

Instructions on Using Data Stewardship Wizard MUNI for Creating Data Management Plans

About DSW MUNI

Data Stewardship Wizard (DSW) is a tool for creating a Data Management Plan ([DMP](#)). This DMP describes the research data that is created during the research project, and contains information about the type, size, method of creation, and other specific details about the data, its availability, and its use.

A DMP is a *living document*, which should be updated and maintained throughout the entire project. It is therefore recommended to use tools such as DSW to prepare a DMP, as these tools not only allow you to continuously update the information about data handling in the project, but also generate the DMP in its current form as a document whenever needed.

DMP Support at Masaryk University

Masaryk University (MU) employees and students can find the requirements for obtaining, storing, and using research data in the [https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/S006-13/MU Directive on Research Data](https://is.muni.cz/auth/do/mu/Uredni_deska/Predpisy_MU/Masarykova_univerzita/Smernice_MU/S006-13/MU_Directive_on_Research_Data)

MU employees and students can also contact the MU Open Science Support for assistance with creating DMPs: <https://openscience.muni.cz/en/support-for-researchers>

Useful Links

If you wish to read more about DSW and DMP after reading this guide, we suggest the following sources:

- *Training: Using the Data Stewardship Wizard for your scientific data management* (GAČR): <https://www.youtube.com/watch?v=NUxeh1XYlqc>
- Open Science MUNI: <https://openscience.muni.cz/>
- Open Science MUNI YouTube instructional videos: <https://www.youtube.com/@Open-Science-MUNI/videos>
- EOSC CZ Training Centre: <https://www.eosc.cz/skoleni>
- EOSC CZ YouTube instructional videos: <https://www.youtube.com/@EOSC.CzechRepublic>

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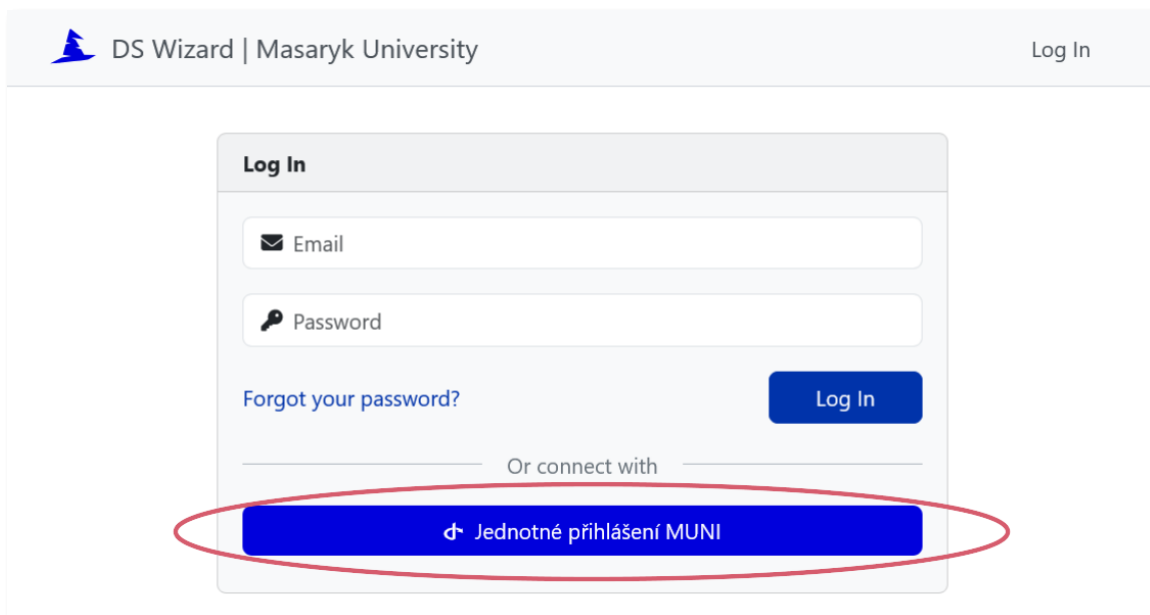
1 DSW MUNI as a Tool for Preparing DMPs at Masaryk University

DSW MUNI

MU operates its own instance of DSW MUNI and MU employees and students are recommended to use this tool for creating DMPs. Currently, DSW MUNI is localized into Czech, but the project templates themselves are in English; their localization is planned for 2025.

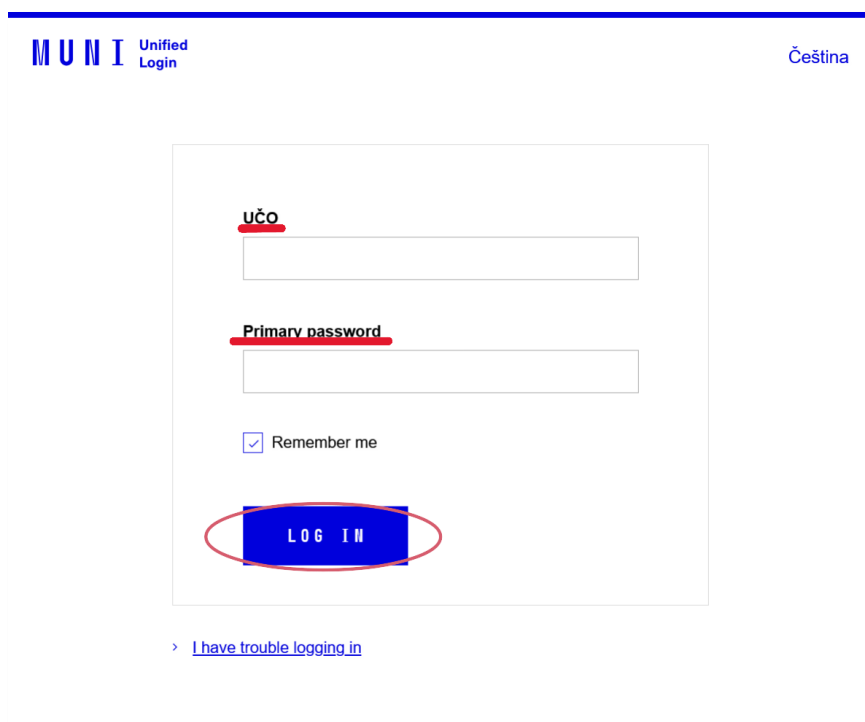
1.1 Log In

DSW MUNI is accessible at <https://dsw.muni.cz/>. If you are a MU employee or student, use the MUNI Single Sign-On service to access DSW MUNI.



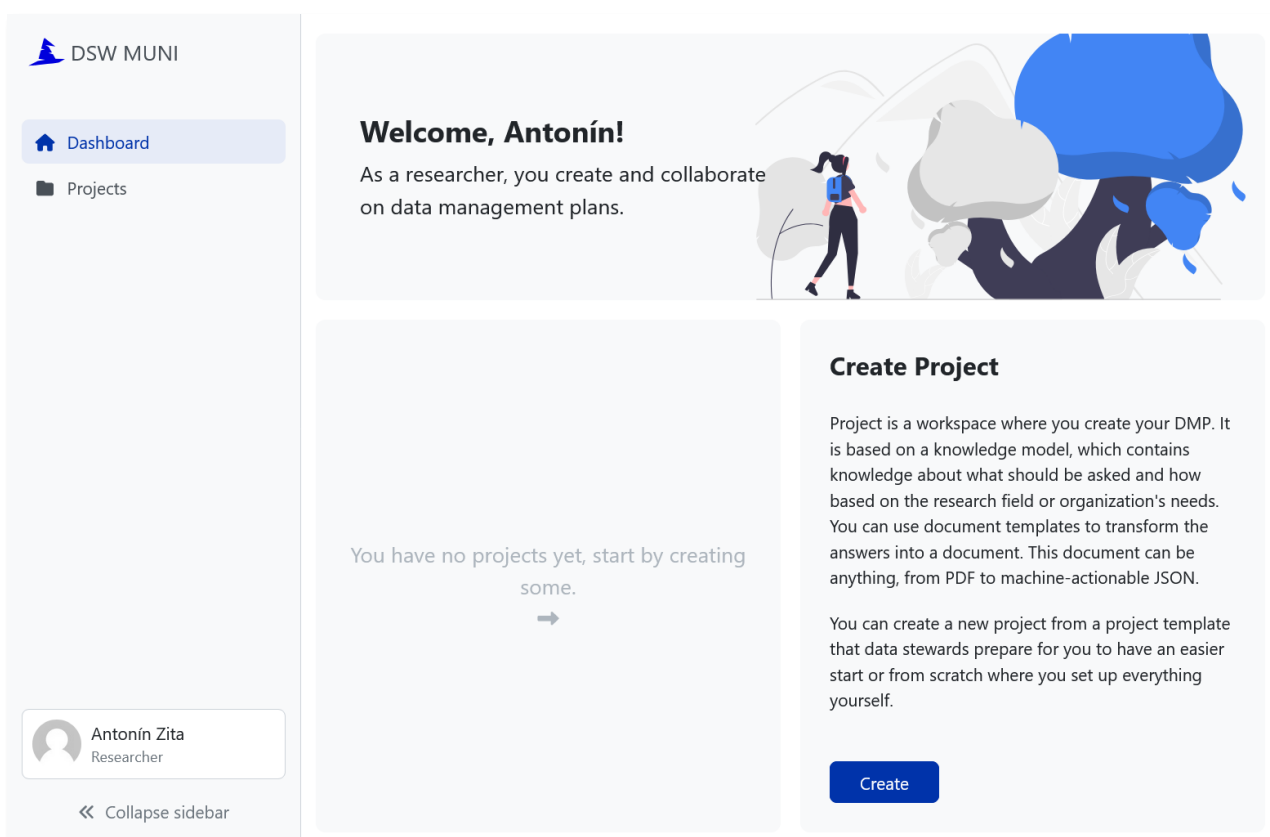
The image shows the login page of the DSW Wizard at Masaryk University. The page has a header with the university logo and name, and a 'Log In' link. The main content area contains a 'Log In' form with fields for 'Email' and 'Password'. Below these fields is a 'Forgot your password?' link and a 'Log In' button. At the bottom of the form, there is a section titled 'Or connect with' with a button labeled 'Jednotné přihlášení MUNI' (Single Sign-On MUNI), which is circled in red.

Enter your UČO and primary password. If you wish to enter your login credentials once, check the “Remember me” box.



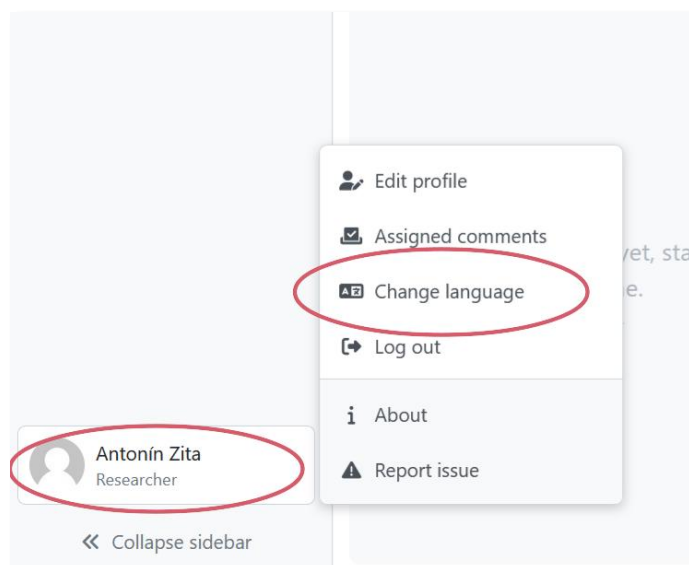
The image shows the DSW MUNI Unified Login page. At the top left is the MUNI logo with 'Unified Login' text. At the top right is the language 'Čeština'. The main form contains two input fields: the first is labeled 'učo' and the second is labeled 'Primary password'. Below these fields is a checkbox labeled 'Remember me' which is checked. A blue 'LOG IN' button is highlighted with a red oval. At the bottom of the form, there is a link: '> [I have trouble logging in](#)'.

When you log in for the first time, your user account is created in DSW MUNI and you can start using the tool. In the future, this page will also show you an overview of your projects.



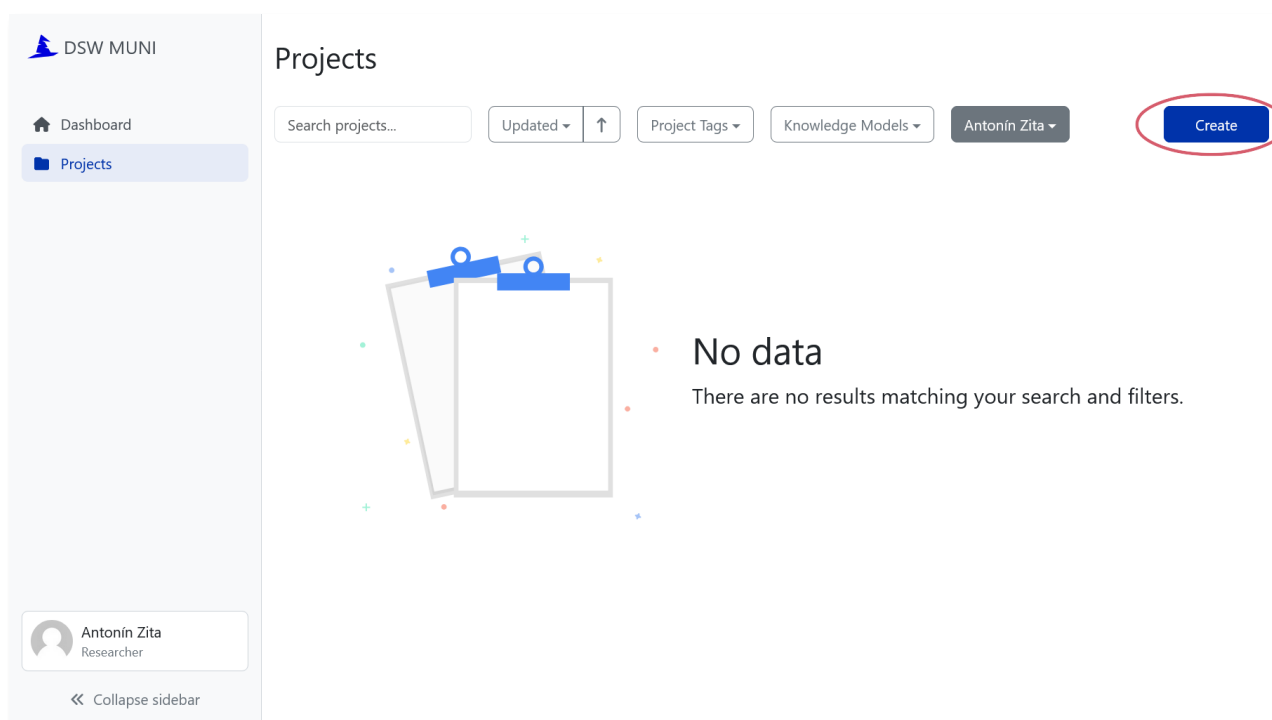
The image shows the DSW MUNI Dashboard. On the left is a sidebar with the DSW MUNI logo, a 'Dashboard' link (active), a 'Projects' link, and a user profile for 'Antonín Zita, Researcher'. At the bottom of the sidebar is a 'Collapse sidebar' button. The main content area has a 'Welcome, Antonín!' message, followed by a description of the researcher's role. Below this is a message: 'You have no projects yet, start by creating some.' with a right arrow. On the right side of the dashboard is a 'Create Project' section with a description of what a project is and a 'Create' button.

If you wish to change the language of DSW, simply hover over your name in the bottom-left corner and then click [Change language](#). The option to collapse the entire sidebar is found under your name.



1.2 Creating a New Project

To create a new DMP, click **Create** in the **Projects** tab. If you are about to create your first project, you can also do so in the **Dashboard** tab.



- Templates are partially completed DMPs, which can help researchers create their DMPs.
 - These templates can be, for example, templates of a department, a laboratory, or a project that contain pre-filled repeated information (grant no., names of principal investigators, data storage information) which tend to repeat in multiple DMPs prepared by the given group of users.
- A project DMP can be modified into a template by DSW Administrators. If you need to create a template for your project, group, or department, please contact the MU Open Science support staff: <https://openscience.muni.cz/en/support-for-researchers>

When creating a new DMP, always choose a name that allows you to easily recognize the project. It is recommended to include in the name of the DMP the acronym of the project which you are preparing.

1.2.1 Choice of Questionnaire Template (*Knowledge Model*)

If you are not using a template for creating the project, it is necessary to choose a so-called *Knowledge Model*, that is a questionnaire template which will guide you through the creation of the DMP.

- If you are preparing a DMP for a *Life Sciences* project or from related disciplines, it is recommended to select *Life Sciences DSW Knowledge Model*.
- For *Humanities and Social Sciences (HSS)* disciplines and other disciplines in the *Science Technology Math (STM)* it is recommended to use *Common DSW Knowledge Model*.

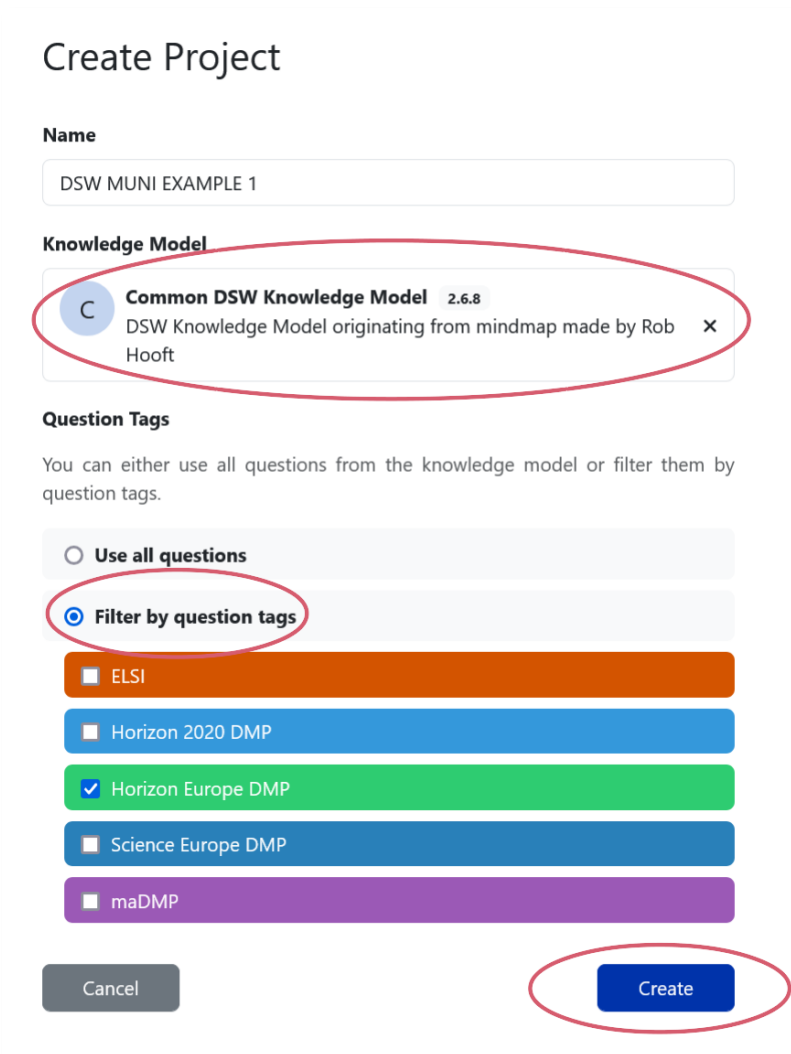
1.2.2 Selecting Question Tags Relevant for Specific Project Calls

Some project calls (e.g., *EU Horizon 2020*, *Horizon Europe*, etc.) published instructions for creating a DMP (such as DMP templates). DSW MUNI helps you prepare DMPs for these calls by, among other things, allowing the questionnaire guide to display only questions relevant for the DMPs of the given call. If you wish to mark the questions relevant to the given call or calls, select the appropriate choice in the section *Question Tags*. Note that you need to first select the *knowledge model* for the *question tags* to appear.

If you do not select any set of *question tags*, all questions in the questionnaire will be shown. That being said, the relevance of questions for given DMP template will be shown in the questionnaire using the appropriate labels.

You can then create the project by clicking *Create*.

The example on the right uses the *Common DSW Knowledge Model* and filters the questions according to the requirements of *Horizon Europe DMP*.



Create Project

Name

DSW MUNI EXAMPLE 1

Knowledge Model

☒ **Common DSW Knowledge Model** 2.6.8
DSW Knowledge Model originating from mindmap made by Rob Hooft

Question Tags

You can either use all questions from the knowledge model or filter them by question tags.

☐ Use all questions

☒ **Filter by question tags**

☐ ELSI

☐ Horizon 2020 DMP

☒ **Horizon Europe DMP**

☐ Science Europe DMP

☐ maDMP

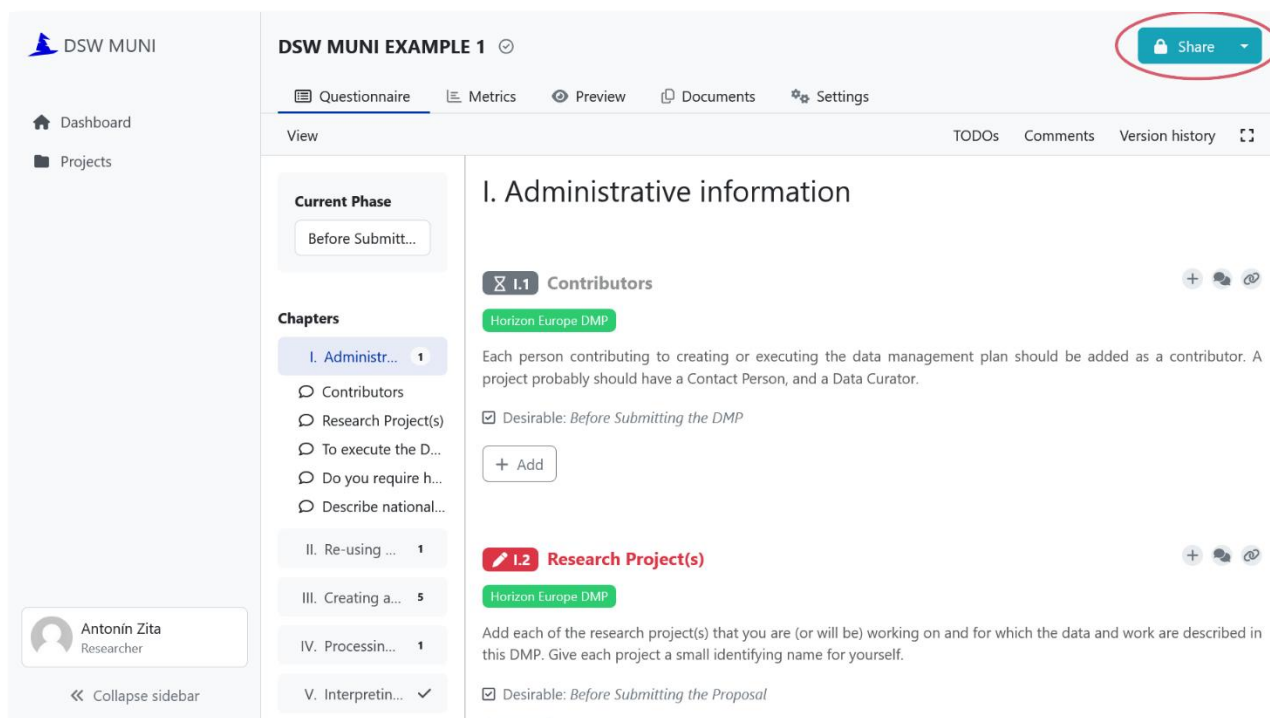
Cancel **Create**

All created projects will be displayed in the *Projects* tab. The tab also allows you to filter projects according to various parameters, but also to clone or export them. See Chapter 4 of this document

for more information.

1.3 Before Answering the Questionnaire

In addition to the questionnaire itself, the [Projects](#) page offers other functionalities. We recommend setting the sharing mode of the DMP as the first step; you can do so by clicking the button in the top-right corner.



1.3.1 Sharing

DMPs can be shared with your co-workers. It is also possible to edit them simultaneously like in shared Microsoft Office 365 or Google Docs documents.

Sharing With Specific MU Staff Members

You can share DMPs with others from MU by selecting the user profile in the section *Users*. The easiest way to doing so is by entering the UČO or the name of the user. Those signed in using the MU Single Sign-On can be found in the list by their emails in the format `učo@mail.muni.cz`. If you cannot find a user in the list, they most likely have not created their user profile in DSW MUNI. Ask them to log in to DSW MUNI or share the DMP with them by using a link (see below).

Sharing for the Entire MU

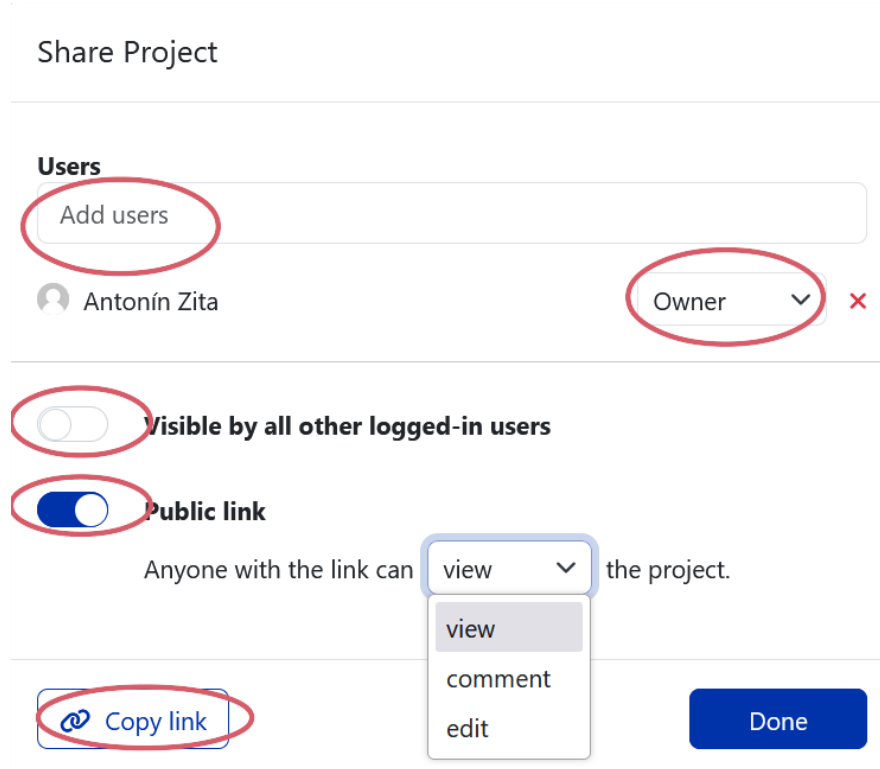
By selecting the option *Visible by all other logged-in users*, you share the DMP with all logged-in users.

Please note: we strongly advise against using this option! DMPs shared in this way are visible to all logged-in users in the *Projects* tab. MU has many users and it is very likely that a DMP shared in this way will be irrelevant for a large part of them. Use sharing with specific people or a

public link instead.

Sharing by a Public Link

You can share the DMP with anyone online, including those outside of MU, by creating a public link in the *Public link* section. When using this option, carefully choose the permission level (see below) and the group of people with whom you wish to share the link. Then, simply click *Copy link* and share the link with the users.



Share Project

Users

Add users

Antonín Zita Owner

☐ Visible by all other logged-in users

☒ Public link

Anyone with the link can view the project.

view

comment

edit

Copy link

Done

Sharing Permission Levels

No matter which sharing option you choose, you have several permission levels to set:

- *Viewer*: The user can only view the DMP; they cannot make any changes or comment on the content.
- *Commenter*: The user can view the DMP. They cannot make any changes to the content, but they can add comments to individual items.
- *Editor*: The user can view, edit, and comment on the DMP.
- *Owner*: In addition to viewing, editing, and commenting on the DMP, the owner can manage sharing.

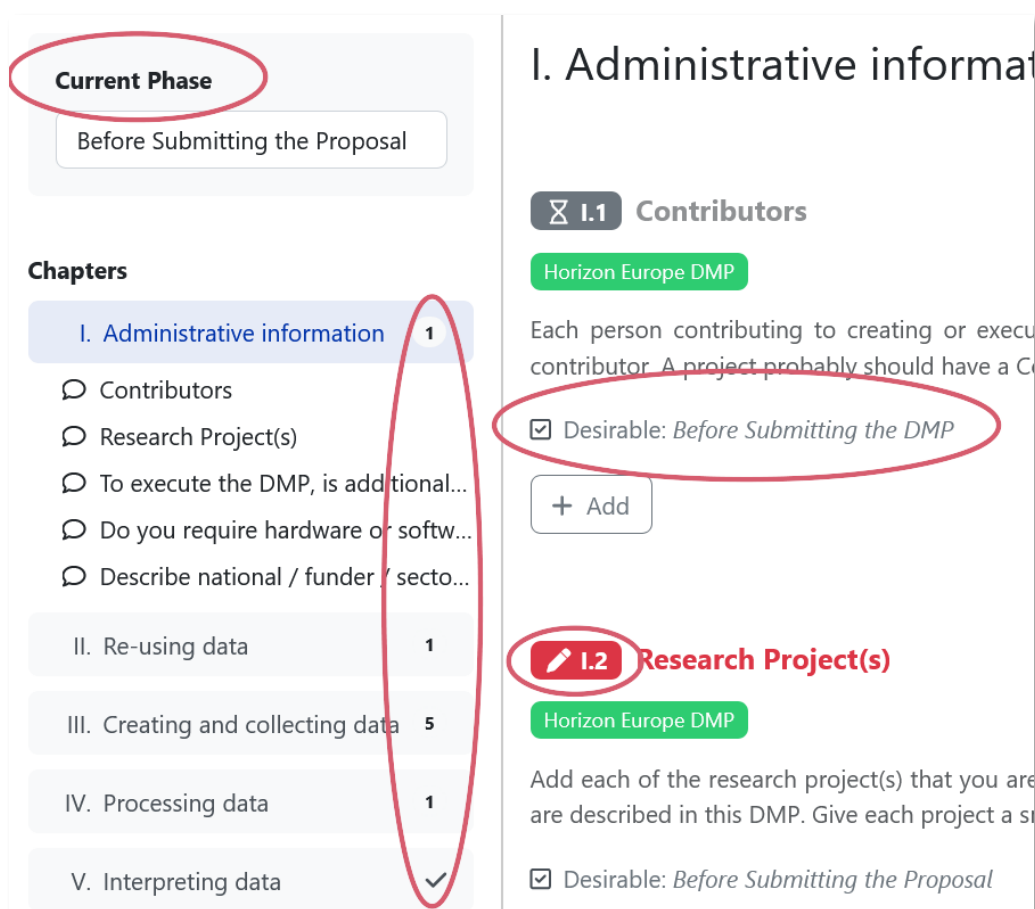
Once you are done choosing the sharing settings, do not forget to save them by clicking **Done**.

2 Answering the Questionnaire

The DMP in DSW MUNI is completed using a questionnaire guide that walks you step by step through the individual aspects of data management. For this purpose, the questionnaire is divided into several chapters that collect thematically similar questions. The questionnaire is automatically saved after any question is answered.

2.1 Project Phases

DSW MUNI highlights which questions in the questionnaire you should focus on based on the current phase of the project. You can select the phase in the *Current Phase* section (top left in the image below), which, when clicked, will display recommendations for completing that phase.



The screenshot shows the DSW MUNI questionnaire interface. On the left, there is a sidebar with a 'Current Phase' section at the top, which is circled in red and contains the text 'Before Submitting the Proposal'. Below this is a 'Chapters' section. The first chapter, 'I. Administrative information', is highlighted in blue and has a red circle around it with the number '1' next to it. This chapter contains five sub-items: 'Contributors', 'Research Project(s)', 'To execute the DMP, is additional...', 'Do you require hardware or softw...', and 'Describe national / funder / secto...'. The other chapters are 'II. Re-using data' (1), 'III. Creating and collecting data' (5), 'IV. Processing data' (1), and 'V. Interpreting data' (checkmark). On the right, the main content area shows 'I. Administrative information'. Under 'I.1 Contributors', there is a green button 'Horizon Europe DMP' and a checkbox 'Desirable: Before Submitting the DMP' which is circled in red. Below this is a '+ Add' button. Under 'I.2 Research Project(s)', there is a red button 'Horizon Europe DMP' and a checkbox 'Desirable: Before Submitting the Proposal'.

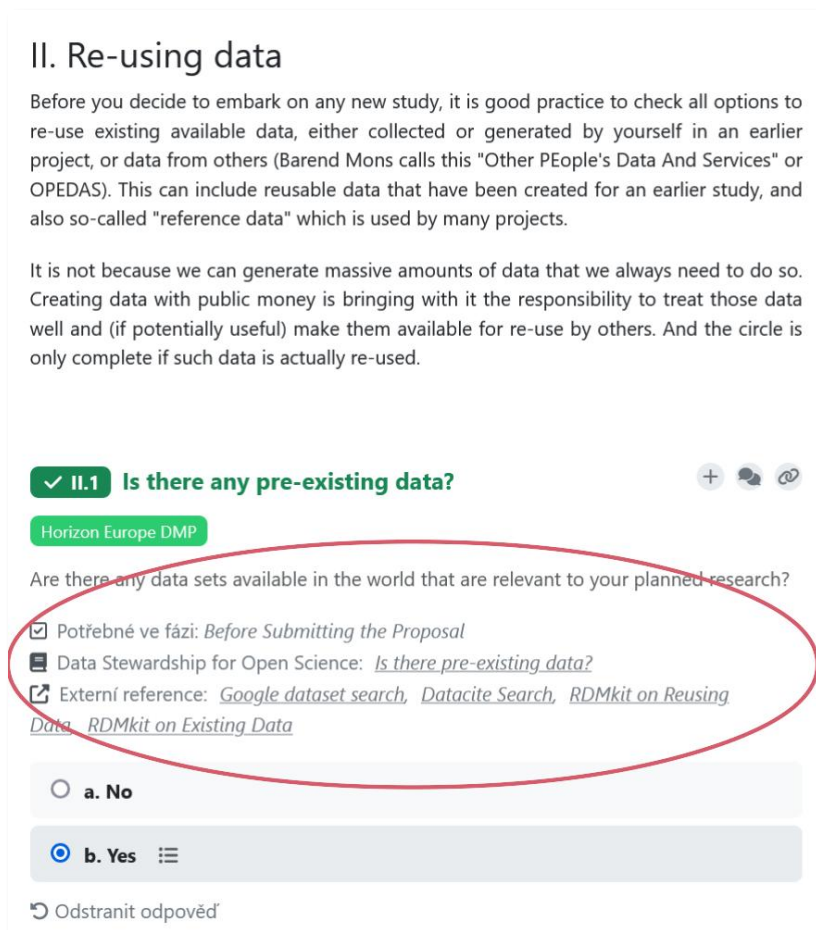
Based on the selected phase, DSW MUNI highlights questions in the questionnaire by the following methods (see the image above):

- Red with a pencil icon – priority questions that need to be answered in the current phase of the DMP.
- Grey with an hourglass icon – other questions that can be answered in a later phase of the DMP.

Each question in the *Desirable* section indicates in which phase it must be answered. Once answered, the question color turns green and is marked with a check mark.

The number of priority but incomplete questions in each chapter of the questionnaire is indicated by the number after the section name; a blue check mark indicates that all priority questions in that chapter have already been completed.

Each chapter begins with a brief introduction to managing data relevant for that chapter. Each question also usually includes additional information as guides (a book symbol) and links to relevant sources.



II. Re-using data

Before you decide to embark on any new study, it is good practice to check all options to re-use existing available data, either collected or generated by yourself in an earlier project, or data from others (Barend Mons calls this "Other PEople's Data And Services" or OPEDAS). This can include reusable data that have been created for an earlier study, and also so-called "reference data" which is used by many projects.

It is not because we can generate massive amounts of data that we always need to do so. Creating data with public money is bringing with it the responsibility to treat those data well and (if potentially useful) make them available for re-use by others. And the circle is only complete if such data is actually re-used.

✓ II.1 Is there any pre-existing data? + 🗨 🔗

Horizon Europe DMP

Are there any data sets available in the world that are relevant to your planned research?

☒ Potřebné ve fázi: *Before Submitting the Proposal*

☐ Data Stewardship for Open Science: *Is there pre-existing data?*

☐ Externí reference: [Google dataset search](#), [Datacite Search](#), [RDMkit on Reusing Data](#), [RDMkit on Existing Data](#)

☐ a. No

☒ b. Yes ☰

🗑 Odstranit odpověď

Questions in the questionnaire may be of any of the following type:

- A brief free form text
- A long free form text
- A multiple-choice list
 - DSW MUNI works on a wizard principle and some options may therefore be marked with a menu icon. When selecting an option without a menu icon, the question is answered. Selecting an answer with a menu icon displays more detailed options (i.e., a subset of further questions). In the image below, an item is selected as the answer, which leads to further questions – answered with a longer free form text.

✓ I.3 To execute the DMP, is additional specialist expertise required?

Horizon Europe DMP

☒ Potřebné ve fázi: Before Submitting the DMP

☐ a. No

☐ b. Yes, trained support staff is available

☒ c. Yes, we will be training existing staff 

☐ d. Yes, we will be hiring new people with additional expertise 

 Odstranit odpověď

Zodpovězeno před méně než minutou

 Sbalit

⌚ I.3.c.1 What kind of training?

Horizon Europe DMP

☒ Potřebné ve fázi: Before Submitting the DMP

- Adding another item
 - Some questions allow adding multiple answers of the same type. For example, it is possible to highlight funding from multiple sources. You can add a new item for the answer by clicking the [Add](#) button.
- Choosing an item from the autocomplete menu (see below).

✓ I.1.a.4 Affiliation

Horizon Europe DMP

Masaryk

Masaryk University (MU) type EducationFunder

Central European Institute of Technology – Masaryk University (CEITEC MU) type Education

Masaryk Memorial Cancer Institute (MMCI) type Facility

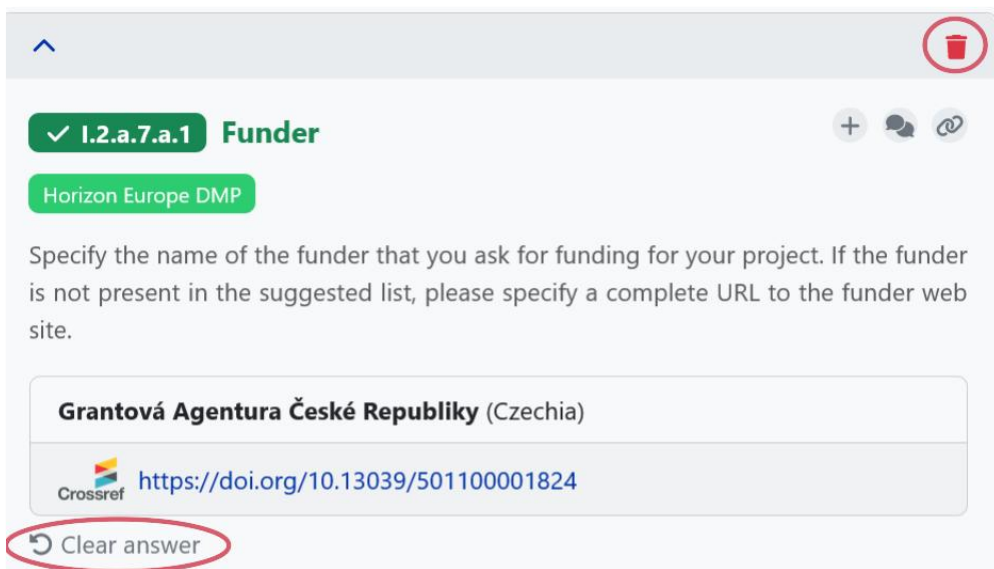
Czech Academy of Sciences, Masaryk Institute and Archives (MIA AS CR) type ArchiveFacility

T. G. Masaryk Water Research Institute (TGM WRI) type Facility

for data management, identify the leader of that work package as Data Curator.

- DSW MUNI is connected to various information sources, for example to the database [FAIRSharing.org](https://fairsharing.org), which are used to suggest items for autocomplete.

- If you start typing in such a response field, a menu of items from that source corresponding to the text entered so far will appear.
- If you wish to use one of the items offered, click it to add.
 - A reference to the given item in a remote source is also added to the automatically completed item (typically a persistent identifier of the given item from an ontology, etc.)
 - If you wish to delete the answer entered, you can do so by clicking the *Clear answer* button.



The screenshot shows a web form titled 'Funder' with a green status bar indicating 'I.2.a.7.a.1'. Below the title is a green button labeled 'Horizon Europe DMP'. The form contains a text input field with the text 'Grantová Agentura České Republiky (Czechia)'. Below the input field is a Crossref logo and a URL 'https://doi.org/10.13039/501100001824'. At the bottom of the form, there is a 'Clear answer' button with a circular arrow icon, which is circled in red. In the top right corner of the form, there is a red trash bin icon.

- You can delete the entire set of answers by clicking the red garbage bin icon in the top-right corner.
- If none of the items suggested are suitable, continue typing and create your own item.

2.2 Chapter I: Administrative Information

This chapter lists all persons who contributed to the creation or implementation of the DMP. In addition to the name of the person, the email, the unique permanent ORCID identifier, and affiliation of the person are listed.

We strongly recommend entering a unique persistent ORCID person identifier.

You can enter your personal identifiers in the MU Information System after logging in at https://is.muni.cz/auth/publikace/identifikatory_osob. If you do not yet have an ORCID, you can register one for free at <https://orcid.org/>. If you need help with registering or managing personal identifiers, please contact MU Open Science support: <https://openscience.muni.cz/podpora-pro-vyzkumniky>

The affiliation field is connected to the ROR database of institutions, i.e. you can search for the ROR of the institution directly from the form. The ROR of Masaryk University is <https://ror.org/02j46qs45>. The person's role in the project should also be listed.

The second part of this chapter is administrative data about the project – name, acronym, project start and end date, funding sources, etc.

The third part of the chapter describes whether additional personnel, software, and hardware

beyond those available at the university are needed to implement the DMP. For example, options and recommendations for data storage at MU can be found in the relevant section of the IT MU catalog:

<https://it.muni.cz/en/overviews/recommendations-for-the-usage-of-storages>

If you feel you need further assistance, please contact the MU Open Science staff:

<https://openscience.muni.cz/podpora-pro-vyzkumniky>

2.3 Chapter II: Re-using Data

Before you start any new study, it is good practice to check all options to re-use existing available data, either collected or generated by yourself in an earlier project, or data from others (Barend Mons calls this "Other PEOple's Data And Services" or OPEDAS). This can include reusable data that has been created for an earlier study, and also so-called "reference data" which is used by many projects.

If you are not using any existing data, you do not need to enter anything in this section.

If you are using existing data, pay close attention to the license and other terms of use. Be especially careful when using data from medicine and other *life sciences*, or from HSS fields such as psychology, as this data may contain, for example, personal data or sensitive data.

The use of such data may be subject to specific treatment outlined in the terms of use. Please also pay attention to planning appropriate storage for such data; see the recommendations for using MU data repositories:

<https://it.muni.cz/en/overviews/recommendations-for-the-usage-of-storages>

2.4 Chapter III: Creating and Collecting Data

This chapter describes all the sources of data: for example, the data can come from instruments or from questionnaires; data can be newly collected as part of the current project, but it can also be pre-existing data that may need proper contracts with the maintainer, some pre-processing, and quality checks. Finally, it can also be reference data that is located in curated resources and (public) databases.

The description of data in this chapter includes the following: type, format, size, origin and storage, metadata, file and folder organization, and collection. The terminology/ontology of data is linked to a database that includes commonly used ontologies in research. The chapter includes questions on the origin of data – instrumental and non-instrumental data, data sensitivity, and data ownership.

The goal of this section is to draw your attention to various aspects of working with data within their project life cycle. If you do not know the answer to any of the questions listed, this may indicate that you do not have a complete plan for working with data at some stage of the project; alternatively, you may have to clarify, for example, the conditions of ownership or further dissemination of data.

For consultations, please contact MU Open Science support:

<https://openscience.muni.cz/en/support-for-researchers>

2.5 Chapter IV: Processing Data

In this chapter, questions focus on the computing environment that is used to process the data and make it available for interpretation by project partners. Some of the questions (e.g. on workflow systems and data provenance) are also relevant in the interpretation phase.

Furthermore, the chapter also examines the means of protecting data from loss to make you think about the consequences of a possible leak into unauthorized hands or violation of their integrity. Lastly, an important consideration to take in this chapter is whether personal data or data of an otherwise sensitive nature are processed and what the plan is for protecting such data.

2.6 Chapter V: Interpreting Data

The interpretation of the data consists of the last steps of processing (often with manual interventions), visualisation, and integration of data. The questions in this chapter focus on data interoperability.

2.7 Chapter VI: Preserving Data

This chapter addresses the issues of data publication and long-term archiving. Verify that you have a plan in place for secure data retention even after the end of the project, both from a technical as well as business model perspective; this includes, for example, planning the retention period and requirements for controlled data destruction.

2.7.1 Relevant Sources for Storing Data

- Data storage at MU: <https://it.muni.cz/en/categories/data-storage>
- Recommendations for the usage of storages:
<https://it.muni.cz/en/overviews/recommendations-for-the-usage-of-storages>
 - The source above defines the following:
 - Categorizing data.
 - Categorizing storage.
 - Recommendation of different storages for different types of data.
- CESNET Storage Department: <https://du.cesnet.cz/>
 - Can be used for research purposes, mainly by academic staff and students of research institutions in the Czech Republic
 - Certification compliant with information security management system standard ČSN EN ISO/IEC 27001:2014.
 - Examples of use:
 - Environment for backup.
 - Environment for archiving.
 - Environment for data sharing.
- CESNET OwnCloud: <https://www.cesnet.cz/en/services/data-storage-3/owncloud-16>
 - File synchronization tool which supports data synchronization across Windows, Mac, and Linux platforms, and Android and iOS mobile devices.
 - Similar to Google Drive and Microsoft OneDrive, but is maintained using the CESNET infrastructure with a higher than usual available storage capacity for “non-paying” users.
 - Login via identity federation eduID.cz.
 - To create an account, simply log in to the system for the first time.
 - Provides 100 GB of storage capacity per user by default.

- Allows data sharing in groups that the user can set up.
- Enables filesharing using a URL to anyone with the link.
- The data remains in the Czech Republic; the CESNET Association does not acquire any rights to the stored content, as it remains with the owners of data.
- Repositories for research data:
 - OpenAIRE: [How to find a trustworthy repository for your data](#)
 - Preferred are trusted certified repositories.
 - [CoreTrustSeal \(list of certified repositories\)](#).
 - [Nestor Seal](#) (verification according to DIN 31644).
 - [ISO 16363](#).
 - However, the well-known [Zenodo](#) does not have any certification.
 - The most commonly used general repositories include:
 - [Zenodo](#),
 - [Figshare](#)
 - [Dryad](#).
 - Repository directories:
 - Open Access repositories: [OpenDOAR](#)
 - Data repositories: [re3data.org](#)
 - Sources highly relevant for STM (especially for *Life Sciences*) disciplines:
 - [ELIXIR RDMkit | Data publication](#)
 - [EMBL-EBI's data submission wizard](#).
 - [ELIXIR Deposition Databases](#).
 - [Scientific Data journal's recommended repositories](#).
 - Data repository CESNET: <https://data.narodni-repozitar.cz/>
 - Currently in pilot release
 - Guidebooks: https://du.cesnet.cz/cs/navody/narodni_repozitar/start (in Czech only)
 - For storage and controlled publication of datasets.
 - Creating a metadata record that describes the dataset.
 - Attaching individual files that make up the dataset itself.
 - Providing each public record with a persistent DOI identifier upon request.
 - Possibility of linking to publications based on the dataset via the publication's DOI in the metadata.
 - Registration required to upload data
 - Registration does not automatically lead to access, as it needs to be approved.
 - Possibility of delayed data publication.
 - Time embargo.
 - Metadata are visible immediately to achieve findability.

2.7.2 What to Focus on When Choosing a Repository

- Will the repository assign a persistent identifier (e.g., DOI) to your data? Persistent identifiers make your data easier to find and cite. **MU is able to assign DOIs to data sets and research publications**; for information on specific options for your project, contact the MU Open Science support team: <https://openscience.muni.cz/en/support-for->

researchers

- Is the repository trusted/certified? Certified repositories generally lead to better maintenance of your data.
- Does the repository provide open access to the stored data? If you want to share your data openly, then this information is key.
- Does the repository provide a license to your data? Does it clearly define the terms and conditions under which the data stored in the repository can be used?
The users of your data need to know how they can use it.
- Will the repository provide a home page with metadata (landing page)? Metadata will help others find the data, understand its contents, and how to cite it.
- Does the repository support version control?
If you update your dataset, you can upload the updated version as a new version of the original dataset. The new dataset will be assigned its own persistent identifier, and users will be able to identify which version is the latest or which version was used in the original study.

2.8 Chapter VII: Giving access to data

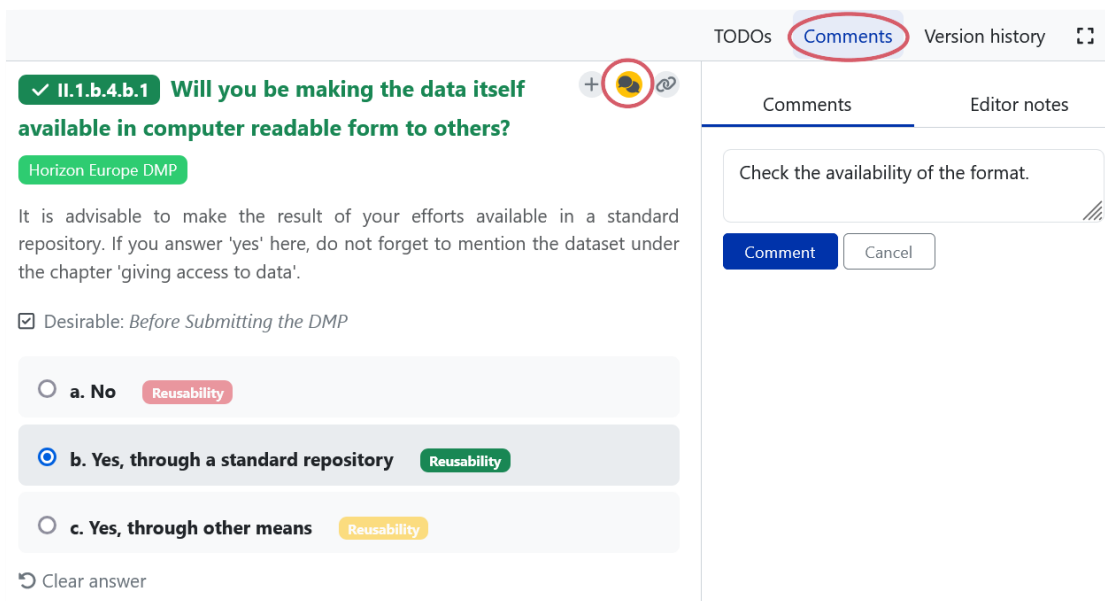
The questions in this chapter deal with the openness of data, i.e. the way it is made available to others. The chapter addresses the method of publication, possibility of an embargo, availability of the metadata, and other issues. Remember the recommendation for FAIR data: “as open as possible, as closed as necessary.”

3 Additional Tools in DSW MUNI for DMP

The DSW top bar offers many useful features which help you with writing a DMP.

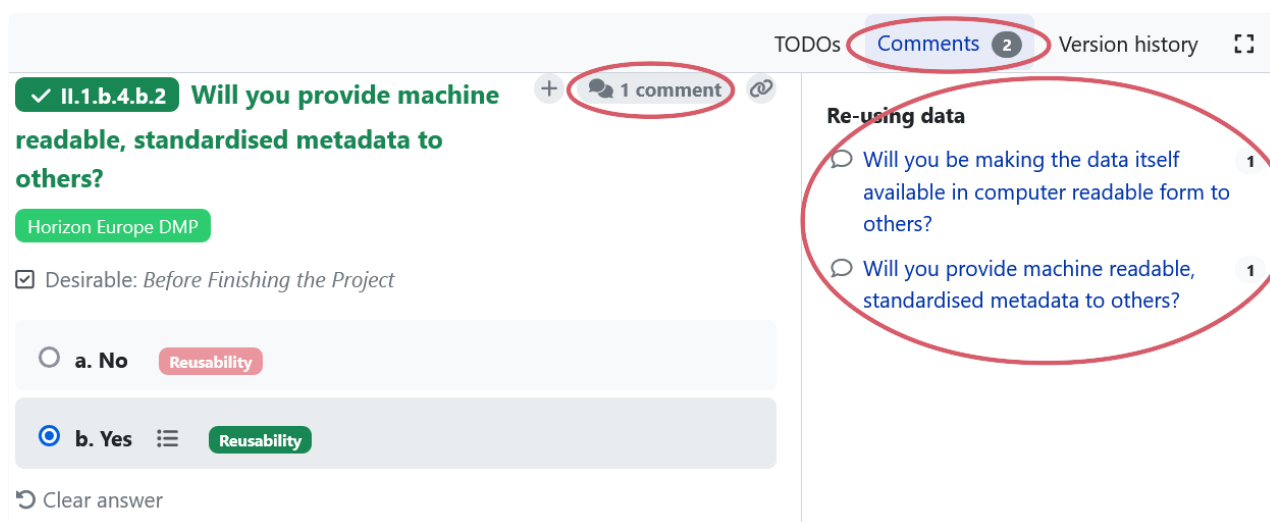
3.1 Comments

Any user with commenter rights or higher can add a comment to each question by clicking the bubble next to the question. The comments made by the editor can only be added and seen by editors and project owners.



The screenshot shows the DSW MUNI interface. At the top, there are tabs for 'TODOs', 'Comments', and 'Version history'. The 'Comments' tab is selected. Below the tabs, there is a question: 'II.1.b.4.b.1 Will you be making the data itself available in computer readable form to others?'. To the right of the question is a comment bubble icon. Below the question, there is a text input field with the placeholder text 'Check the availability of the format.' and two buttons: 'Comment' and 'Cancel'.

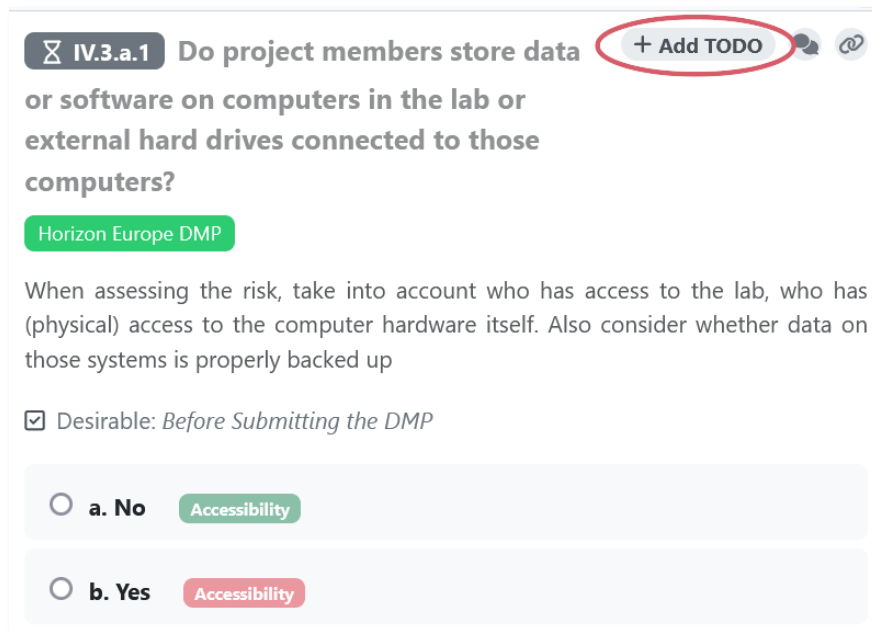
You can use comments to share your notes and thoughts about a topic with your colleagues. All comments can be found in the *Comments* tab, which shows you each question with an associated comment and the number of comments made. You can also see the number of comments next to the question itself.



The screenshot shows the DSW MUNI interface. At the top, there are tabs for 'TODOs', 'Comments', and 'Version history'. The 'Comments' tab is selected. Below the tabs, there is a list of questions. The first question is 'II.1.b.4.b.2 Will you provide machine readable, standardised metadata to others?'. To the right of the question is a comment bubble icon with the text '1 comment'. Below the question, there is a text input field with the placeholder text 'Re-using data' and two buttons: 'Comment' and 'Cancel'.

3.2 TODOs

Adding a *TODO* to a question helps you better navigate questions which need to be answered or edited.



IV.3.a.1 Do project members store data or software on computers in the lab or external hard drives connected to those computers?

Horizon Europe DMP

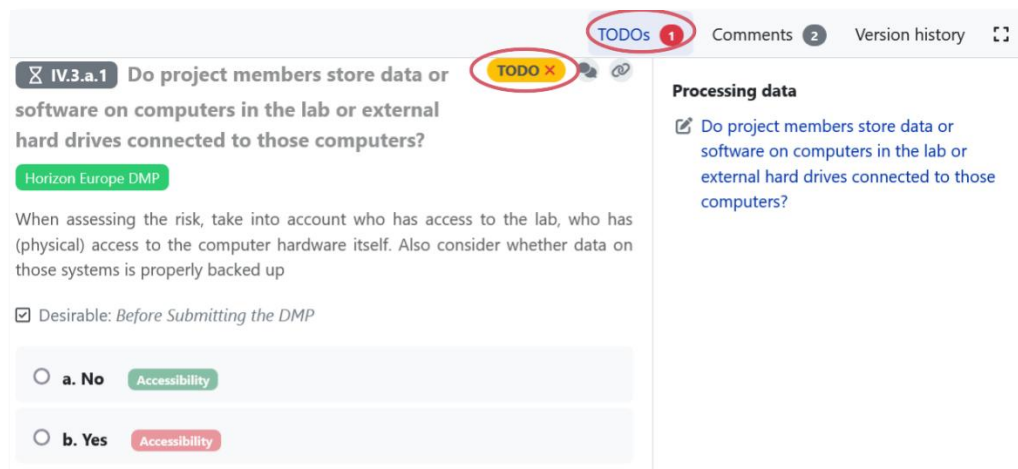
When assessing the risk, take into account who has access to the lab, who has (physical) access to the computer hardware itself. Also consider whether data on those systems is properly backed up

☒ Desirable: *Before Submitting the DMP*

☐ a. No Accessibility

☐ b. Yes Accessibility

Next to each question is a plus sign which expands to **+ Add TODO** when you hover over it. Clicking it adds the question to the **TODO panel**, which shows the number of TODOs left and enables you to navigate all the questions marked for completion. After a TODO is added, a TODO with a yellow background is displayed next to the question.



IV.3.a.1 Do project members store data or software on computers in the lab or external hard drives connected to those computers?

Horizon Europe DMP

When assessing the risk, take into account who has access to the lab, who has (physical) access to the computer hardware itself. Also consider whether data on those systems is properly backed up

☒ Desirable: *Before Submitting the DMP*

☐ a. No Accessibility

☐ b. Yes Accessibility

Processing data

☒ Do project members store data or software on computers in the lab or external hard drives connected to those computers?

3.3 Copying a Link

It is possible to create a direct link for any question. To copy the link, click the icon for creating a link to the far right of the question. After clicking it, the URL of the question will be copied to your clipboard, and you can then paste it anywhere. Clicking the link created this way will navigate the user to the selected question in DSW. Note that if the user with the link already has access to the project, they can perform any action they have rights to (comment, edit, etc.). The link created in this way is therefore useful for speeding up joint editing of a given question by different users.

Copying the link also makes the project available to people without access to the DSW. While the link will lead the user directly to the question, it will allow them to view the entire project; however, they will not be able to edit or comment on it in any way.

VII.3 Will you use temporary restrictions on the reuse of the data (embargo)?

Horizon Europe DMP

☒ Desirable: Before Submitting the Proposal

☐ a. No, all data will be opened immediately

☐ b. No, unrestricted data will be open immediately, restricted data will be indefinitely limited Openness

☐ c. No, all data will be opened as soon as legal restrictions are falling away Openness

☐ d. Yes, data without legal restrictions will be released openly after a fixed time period Openness

3.4 Version History

After clicking *Version history* in the top right corner, all versions and changes of the project will be shown below, including the time and author of the changes.

TODOs **1** Comments **2** **Version history**

Antonín Zita

13:17

Cleared reply of
Do project members have access to computers in the connected to this

Antonín Zita

13:12

Is there any pre-existing data?

☒ Yes

Menu options:

- Name this version
- View questionnaire
- Create document
- Revert to this version

After clicking the menu of three vertical dots, you can assign a name to the given version of the form, view the completion status, create a document (export the completed questionnaire to a DMP document in PDF format, etc.), or revert all the changes in the entire questionnaire to version selected.

It is recommended to name your versions when a significant milestone is reached in the preparation of the DMP; for example, when the current version is exported to the DMP in order to be submitted to a grant agency, etc.

3.5 Automatic Metrics of FAIR and DMP Attributes

Answers to questions may include coloured stickers with FAIR and DMP attributes (see example below).

✓ IV.3.a.7 Did you consider the possible impact to the project or organization if information leaks?

Horizon Europe DMP

Your institute may have a generic risk assessment; you should be informed about this.

☒ Desirable: Before Submitting the Proposal

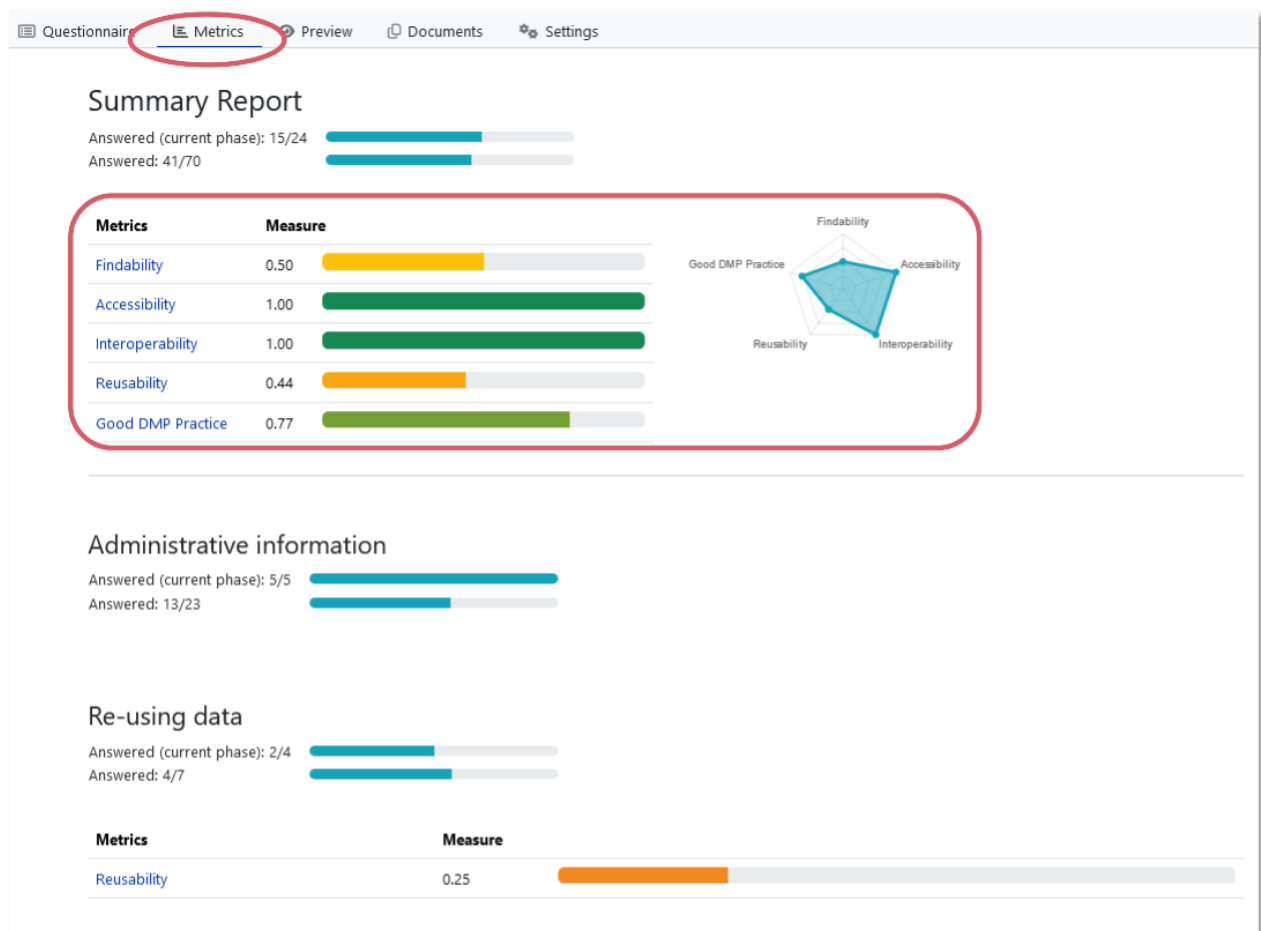
☐ a. No Good DMP Practice

☐ b. Yes; the effect is small Good DMP Practice

☒ c. Yes; the risk is acceptably low Good DMP Practice

☐ d. Yes; we will need to work on this. Good DMP Practice

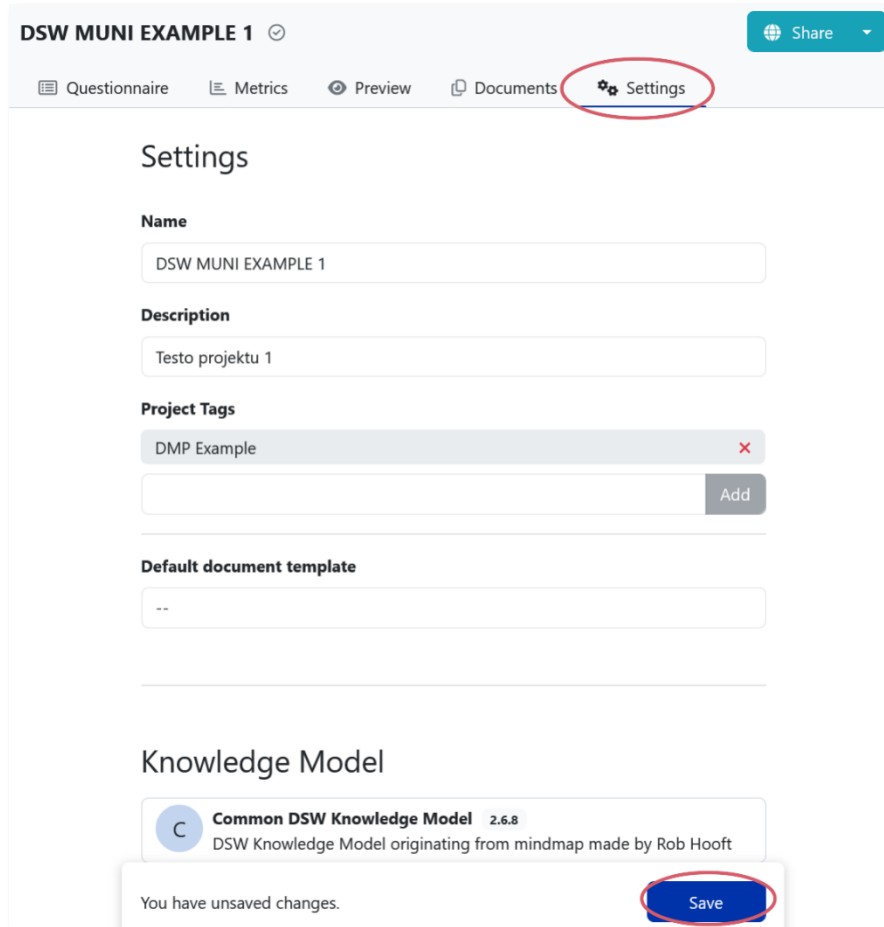
These stickers allow DSW MUNI to automatically calculate metrics for the fulfillment of various FAIR or DMP attributes for your DMP. The metrics are then available in the [Metrics](#) tab, where they can help you identify the strengths and weaknesses of your data management plan. The bottom of the *Metrics* tab contains a brief explanation of the metrics: deep green stickers indicate responses that comply with good practice, while red ones highlight potentially problematic solutions.



4 Project Settings and Other Functions

4.1 Project Settings

The [Settings](#) tab in the top menu allows you to change the project settings. You can change the basic items, such as the project name and description. You can also add tags to the project, which can then be used in the project list to filter the search. Using tags can help you organize a larger number of projects into your own categories more easily. For better categorization, you can assign multiple tags to a project.



DSW MUNI EXAMPLE 1

Questionnaire Metrics Preview Documents **Settings**

Settings

Name

DSW MUNI EXAMPLE 1

Description

Testo projektu 1

Project Tags

DMP Example

Add

Default document template

--

Knowledge Model

Common DSW Knowledge Model 2.6.8

DSW Knowledge Model originating from mindmap made by Rob Hooft

You have unsaved changes.

Save

Do not forget to click Save to save your changes.

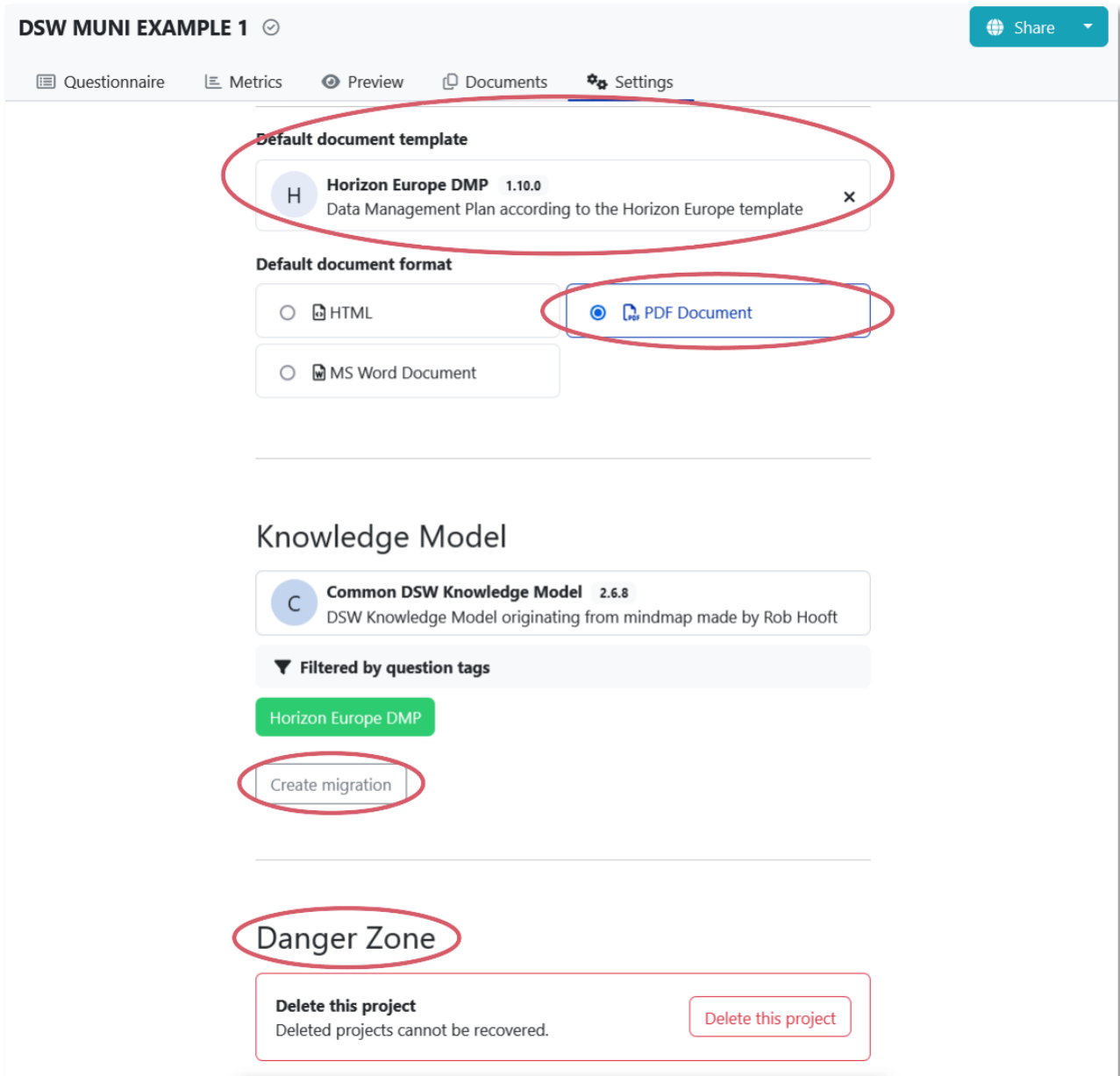
4.1.1 Selecting a Template for Exporting a DMP Document

To create a DMP document from a completed questionnaire, you need to select one of the export templates that control the formatting of the output document. DSW MUNI contains several pre-prepared templates for exporting DMP according to the requirements of the most important project calls (e.g. EU Horizon 2020, Horizon Europe, etc.).

In the [Default document template](#) section, you can select which of these templates should be set as default. Similarly, in the [Default document format](#) section, you can select the default export format; note that the export format menu varies depending on the selected export template. After selecting the default format, you can preview the project using the [Preview](#)

option in the top bar.

It is recommended to choose PDF or HTML as the default document format, as using this format will allow you to display a preview of the document in the *Preview* tab. If you select an MS Word document, DSW will warn you that the preview cannot be shown in the browser; however, you can download a preview of the project in this format and view it on the device itself.



The screenshot shows the 'Settings' tab of the DSW MUNI interface for a project named 'EXAMPLE 1'. The interface includes a top navigation bar with 'Questionnaire', 'Metrics', 'Preview', 'Documents', and 'Settings'. The 'Settings' section is divided into three main areas:

- Default document template:** A red oval highlights a card for 'Horizon Europe DMP 1.10.0' with the description 'Data Management Plan according to the Horizon Europe template'.
- Default document format:** Two radio buttons are shown: 'HTML' and 'PDF Document'. The 'PDF Document' option is selected and highlighted with a red oval.
- Knowledge Model:** A card for 'Common DSW Knowledge Model 2.6.8' is shown with the description 'DSW Knowledge Model originating from mindmap made by Rob Hooft'. Below this, a section 'Filtered by question tags' contains a green button 'Horizon Europe DMP' and a button 'Create migration', which is highlighted with a red oval.

At the bottom, a 'Danger Zone' section (highlighted with a red oval) contains a warning 'Delete this project' and a red button 'Delete this project'.

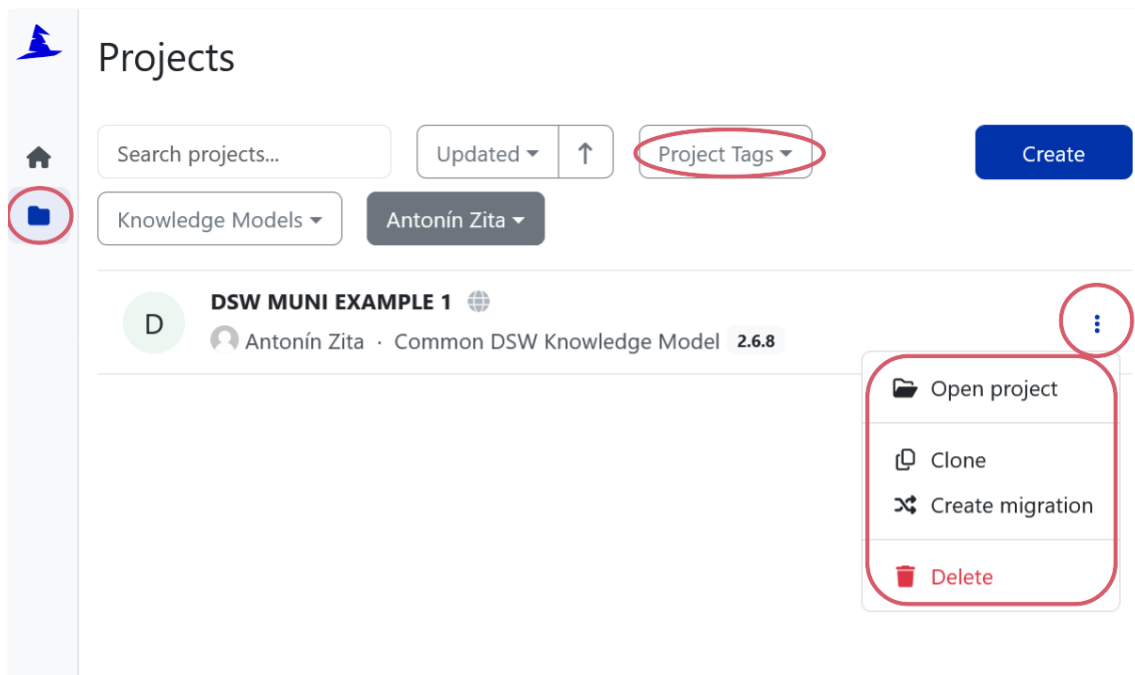
4.1.2 Other Settings

At the end of the [Settings](#) page, there are options for migrating a project to a different *knowledge model* or to a different version of a model. These migrations are most common when a new version of the *knowledge model* is made available, which, for example, expands the list of questions or specifies some of the answers. Migration is carried out using an intuitive wizard that

allows you to check and, if necessary, modify the changes. However, we suggest *cloning* the project (in the Projects sidebar) before migrating the DMP so that you have a back up copy available.

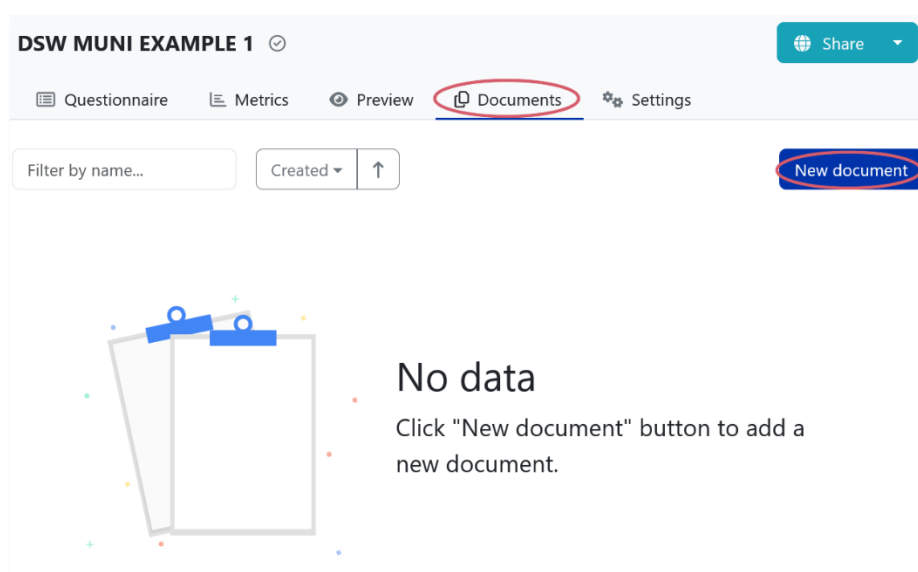
The option [Delete this project](#) allows you to delete the entire project. **Warning: deleting the project cannot be undone!**

Most of the functions from the [Settings](#) menu is also available in [Projects](#) in the sidebar.



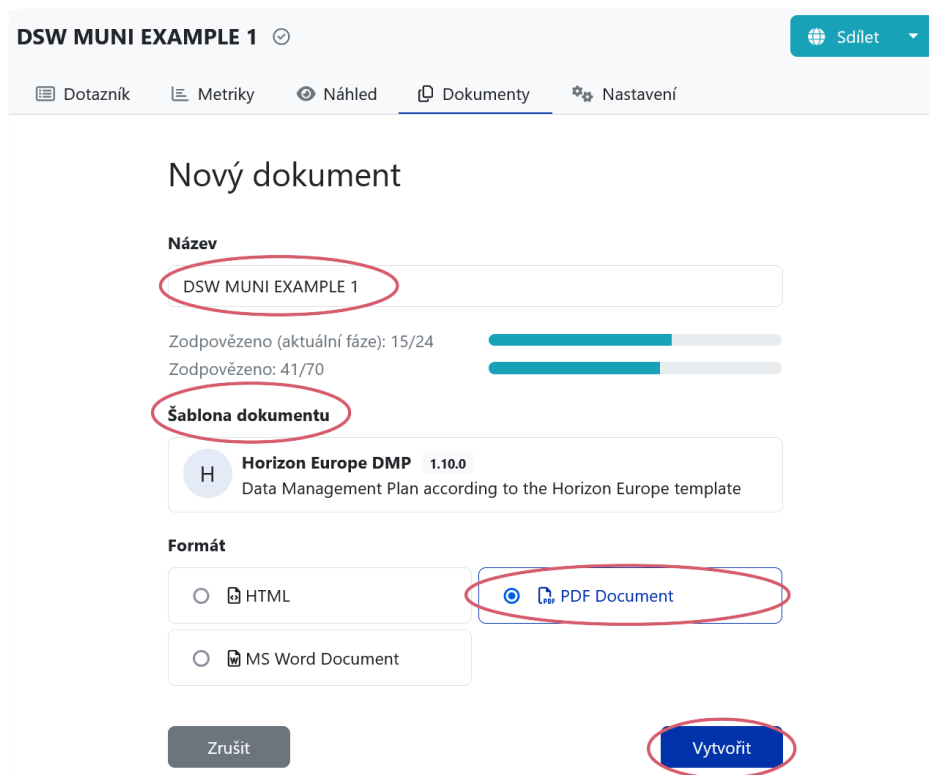
4.2 Exporting the Completed Project to a DMP Document

When you need to submit a DMP document (for example, to a grant agency), you can create the document from the data entered in the form and then export it in the [Documents](#) tab.



After clicking [New Document](#), you can name the new document and see an overview of the document's completion status. The document is formatted based on which template is selected

in the [Document Template](#) section. DSW MUNI contains several pre-prepared templates for DMP export which meet the requirements of the most important project calls (such as EU Horizon 2020 or Horizon Europe). The default document template is formatted according to the options in the [Settings](#) menu, but the template can also be changed here.

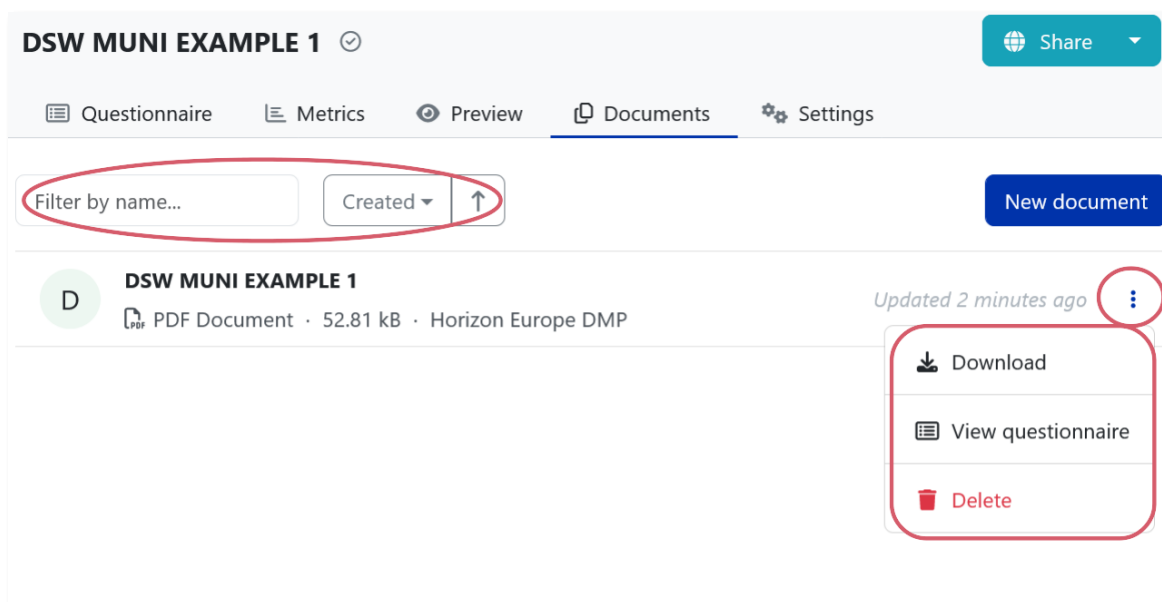


In the [Format](#) section, you can select the export format of the document. The export format menu varies depending on the selected export template and includes commonly used formats (HTML, PDF Document, MS Word Document, but also LaTeX Document, for example). The default format can be selected in the [Settings](#) section in the top toolbar.

Choose PDF as the output format if you will not be working with the document any longer. On the other hand, if you plan on making changes to the exported document, choose MS Office Word as the output format.

If you need exports in a different format, please contact the MU Open Science support team: <https://openscience.muni.cz/en/support-for-researchers>

Once you have chosen all the parameters, create the document by clicking [Create](#).



All created documents remain stored in the section [Documents](#) until you manually delete them (via the [Delete](#) option in the more options menu). Documents can be searched by name and the list can be sorted by various criteria.

The documents are an actual export of the answers entered in the Wizard; if you subsequently edit the answers, these edits will not affect the content of previously exported documents. If you want to view the questionnaire from which the document was exported, you can do so by selecting [View questionnaire](#) from the more options menu. From the same menu, you can download the document to your device by selecting [Download](#).

4.3 Linking DSW MUNI in INET

The link to the project in the Wizard can be pinned to the project page in the [Accepted projects editor](#) in [INET](#) (<https://inet.muni.cz/app/proj/projektlist>). Once you click the project, you will be presented with several options:



Click the tab [Results and DMP](#) to choose from [Create the new DMP](#) and [Link the existing DMP](#). Click [Link the existing DMP](#) for the following table to appear:

Link the existing DMP

DMP (selection or UUID)

--- Select item (total 2) ---

UUID

Description

Save

Close

Select your DSW MUNI project from the drop-down menu and click [Save](#).