Data Management Planning Tool Instructions

Using DMPTool.org and the Purdue University template to draft a data management plan (DMP)
Sign in

Go to [https://dmptool.org/](https://dmptool.org/) and sign in through ‘Your Institution’
Select Purdue from the list of institutions
Sign in using your Purdue credentials
Start a plan

To access the Purdue template, you need to create a DMP. You can create a test DMP to try it out.
Create a plan document
Enter funder and grant information.
Project Details

On the left, enter funder and grant information.

On the right, make sure Purdue University is checked under ‘Plan guidance configuration.’

This ensures that you’ll see step-by-step guidance specifically for Purdue researchers as you write your plan.

Optionally, you can add other guides as well by clicking ‘See the full list.’
Plan Overview

Review a summary of the data management topics this plan should cover.

Click ‘Write plan’ button to start writing with custom guidance from Purdue.
Write Plan

Here you will see an expandable section for each topic covered in your plan.

Click the + to see guidance and enter text.
Access Guidance

The text box on the right offers custom guidance about this section of your plan.

You will see two Purdue tabs, a DMP tab, and any other guidance you elected to add in your Project Details (slide 8).

The first Purdue tab links to general NSF resources...
Access Guidance

The second Purdue tab provides detailed guidance on writing this section of your plan. Guidance includes a mix of:

- Questions
- Advice
- Examples
- Information about Purdue resources related to data management
Download
When you have completed all sections of your plan, the DMPTool gives you the option to export your plan as a PDF or as a DOCX file that you can edit in Word.