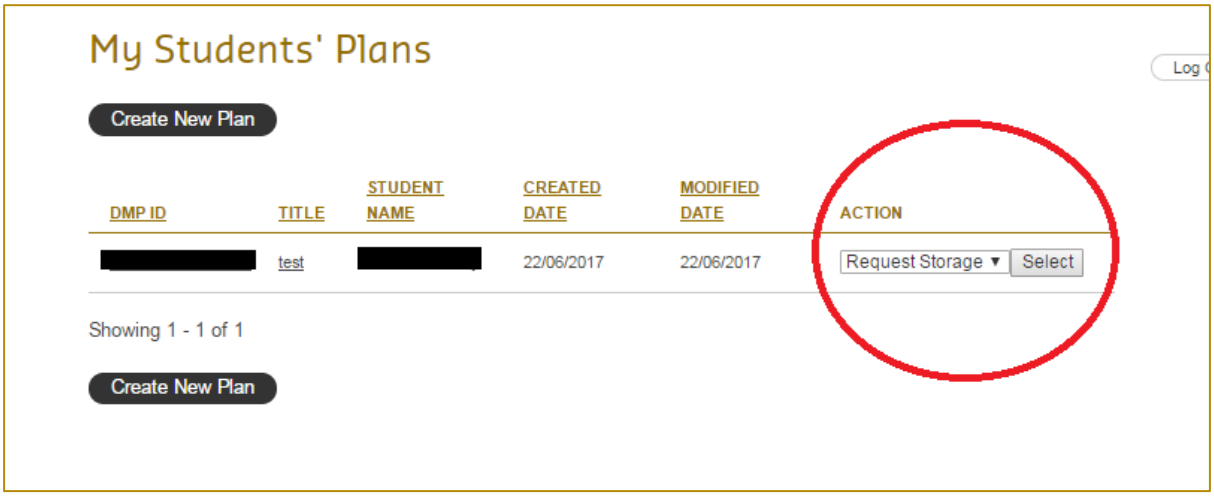
Steps for Supervisors to complete Students' Research Drive requests

1) Go to *My Students' Plans* and click *Generate PDF* from the drop-down menu and click *Select.*



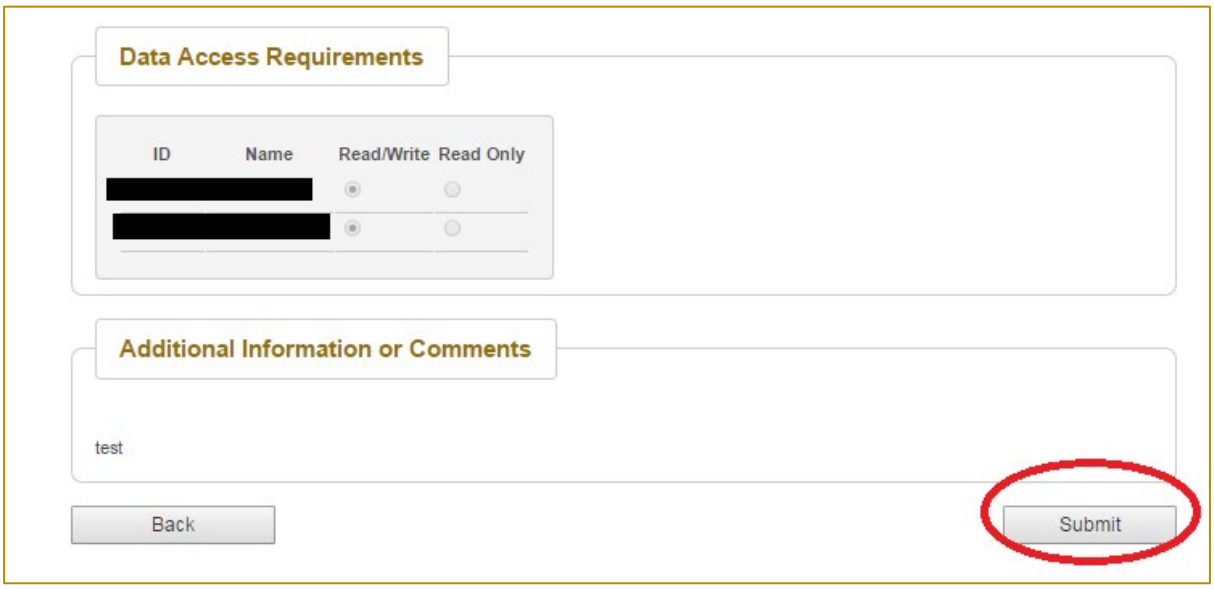
2) You will need some of the information in the generated PDF to approve the request.

3) From the same drop-down menu, click *Request Storage* and then click *Select.*

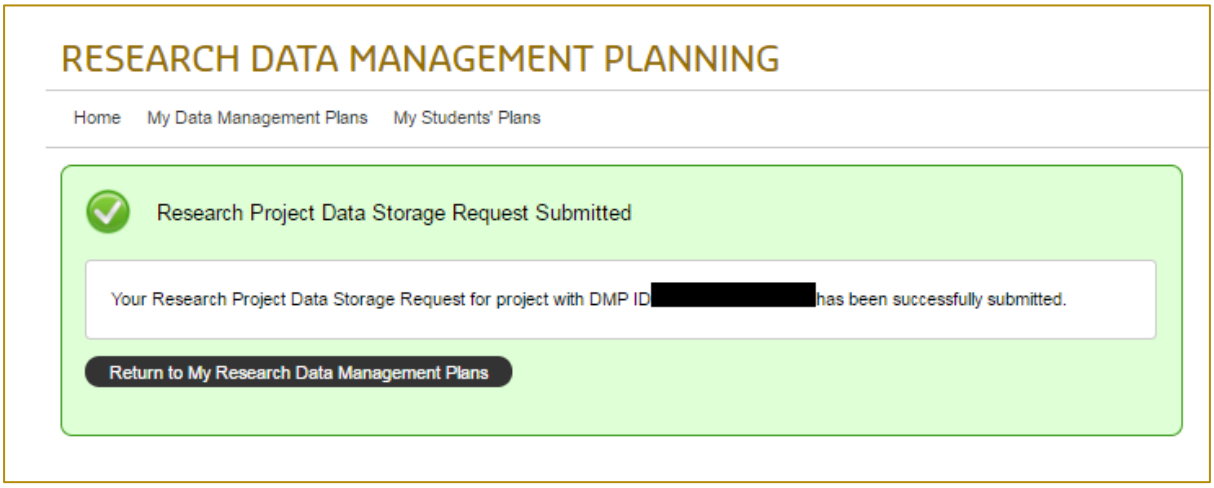


4) You will then be asked to some details about the DMP submitted by the researcher. These should be included in the generated PDF (N.B. – If the project has a finite timeframe, enter "0" at *Projected Yearly Growth.*)

5) Once the details have been entered, select *Review*. Check the information is correct then select *Submit.*



6) You should then get this message. The researchers new DMP has been approved by you and a request will now be sent to DTS for them to provision the R: drive space.



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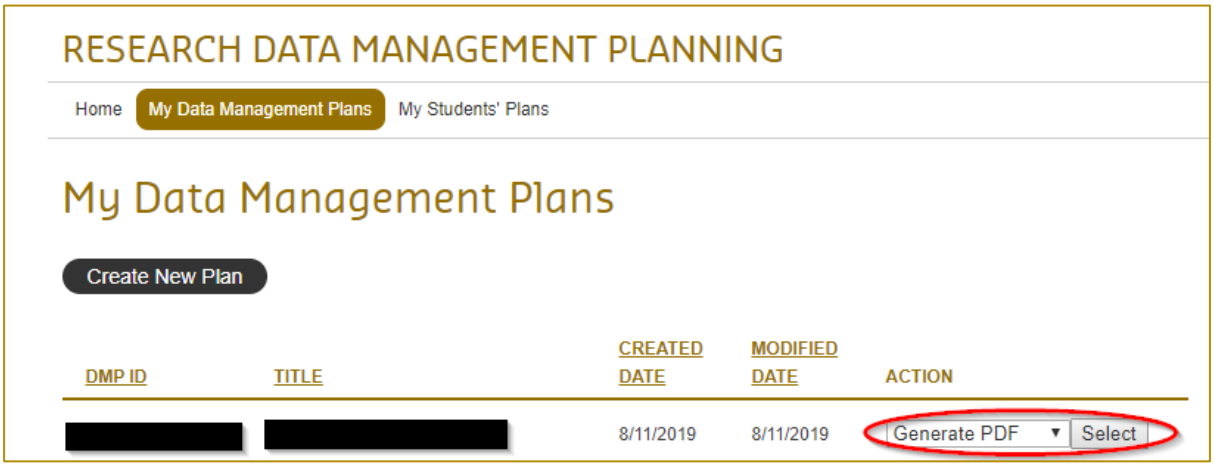
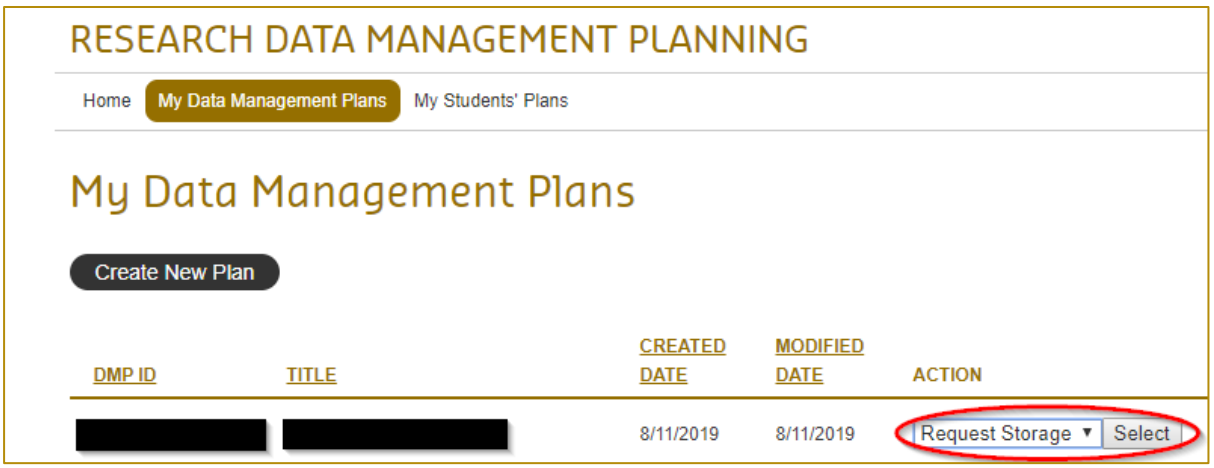
Steps for Staff to complete Staff Research Drive requests

1) Go to *My Data Management Plans* and click *Generate PDF* from the drop-down menu and click *Select*.



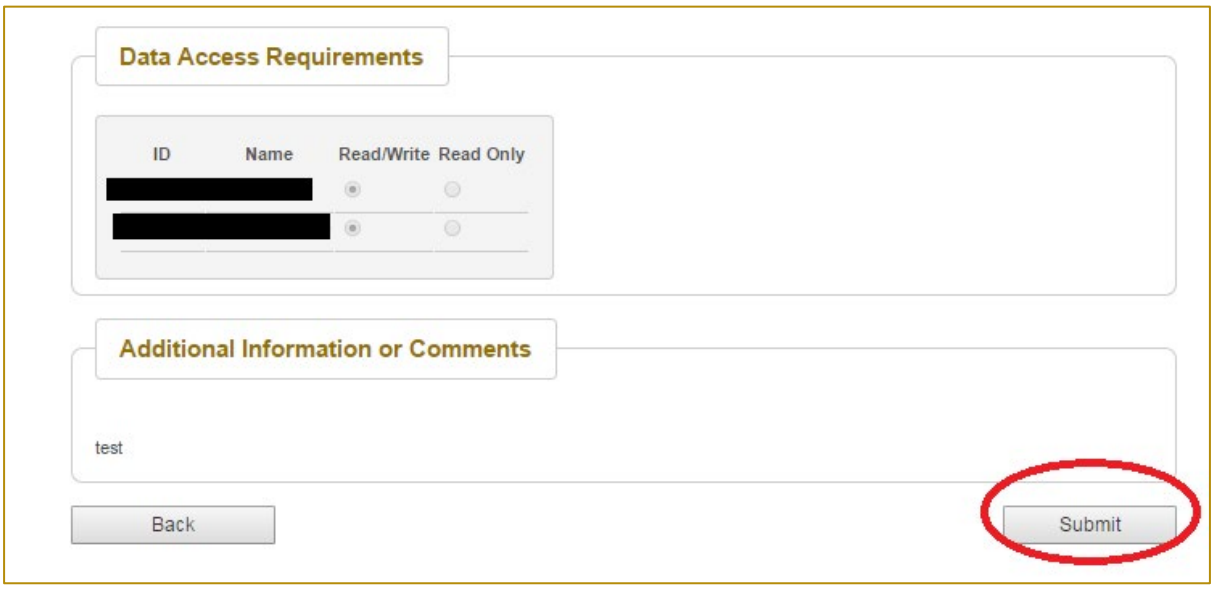
2) You will need some of the information in the generated PDF to approve the request.

3) From the same drop-down menu, click *Request Storage* and then click *Select.*

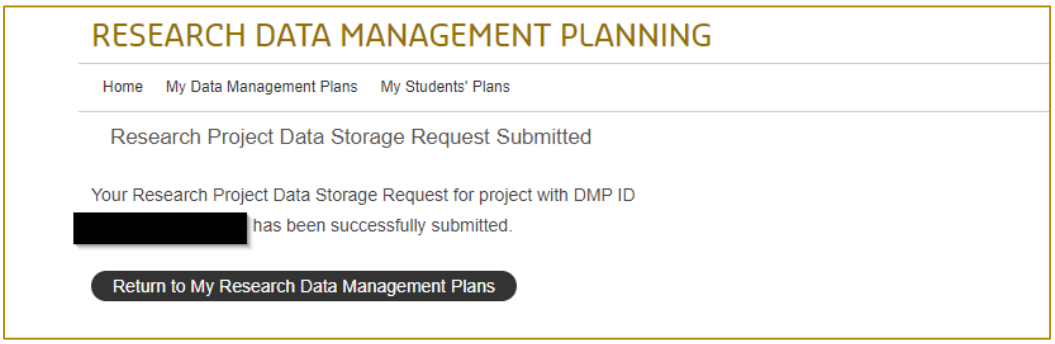


4) You will then be asked to some details about the submitted DMP. These should be included in the generated PDF (N.B. – If the project has a finite timeframe, enter "0" at *Projected Yearly Growth.*)

5) Once the details have been entered, select *Review*. Check the information is correct then select *Submit.*



6) You should then get this message. The request will now be sent to DTS for them to provision the R: drive space.



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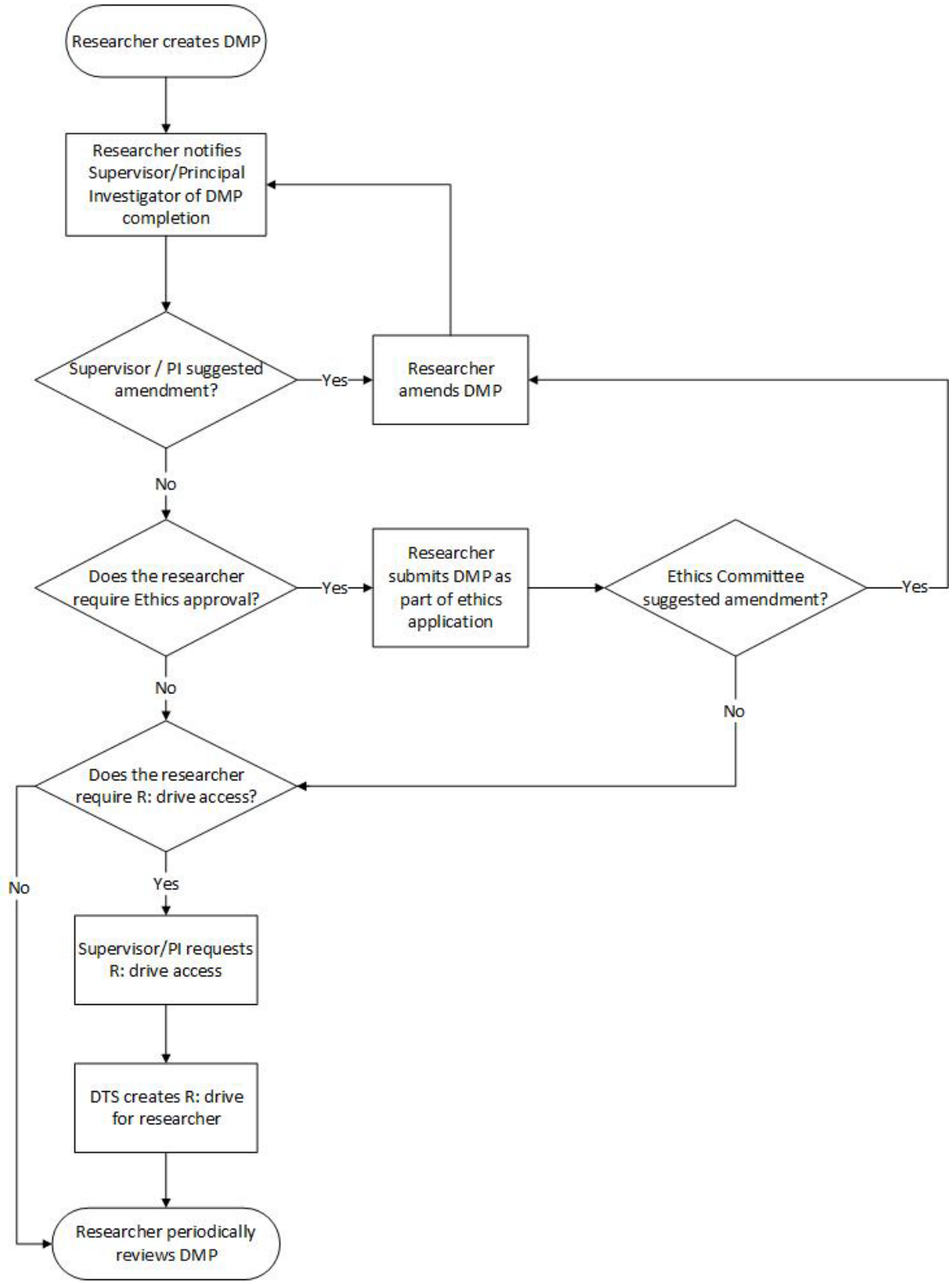
DMP Process Flowchart



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FAQs

I need more space on my Research Drive. How do I get it?

Please contact DTS as described in their self-help portal (requires Curtin login):
https://curtin.service-now.com/sp?id=kb_article&sysparm_article=KB0010343

I need to give access to my Research Drive so my Curtin collaborators can access my data. How can I add them to my drive?

Please contact DTS as described in their self-help portal (requires Curtin login):
https://curtin.service-now.com/sp?id=kb_article&sysparm_article=KB0011236

I don't understand what some of the questions are asking about. Where can I get more information about what the questions are referring to?

The Research Toolkit section on Research Data Management has links that will help answer all the DMP questions https://researchtoolkit.library.curtin.edu.au/data/research-data-management/introduction/ as T
Also linked there is information on the self-paced training module available for all Curtin researchers https://researchtoolkit.library.curtin.edu.au/data/research-data-management/help-and-training/
In addition to this, the Creating a Data Management Plan video works through creating a plan step-by-step https://researchtoolkit.library.curtin.edu.au/data/research-data-management/data-management-planning/

I understand the questions, but I don't know the answers to the questions the DMP Tool is asking me. Who can I talk to?

Your supervisor or PI should be your first point of contact, as they will have the best knowledge of your research project and the common research processes and ethics issues relevant to the project. You can also contact the Research Data Management team at Curtin Library for further assistance at researchdata@curtin.edu.au.

My question hasn't been answered here. What should I do?

Check the DTS Self-Service Portal https://supportu.curtin.edu.au/sp?id=kb_view2. Your question may have already been asked there. If not, please contact the Research Data Management team at Curtin Library on (08) 9266 2345 or at researchdata@curtin.edu.au.