

Curtin University Library

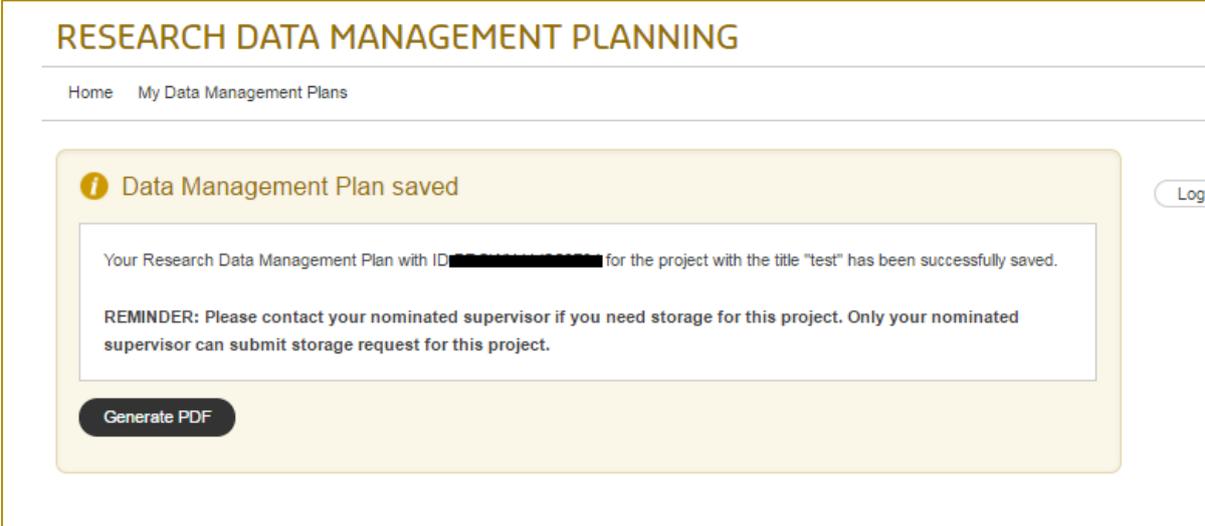
DMP Tool Help

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:



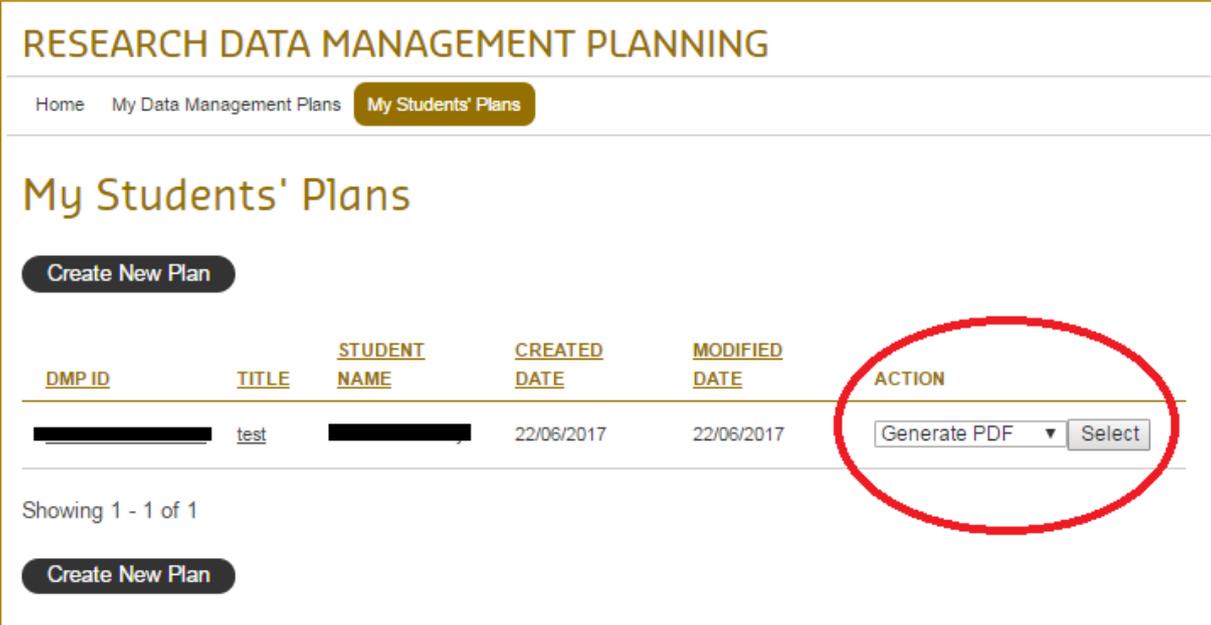
The screenshot displays the 'RESEARCH DATA MANAGEMENT PLANNING' interface. At the top, there are navigation links for 'Home' and 'My Data Management Plans'. A central yellow box contains a success message: 'Data Management Plan saved'. Below this, a white box provides details: 'Your Research Data Management Plan with ID [REDACTED] for the project with the title "test" has been successfully saved.' A reminder follows: 'REMINDER: Please contact your nominated supervisor if you need storage for this project. Only your nominated supervisor can submit storage request for this project.' At the bottom left of the yellow box is a 'Generate PDF' button, and at the bottom right is a 'Log out' button.

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.

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*.



RESEARCH DATA MANAGEMENT PLANNING

Home My Data Management Plans **My Students' Plans**

My Students' Plans

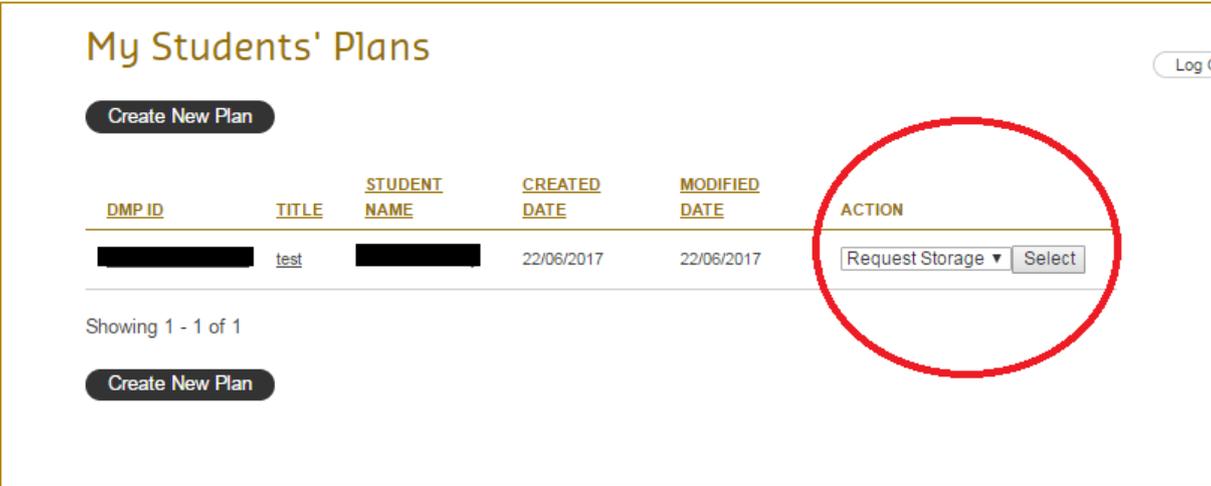
Create New Plan

DMP ID	TITLE	STUDENT NAME	CREATED DATE	MODIFIED DATE	ACTION
[REDACTED]	test	[REDACTED]	22/06/2017	22/06/2017	Generate PDF ▼ Select

Showing 1 - 1 of 1

Create New Plan

- 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*.



My Students' Plans

Create New Plan

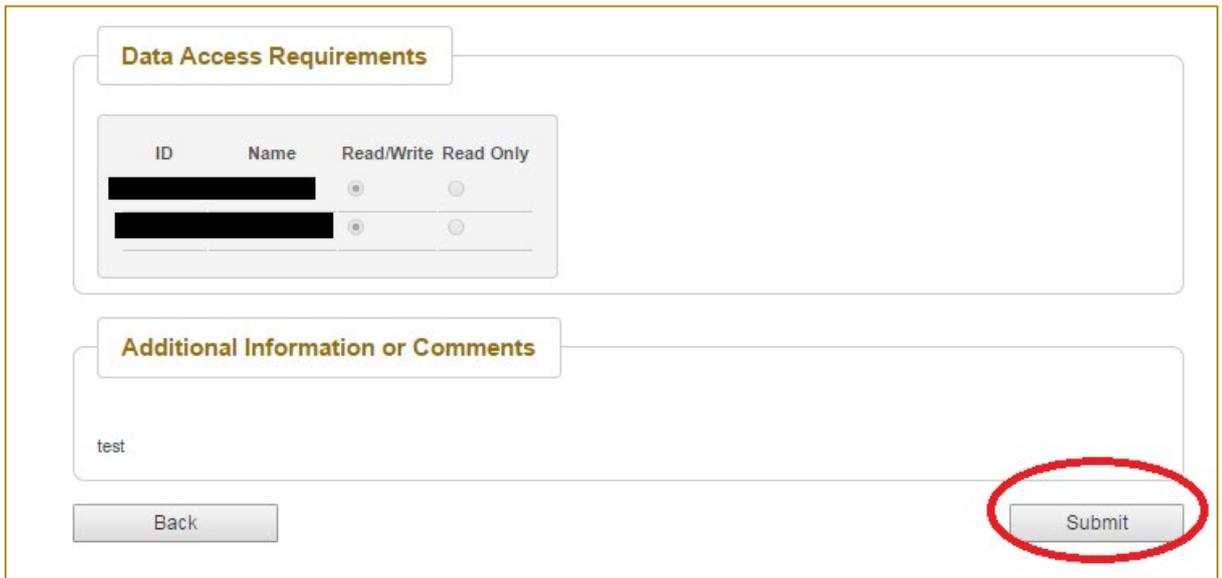
DMP ID	TITLE	STUDENT NAME	CREATED DATE	MODIFIED DATE	ACTION
[REDACTED]	test	[REDACTED]	22/06/2017	22/06/2017	Request Storage ▼ Select

Showing 1 - 1 of 1

Create New Plan

- 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*.

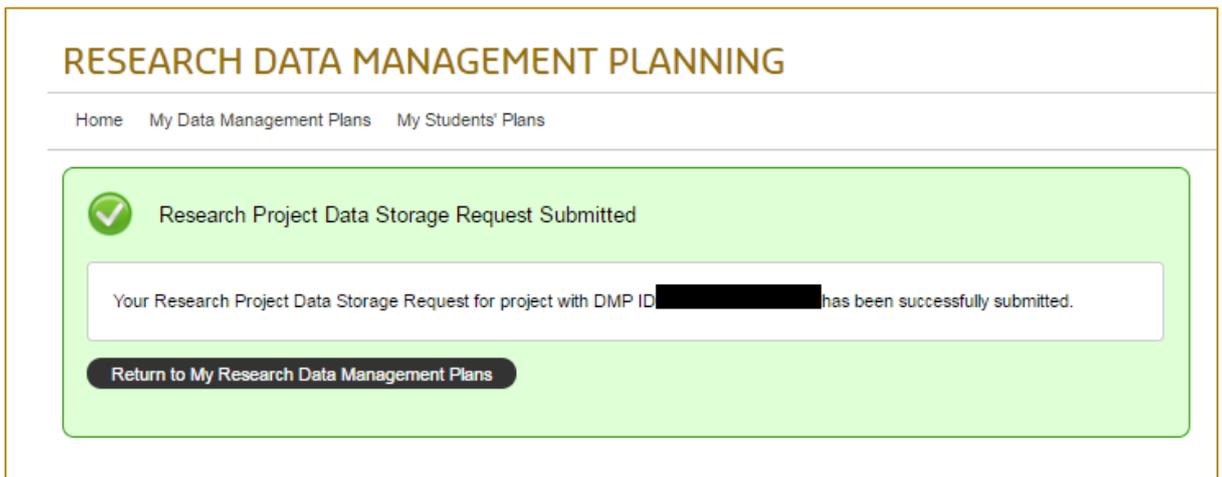


ID	Name	Read/Write	Read Only
[REDACTED]	[REDACTED]	<input type="radio"/>	<input type="radio"/>
[REDACTED]	[REDACTED]	<input type="radio"/>	<input type="radio"/>

test

Back 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.



RESEARCH DATA MANAGEMENT PLANNING

Home My Data Management Plans My Students' Plans

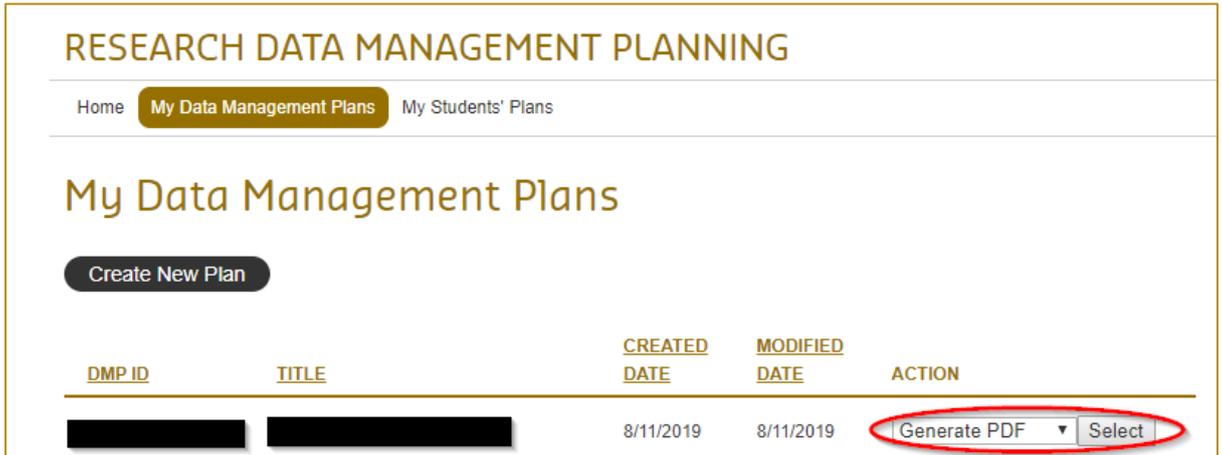
Research Project Data Storage Request Submitted

Your Research Project Data Storage Request for project with DMP ID [REDACTED] has been successfully submitted.

Return to My Research Data Management Plans

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*.



RESEARCH DATA MANAGEMENT PLANNING

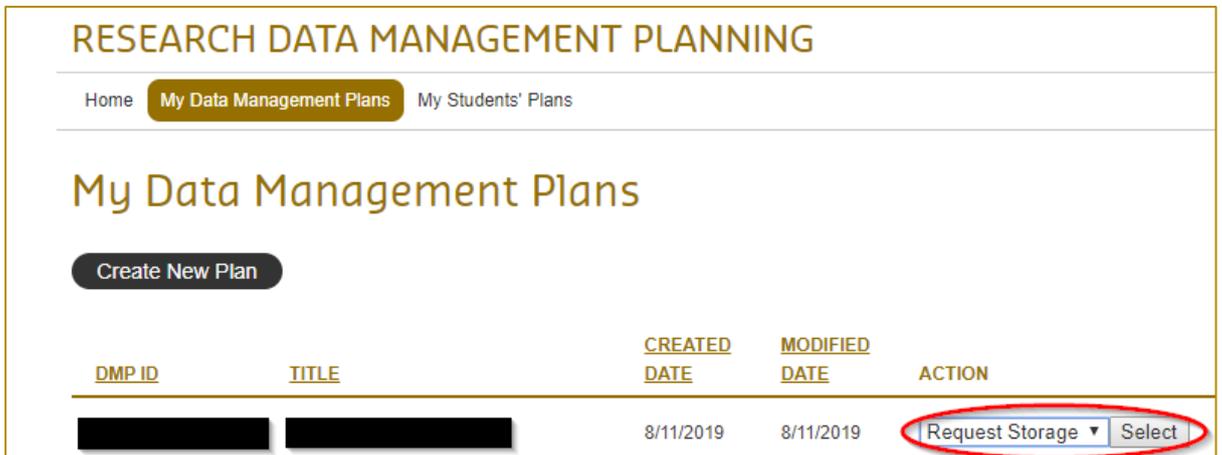
Home **My Data Management Plans** My Students' Plans

My Data Management Plans

Create New Plan

<u>DMP ID</u>	<u>TITLE</u>	<u>CREATED DATE</u>	<u>MODIFIED DATE</u>	<u>ACTION</u>
[REDACTED]	[REDACTED]	8/11/2019	8/11/2019	Generate PDF ▾ 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*.



RESEARCH DATA MANAGEMENT PLANNING

Home **My Data Management Plans** My Students' Plans

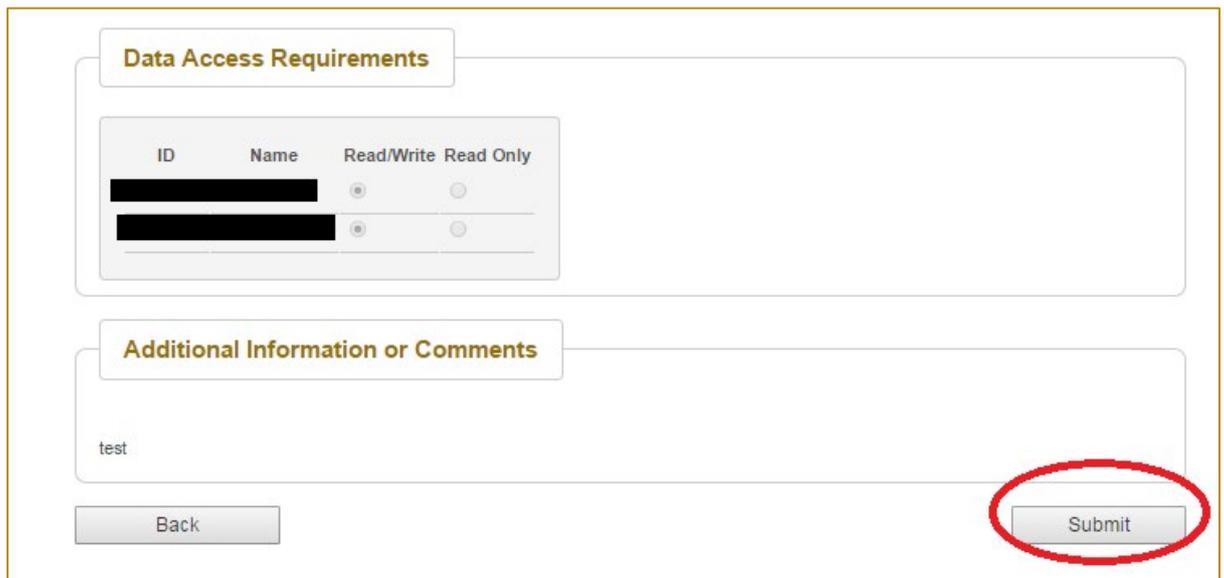
My Data Management Plans

Create New Plan

<u>DMP ID</u>	<u>TITLE</u>	<u>CREATED DATE</u>	<u>MODIFIED DATE</u>	<u>ACTION</u>
[REDACTED]	[REDACTED]	8/11/2019	8/11/2019	Request Storage ▾ 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*.



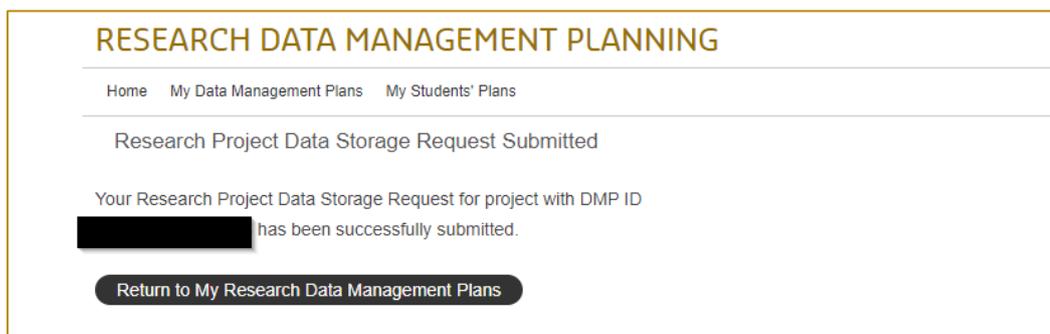
ID	Name	Read/Write	Read Only
[REDACTED]	[REDACTED]	<input type="radio"/>	<input type="radio"/>
[REDACTED]	[REDACTED]	<input type="radio"/>	<input type="radio"/>

Additional Information or Comments

test

Back Submit

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



RESEARCH DATA MANAGEMENT PLANNING

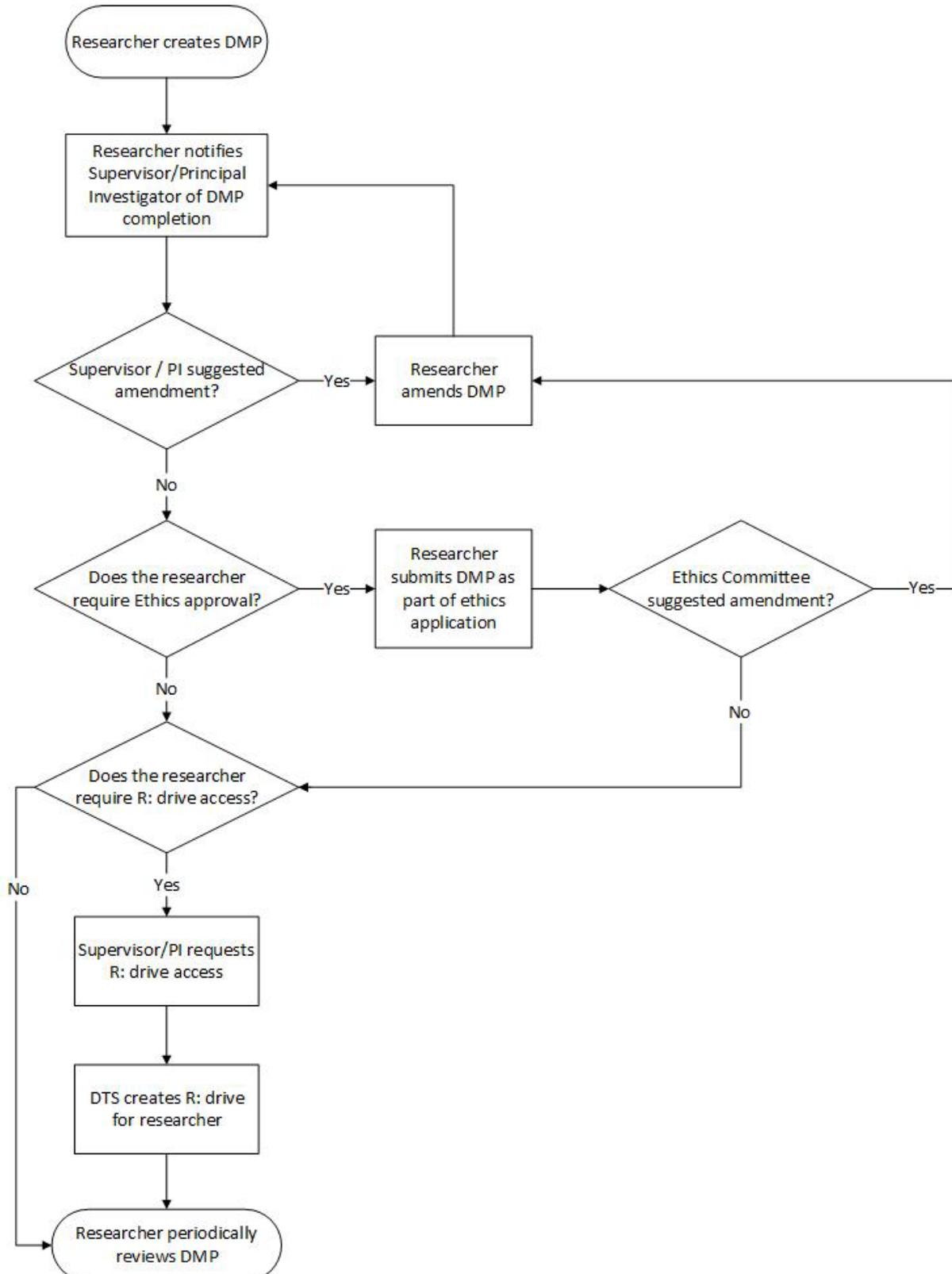
[Home](#) [My Data Management Plans](#) [My Students' Plans](#)

Research Project Data Storage Request Submitted

Your Research Project Data Storage Request for project with DMP ID [REDACTED] has been successfully submitted.

[Return to My Research Data Management Plans](#)

DMP Process Flowchart



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.