

**MANCHESTER**  
1824

The University of Manchester

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# Global organisation questions in DMP templates

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## **1. Proposal**

- a) What do we mean by “organisation questions”?
- b) What problem are we trying to solve?
- c) What are the proposed solution, benefits and opportunities?

## **2. Case study on using organisation questions**

- a) DMP processes and data registry
- b) Benefits realised

## **3. Summary**

## **4. Questions and discussion**

**1**

**Proposal**

# What are organisation questions?

- Questions an organisation asks its researchers for its own **internal** needs
  - Internal use = focus on operational efficiency e.g. streamline workflows
  - Internal purposes = focus on strategic outcomes e.g. deliver targeted support or develop new services
- Different from questions that an **external** funder asks as part of its DMP template

# Organisation questions (MDMO section)

## Data management plan

Manchester Data Management Outline (0 / 16)

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Project details (0 / 2)

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Responsibilities and Resources (0 / 2)

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Data Collection (0 / 2)

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Documentation and Metadata (0 / 1)

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Ethics and Legal Compliance (0 / 2)

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Storage and backup (0 / 2)

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Selection and Preservation (0 / 2)

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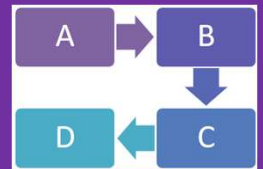
Data Sharing (0 / 2)

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## Question themes

- Governance
- Storage
- Preservation
- Confidentiality
- Personal data processing

Improve  
DMP  
workflows



Create data  
registry

# What is the problem?

It is **not possible** for organisations to **clearly and consistently present their organisation-specific questions** to researchers, and for researchers to access those questions **via a single mouse click, across all funder and organisation-created templates**

**Figure 1: Wireframe of problem for a single phase DMP**

a) Researcher's initial view of single phase DMP

Project details	Contributors	Plan overview	Write Plan	Research Outputs	Share	Request feedback	Download
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b) Researcher's view of single phase DMP after selecting the 'Write Plan' phase

Project details	Contributors	Plan overview	Write Plan	Research Outputs	Share	Request feedback	Download
Organisation questions							
Section 2							
Section 3							
Section 4							

**Figure 2: Wireframe of problem for a multiphase DMP**

a) Researcher's initial view of multiphase DMP

Project details	Contributors	Plan overview	Submitted DMP	Detailed DMP	Research Outputs	Share	Request feedback	Download
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b) Researcher's view of multiphase DMP after selecting the 'Detailed DMP' phase

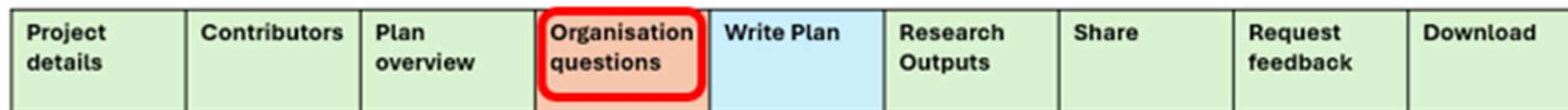
Project details	Contributors	Plan overview	Submitted DMP	Detailed DMP	Research Outputs	Share	Request feedback	Download
Organisation questions								
Section 2								
Section 3								
Section 4								

# Initial idea – but related problems

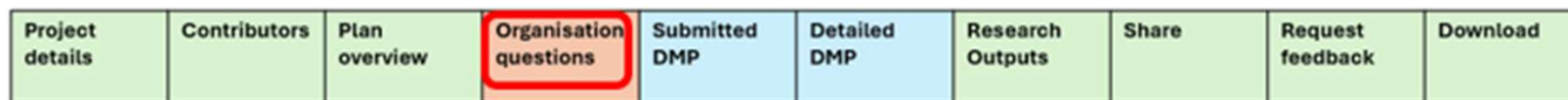
## Consider using phases to deliver organisation questions

- Allow organisations to add new phases to funder templates
  - Admin access via: Templates > Own Customised Templates
- Extend existing functionality of adding phases to organisation templates
  - Admin access via: Templates > Own Templates

**Figure 3: Wireframe of solution for a single phase DMP**



**Figure 4: Wireframe of solution for a multiphase DMP**



# Related problems [1]

## Updating organisation questions

- Issue: Manual updates must be made to every DMP template since organisation questions are part of templates
- Context: Many UK universities maintain 10-20 templates, some maintain 30+
- Impact: Updates are time-consuming for organisation admins and increased risk of human error

## Related problems [2]

### System updates to funder templates

- Issue: Local customisations (e.g. organisation questions) do not display for researchers until organisation admins publish the updated funder template
- Impact: Increases burden on organisation admins to regularly check funder templates
- Potential impact: Researcher might create a DMP without organisation questions (we have a process to identify examples and follow up)

ERC DMP	European Research Council (ERC)	Published 	24-01-2023	Actions▼
ESRC Template	Economic and Social Research Council (ESRC)	Published 	20-01-2023	Actions▼

You have unpublished changes! Select “Publish changes” in the Actions menu when you are ready to make them available to users

# Proposed solution

## Create a new 'Organisation Questions' feature

- Feature is optional, so organisations can switch it 'on' or 'off' as they need
- If feature is 'on', it displays to researchers like phases in DMP templates
- Organisations can create and edit their own organisation questions (with guidance) in the same way that they already maintain their DMP templates

Figure 3: Wireframe of solution for a single phase DMP

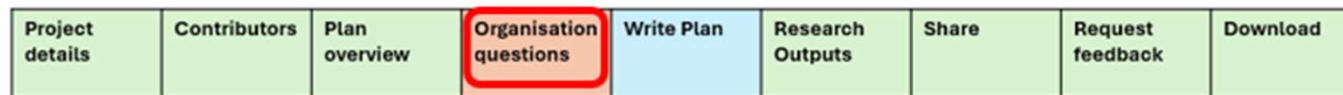


Figure 4: Wireframe of solution for a multiphase DMP



## **Improves user experience for researchers:**

- Clear, consistent, one-click access to organisation questions
- Will increase response rates to organisation questions, and therefore **improve researcher support by organisations**

## **Increases efficiency for research support teams:**

- Only need to maintain / update one instance of organisation questions (instead of many instances i.e. one for every DMP template)
- Organisation questions won't be affected by system updates to funder templates

## Collect key information across the research lifecycle:

- **Pre-project questions** to inform researcher support and service development
- **Project-end questions** to inform future decisions by data owners, data custodians, data stewards, etc. about the ongoing retention and reuse of data
  - To illustrate: consider the legal, ethical and compliance status of data, and its reuse potential

Project details	Contributors	Plan overview	Organisation questions (pre project)	Submitted DMP	Detailed DMP	Organisation questions (project-end)	Research Outputs	Share	Request feedback	Download
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## Case study

# Manchester Data Management Outline

## Challenge

- Move from in-house DMP tool to DMPonline
- Improve processes and experience for researchers

## Solution

- Partnership of Professional Services (Library, Information Governance Office, Ethics, Research IT, research support) reviewed research procedures
- Reduce duplication between forms and input from researchers
- Gather information to deliver services and inform service development

## Implementation

- MDMO section delivers the organisation questions and prefixes every DMP
- 16 questions, mostly multiple choice, with some optional short text

# Dual-purpose organisation questions

## Data management plan

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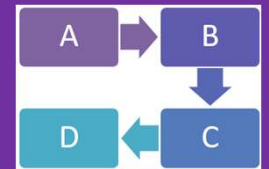
Data Sharing (0 / 2)

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## Question themes

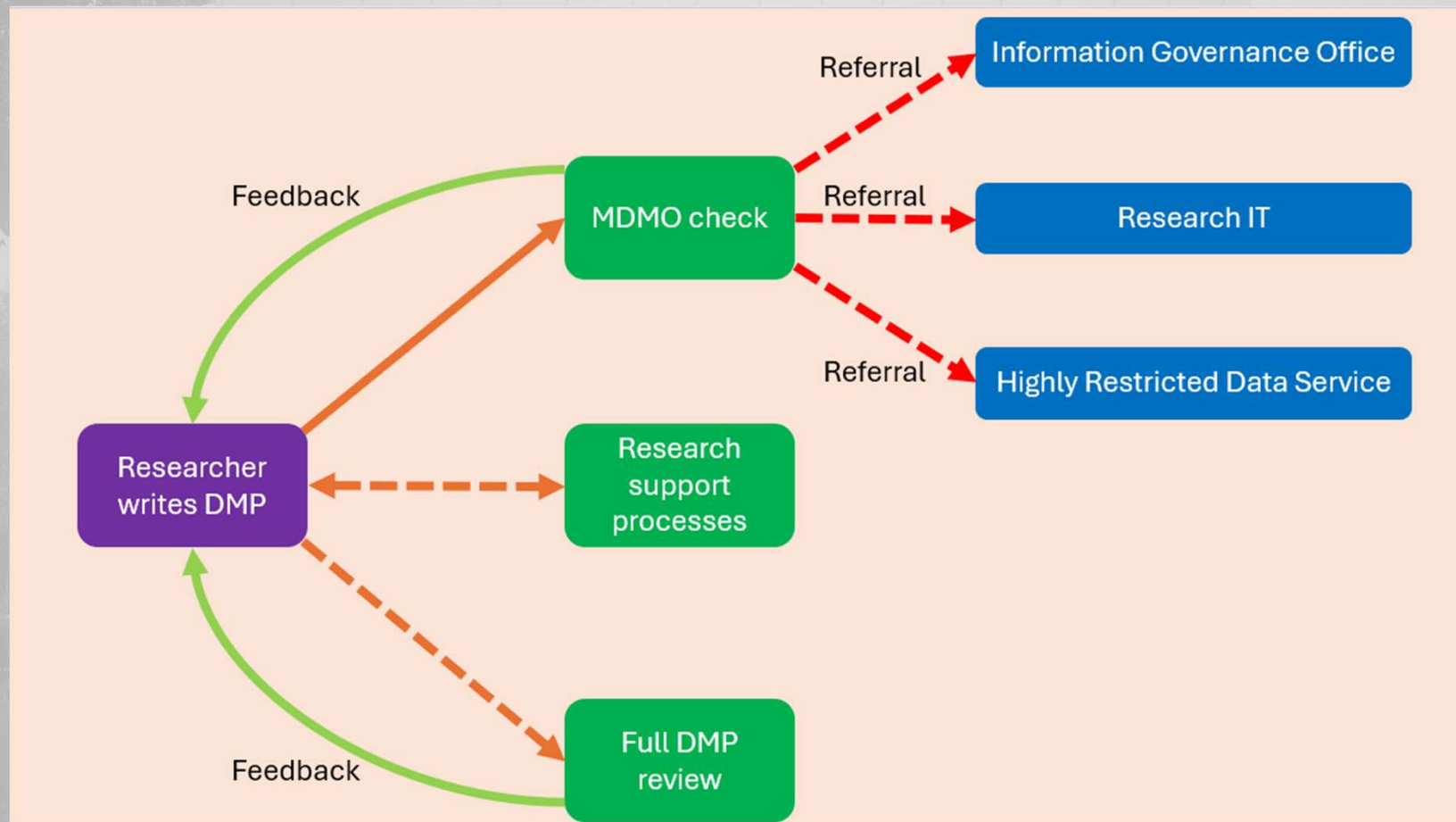
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# DMP processes



# Data Registry

Enables analysis of cumulative responses to organisation questions. For example:

Service activity	Examples of questions supported by the Data Registry
Targeting support	Which research projects are working with data that is more sensitive or has a higher security risk?
Tailoring advocacy	What is the balance of storage solutions being used by researchers in each School?
Developing new services	What is the potential scale of demand for an institutional Data Safe Haven?

## Benefits realised

- Enables **timely, tailored and joined-up support** at large scale
- Builds our **data registry** which informs our understanding of researcher activities, and is used to **inform our services and service development**
- Demonstrates the practical benefits of DMPs to researchers, which **fosters a positive research culture** for DMPs and good data management practices

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**Summary**

## Proposal

- **Create optional feature** to add **organisation questions** to DMP templates e.g. pre-project and post-project

## Benefits

- Improve clarity and user experience **for researchers** that will increase response rates to organisation questions and ultimately improve support for researchers
- Increase efficiency **for research support teams**:
  - Maintain only one instance of organisation questions (instead of many instances i.e. one instance for every DMP template)
  - Organisation questions not affected by system updates to funder templates

**4**

**Questions and  
discussion**

# Questions and discussion

1. Would you be **interested** in this feature?
2. Would **two sets of organisation questions** meet your needs e.g. pre-project questions and post-project questions?
3. Would you need to **independently switch 'on/off'** each set of organisation questions e.g. to display the pre-project and/or the post-project questions, or no questions at all?
4. If organisation questions are switched 'on' then should they be **visible across all DMP templates**, or would you need the **option to switch organisation questions 'on' for some DMP templates but not others?**
5. Would you like to be **involved in the development** process, e.g. help with drafting the feature specification or testing?

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**Thank you!**

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