

Data Management Plan – DMPOnline



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Outline

Research data management & FAIR principles: overview

For more details: [Research Data Management – Introduction](#)

Data Management Plans

How to fill in

Resources

Overview of Research *Data* Management (RDM)

Research Data Management = all actions related to **collecting**, **organizing**, **storing**, **preserving**, and **sharing *data*** during a research project and on the long-run.

Overview of Research Data Management (RDM)

What are actually data?

- You need to think about *what is needed to validate or reproduce your research?*
 - **Factual elements:** figures, texts, images, sounds, measurements, results of recordings, computer programmes, etc.
 - **Raw** (not processed, manipulated or transformed in any way) *or* **derived from raw data** (obtained after transformation of raw data).
 - **Quantitative** (figures, measurements, statistics) *or* **qualitative** (interview, speeches, recordings of speakers, videos).
 - Can be digital, paper-based, etc.

Overview of Research *Data* Management (RDM)

WHAT IS RESEARCH DATA?

Research data is any information that is collected, observed, created, or generated. It is used to corroborate research findings (results). Research data can take many forms including both digital and non-digital formats. Data can include but are not limited to:

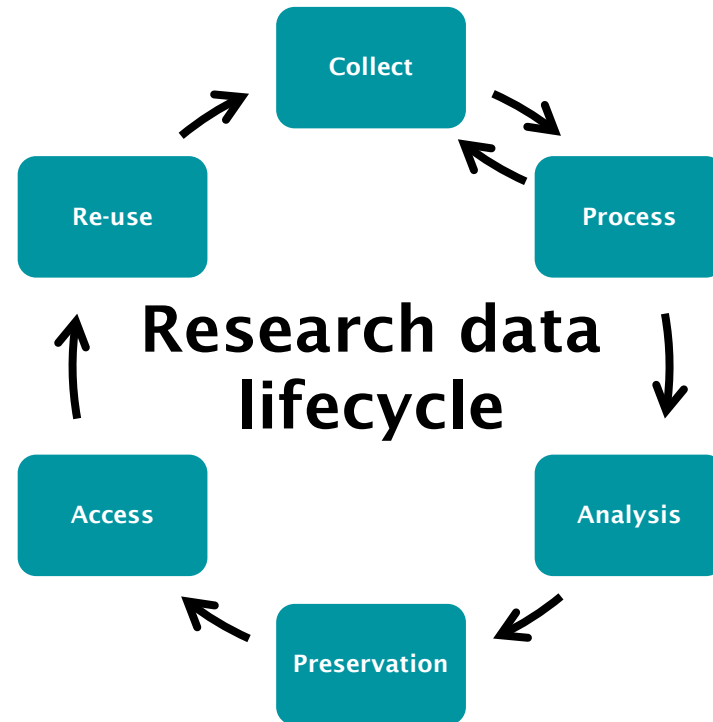
- Documents
- Spreadsheets
- Laboratory notebooks
- Field notebooks
- Diaries
- Questionnaires
- Transcripts
- Codebooks
- Archival material
- Photographs
- Films
- Slides
- Artefacts
- Specimens
- Database contents
- Models, algorithms
- Scripts
- Software etc.

[MSCA - Open Science Policy](#)

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Overview of Research *Data* Management (RDM)

When are data involved in a research project?



Overview of Research *Data* Management (RDM)

Benefits:

- Minimizing your risk of losing valuable data
- Increasing your research efficiency
- Facilitating collaborative research
- Supporting research quality and integrity
- Increasing return on investment

Overview of Research *Data* Management (RDM)

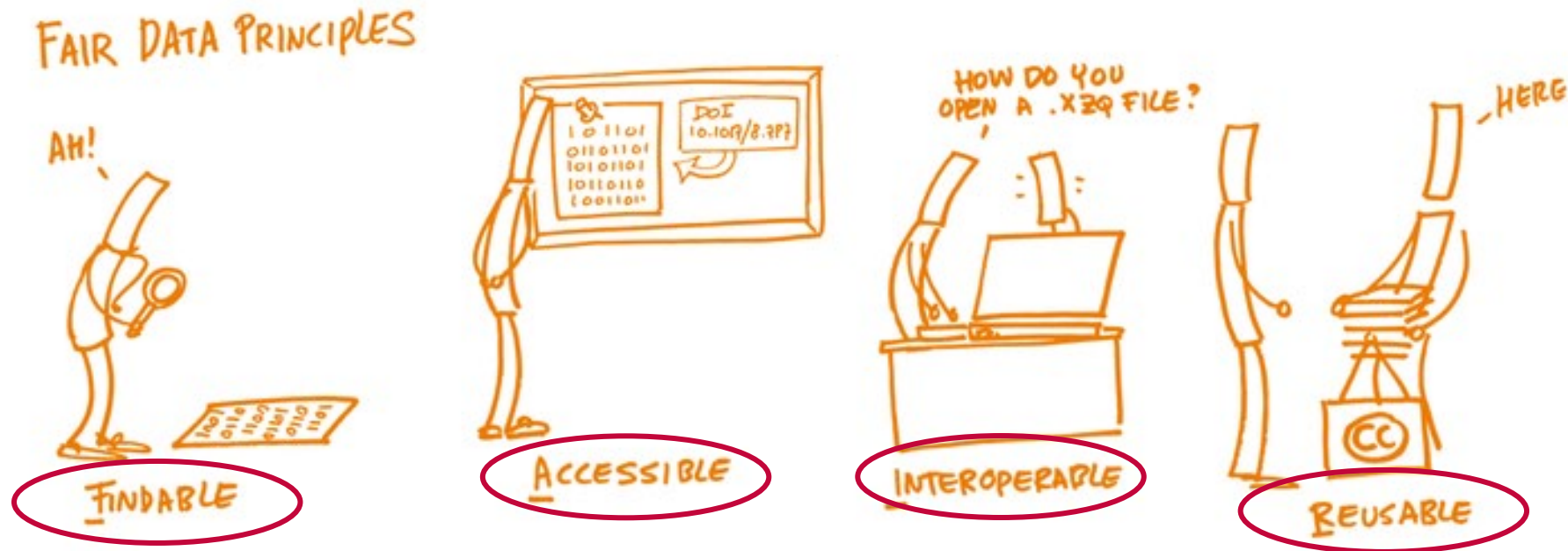
Benefits:

- Minimizing your risk of losing valuable data
- Increasing your research efficiency
- Facilitating collaborative research
- Supporting research quality and integrity
- Increasing return on investment

// Open Science

How to: FAIR principles

The FAIR principles are a set of instructions formulated to **maximize the (re)use of data** and other digital objects such as code and software.



How to: FAIR principles

	What does this mean?	How can a researcher comply?
F indable	Others can discover your data	Provide metadata with your dataset and ensure the dataset has a persistent identifier (permanent link, e.g. DOI)
A ccessible	Your data are available to others (humans and machines)	Make data open if possible. If you cannot share the data for ethical/legal reasons, then provide relevant metadata and access information
I nteroperable	Your data can be integrated with other data, and read by humans and machines	Use common or open (non-proprietary) file formats
R eusable	Your data can be used by others	Document your data so that it is understandable and choose an appropriate licence

How to: FAIR principles

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I nteroperable	Your data can be integrated with other data, and read by humans and machines	Use common or open (non-proprietary) file formats
<i>« as open as possible, as closed as necessary »</i>		

Planning

Imagine you want to build a house (*or make your data FAIR*).

If you do not have the blueprints, you don't know what materials to order, which workers to bring in, or in what sequence the work must be done. You might lay pipes after the walls are built, discover rooms are badly placed, or run out of budget midway.



Planning

Imagine you want to build a house (*or make your data FAIR*).

If you do not have the blueprints, you don't know what materials to order, which workers to bring in, or in what sequence the work must be done. You might lay pipes after the walls are built, discover rooms are badly placed, or run out of budget midway.

You need to plan!



Data Management Plans

Data Management Plans or **DMPs** are increasingly required by funding agencies (Horizon Europe, FNRS, UK, etc.).

Set of questions to make you *think* and *plan* in advance about how you will **organize your research** throughout their lifecycle for more efficiency with a final goal:

Make your data **FAIR**.

Data Management Plans

Most funders have their own template (Microsoft Word Document):

- [Horizon Europe](#)
- [FNRS](#)
- [Belspo](#)
- [FWO](#)
- ...

Data Management Plans

We have dmponline.be: collaborative platform to register your data management plans with all the major funding agencies templates:

Template Name	Download	Organisation Name	Last Updated	Funder Links	Sample Plans (if available)
BELSPO DMP +	 	Belgian Federal Science Policy Office (BELSPO)	27-09-2021		
ERC DMP +	 	European Research Council (ERC)	27-09-2021		
DCC Template	 	Digital Curation Centre	27-09-2021		
Horizon 2020 FAIR DMP +	 	European Commission (Horizon)	27-09-2021		
BRAIN 2.0	 	Belgian Federal Science Policy Office (BELSPO)	13-05-2022	www.belspo.be	
FNRS DMP	 	Fonds National de la Recherche Scientifique (FNRS)	19-05-2022		
Flemish data management plan (DMP)	 	Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO)	16-10-2025		
VLAIO cSBO DMP (Flemish data management plan)	 	Vlaams Agentschap Innoveren & Ondernemen (VLAIO)	16-10-2025		
Horizon Europe DMP +	 	European Commission (Horizon)	12-12-2025		

DMP Online

Log in using your institutional credentials

Welcome to DMPonline.be

We can help you write and maintain data management plans for your research.

This instance of DMPonline is provided by [Belnet](#)

[Interested in joining?](#)

Sign in with your institutional account

Université de Mons

- Howest University of Applied Sciences (HOWEST)
- IMEC
- KU Leuven (KUL)
- Odisee
- Research Institute for Agriculture, Fisheries and Food (ILVO)
- Royal Belgian Institute of Natural Sciences
- Royal Institute for Cultural Heritage (kikirpa.be)
- Royal Library of Belgium (KBR)
- Royal Observatory of Belgium
- Sciensano
- Thomas More Hogeschool
- University Colleges Leuven-Limburg
- University of Antwerp
- Université catholique de Louvain (UCLouvain)
- Université de Liège
- Université de Mons**
- Université de Namur
- Université libre de Bruxelles
- Université Saint-Louis - Bruxelles
- Vrije Universiteit Brussel

Sign in with ORCID

Sign in with ORCID

[How to sign in via ORCID?](#)

Sign in with your institutional account

Université de Mons

Sign in with shibboleth

Sign in with ORCID

Sign in with ORCID

[How to sign in via ORCID?](#)

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(there may be an extra step if you are not connected to your UMONS account on your web browser or if you are outside of the university network)

Data Management Plan - DMP

Hands-on session

<https://dmponline.be/>

-> Connect to DMPOnline

DMP Online

Turn on notifications for comments (off by default)

The screenshot shows the user interface of the DMP Online system. At the top left, the logo 'DMP ONLINE .BE' is displayed. The navigation menu includes 'My Dashboard', 'Create plans', 'Reference', and 'Help'. The user's name 'Sébastien HOYAS' is shown in the top right corner, with a dropdown menu containing 'Edit profile' and 'Logout'. Below the navigation bar, the URL 'https://web.umons.ac.be/' and the text 'Université de Mons Administration et Valorisation de la Recherche' are visible. The main content area is titled 'My Dashboard' and contains a text box stating: 'The table below lists all the plans associated with the **current user account**. This includes the plans you have created with this account and the plans that have been shared with you for this account.' Below this text is a search bar with a magnifying glass icon and a 'Search' button.

DMP ONLINE .BE My Dashboard Create plans Reference Help Sébastien HOYAS Edit profile Logout

https://web.umons.ac.be/ Université de Mons Administration et Valorisation de la Recherche

My Dashboard

The table below lists all the plans associated with the **current user account**. This includes the plans you have created with this account and the plans that have been shared with you for this account.

Search

DMP Online

Turn on notifications for comments (off by default)

The screenshot shows the DMP Online interface. At the top, there is a navigation bar with 'DMP ONLINE .BE', 'My Dashboard', 'Create plans', 'Reference', and 'Help'. The user's name 'Sébastien HOYAS' is displayed in the top right. Below the navigation bar, the current URL 'https://web.umons.ac.be/' and the user's role 'Admin' are shown. The main content area is titled 'Edit profile' and has two tabs: 'Personal Details' and 'Notification Preferences', with the latter being selected and highlighted with a red box. Under the 'Notification Preferences' tab, there is a message: 'Verify your profile details below.' The 'Email' section shows 'sebastien.hoyas@umons.ac.be'. The 'First name' field contains 'Sébastien' and the 'Last name' field contains 'HOYAS'. The 'Organisation' section shows 'Université de Mons'. The 'My privileges' section shows 'Organisational Admin'. The 'ORCID' section has a link to 'Create or connect your ORCID ID'. A 'Save' button is located at the bottom of the form.

DMP ONLINE .BE My Dashboard Create plans Reference Help Sébastien HOYAS

https://web.umons.ac.be/ Admin

Université de Mons Administration et Valorisation de la Recherche

Edit profile

Personal Details **Notification Preferences**

Verify your profile details below.

Email
sebastien.hoyas@umons.ac.be

* **First name**
Sébastien

* **Last name**
HOYAS

Organisation
Université de Mons

My privileges
Organisational Admin

ORCID
[Create or connect your ORCID ID](#)

Save

DMP Online

Turn on notifications for comments (off by default)

DMP ONLINE .BE My Dashboard Create plans Reference Help Sébastien HOYAS

https://web.umons.ac.be/ Administration et Valorisation de la Recherche Admin

Edit profile

Personal Details Notification Preferences

[Select all](#) | [Deselect all](#)

All Users

- A new comment has been added to my DMP
- A plan has been shared with me
- Admin privileges granted to me
- Feedback has been requested for my DMP
- Feedback has been provided for my DMP

DMP owners and co-owners

- My DMP's visibility has changed

Save

DMP Online

Create a plan

DMP ONLINE .BE My Dashboard **Create plans** Reference Help Sébastien HOYAS

https://web.umons.ac.be/ Université de Mons Administration et Valorisation de la Recherche

- Edit profile
- Logout

My Dashboard

The table below lists all the plans associated with the **current user account**. This includes the plans you have created with this account and the plans that have been shared with you for this account.

 Search

DMP Online

Create a new plan

Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

* What research project are you planning?

mock project for testing, practice, or educational purposes

* Select the primary research organisation

- or - No research organisation associated with this plan or my research organisation is not listed

* Select the primary funding organisation

- or - No funder associated with this plan or my funder is not listed



- Select funder--
- Belgian Federal Science Policy Office (BELSPO)
- European Commission (Horizon)
- European Research Council (ERC)
- Fonds National de la Recherche Scientifique (FNRS)
- Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO)
- Vlaams Agentschap Innoveren & Ondernemen (VLAIO)

use?

we found multiple DMP templates corresponding to your funder.

Project Details | Plan overview | Horizon 2020 FAIR DMP + | GDPR Record | DPIA | Share | Request feedback | Download

*** Project title**

mock project for testing, practice, or educational purposes

Project abstract

B *I*

Project Start **Project End**

ID

Funder

Funding status

Grant number/url

Grant number:

Select Guidance

To help you write your plan, DMPonline.be can show you guidance from a variety of organisations.

Select up to 6 organisations to see their guidance.

Find guidance from additional organisations below

[See the full list](#)

Sébastien's Plan

[Project Details](#) [Plan overview](#) [FNRS DMP](#) [GDPR](#) [DPIA](#) [Share](#) [Request feedback](#) [Download](#)

Set plan visibility

Public Or Organisational Visibility Is Intended For Finished Plans. You Must Answer At Least 50% Of The Questions To Enable These Options. Note: Test Plans Are Set To Private Visibility By Default.

- Private: visible to me, specified collaborators and administrators at my organisation
- Organisation: anyone at my organisation can view

Manage collaborators

Invite specific people to read, edit, or administer your plan. Invitees will receive an email notification that they have access to this plan.

Plan (co-)owners are listed as "creators" on plan exports, and "Principal investigators" are also included in some export formats. JSON exports include all types of contributors.

Email address	Permissions	Contribution
sebastien.hoyas@umons.ac.be	Owner	<input type="checkbox"/> Principal Investigator <input type="checkbox"/> Data Manager <input type="checkbox"/> Project Administrator <input type="checkbox"/> Other

Invite collaborators

* Email

* Permissions

- Co-owner
- Editor
- Read only

Contribution

- Principal Investigator
- Data Manager
- Project Administrator
- Other

Submit

DMP Online

Entry level DMP: **FNRS**

6 sections:

- Data description and collection
- Documentation and data quality
- Storage & backup
- Legal & ethical requirements
- Data sharing & preservation
- Data management & responsibilities

15 questions in total (+ GDPR & DPIA, more on that later)

NOTE: a DMP is not a scholar test. You do not need to show off. However, you should stick to what you promise (beware of what AI tools spit out...).

Data Management Plan – DMP

Hands-on session

<https://dmponline.be/>

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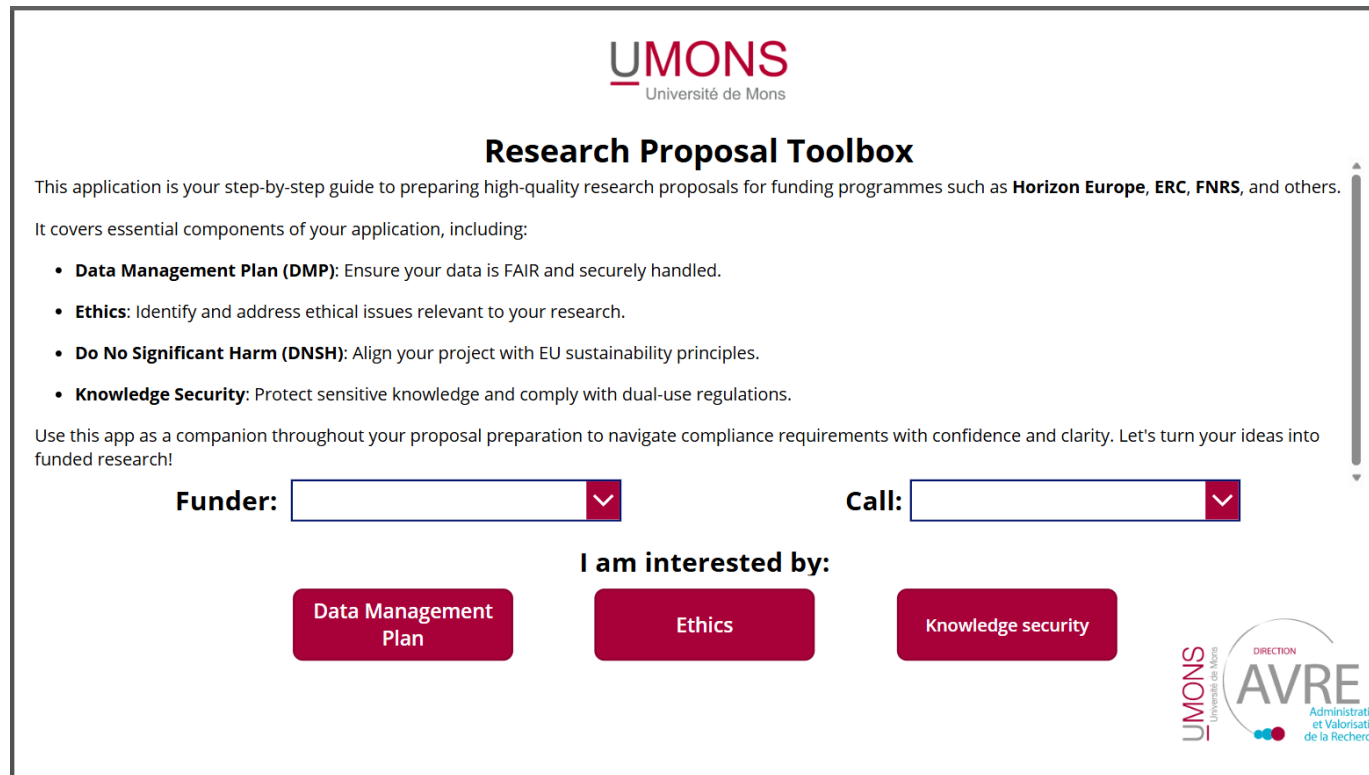
mock project for testing, practice, or educational purposes

DMP: Examples

[DMP publics \(opidor.fr\)](http://opidor.fr)

DMP: Tools

Toolbox - Power Apps



The screenshot displays the 'Research Proposal Toolbox' interface. At the top center is the UMONS logo (Université de Mons). Below it, the title 'Research Proposal Toolbox' is centered. A descriptive paragraph follows, stating the application is a step-by-step guide for preparing high-quality research proposals for funding programmes such as Horizon Europe, ERC, FNRS, and others. It lists four essential components: Data Management Plan (DMP), Ethics, Do No Significant Harm (DNSH), and Knowledge Security. Below the text are two dropdown menus labeled 'Funder:' and 'Call:'. Underneath these is the text 'I am interested by:' followed by three red buttons: 'Data Management Plan', 'Ethics', and 'Knowledge security'. In the bottom right corner, there is a logo for 'DIRECTION AVRE Administration et Valorisation de la Recherche'.

UMONS
Université de Mons


Research Proposal Toolbox


This application is your step-by-step guide to preparing high-quality research proposals for funding programmes such as **Horizon Europe**, **ERC**, **FNRS**, and others.

It covers essential components of your application, including:

- **Data Management Plan (DMP)**: Ensure your data is FAIR and securely handled.
- **Ethics**: Identify and address ethical issues relevant to your research.
- **Do No Significant Harm (DNSH)**: Align your project with EU sustainability principles.
- **Knowledge Security**: Protect sensitive knowledge and comply with dual-use regulations.

Use this app as a companion throughout your proposal preparation to navigate compliance requirements with confidence and clarity. Let's turn your ideas into funded research!

Funder: 

Call: 

I am interested by:

Data Management Plan **Ethics** **Knowledge security**

UMONS Université de Mons
DIRECTION AVRE
Administration et Valorisation de la Recherche

DMP: Tools

Toolbox - Power Apps



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Funder:

- Horizon Europe
- FNRS**
- None
- ERC

Call:

Interested by:

Ethics

Knowledge security



DMP: Tools

Toolbox - Power Apps



Research Proposal Toolbox

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It covers essential components of your application, including:

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Funder:

Call:

I am interested by:

Data Management
Plan

Ethics

Knowledge security



[Toolbox - Power Apps](#)



Data Management Plans

A **Data Management Plan** is a key component of your research proposal. It outlines how your research data will be **collected, processed, stored, shared, and preserved** throughout the project lifecycle.

Funding bodies such as **Horizon Europe, ERC, and FNRS** expect your data to be:

- **FAIR:** Findable, Accessible, Interoperable, and Reusable
- **Secure and ethically managed,** respecting privacy, confidentiality, and intellectual property
- **Open when possible, closed when necessary,** with clear justification for any restrictions

Use this section to ensure your project aligns with best practices in open science and responsible data stewardship.

Contact: [Sébastien Hoyas](#)



Guidances

DMP: Tools

Toolbox - Power Apps



Data Management Plan Guidances



Funder: FNRS

Call: General

Theme:

- Data Collection
- Data Description
- Data Documentation
- Data Storage
- Data Security
- Personal Data
- Ethics
- Data Sharing
- Data Preservation


Faculty: All



Show disclaimer


DMP: Tools

Toolbox - Power Apps







UMONS
Université de Mons

Data Management Plan Guidances



AVRE
Administration
et Valorisation
de la Recherche

Funder:  **Theme:**  **Faculty:** 

Call: 


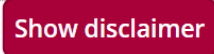
> **How will new data be collected or produced and/or how will existing data be re-used?**

Guidances

This question should provide clear details of where the existing data come from and how new data will be collected or produced. It clearly explains methods and software used. It should explain, if existing data are re-used, how these data will be accessed and any constraints on their re-use. If applicable, it should be explained why new data must be collected, rather than re-using existing data (not available yet, completely new study, data cannot be reused for legal reasons, etc.).

Example of answers

- I will re-use existing open access datasets on [add your topic] by combining them with my new data; no limits for sharing and re-use.
- I will only generate new data; existing data on [this topic] are sparse and inadequate because [give reasons].
- I will re-use only open access metadata of [Dataset Name] with closed access data.
- I will pay [X]€ to access [Dataset Name] from [Company Name]; data will not be shared, only metadata will be open access.

DMP: GDPR

[RGPD appliqué à la recherche scientifique universitaire](#)

Contact: dpo@umons.ac.be

Les obligations et les ressources

Obligations

- Compléter le registre des activités de traitements
- Effectuer une analyse de risque
- Informer les personnes concernées et, le cas échéant, obtenir leur consentement
- Vérifier si un contrat doit être conclu
- Signaler les incidents de sécurité

Ressources

- Le registre de l'Université
- Les modèles à votre disposition
- Le support du DPO, du RSSI et de l'administration de la recherche au sein de l'Université
- Les ressources et le support informatiques
- La procédure interne pour le signalement des incidents

DMP: GDPR

[RGPD appliqué à la recherche scientifique universitaire](#)

Contact: dpo@umons.ac.be

Create a new plan

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* What research project are you planning?

mock project for testing, practice, or educational purposes

* Select the primary research organisation

- or -

No research organisation associated with this plan or my research organisation is not listed

* Select the primary funding organisation

- or -

No funder associated with this plan or my funder is not listed

Do not select a funder

Which DMP template would you like to use?

We found multiple DMP templates corresponding to your funder.

DMP: GDPR

[RGPD appliqué à la recherche scientifique universitaire](#)

Contact: dpo@umons.ac.be

DMP Personal Data

Project Details	Plan overview	UMONS GDPR Record	DPIA	Share	Request feedback	Download
expand all collapse all						
Collection and processing of personal data (0 / 4)						+
Categories of personal data & data subjects (0 / 5)						+
Purpose(s) of the processing (0 / 4)						+
GDPR responsibility (0 / 4)						+
Data transfers & categories of recipients (0 / 4)						+
Retention period (0 / 1)						+
Security measures (0 / 6)						+
Risk analysis (0 / 2)						+

DMP: GDPR

[RGPD appliqué à la recherche scientifique universitaire](#)

Contact: dpo@umons.ac.be

DMP Personal Data

Project Details Plan overview **UMONS GDPR Record** DPIA Share Request feedback Download

[expand all](#) | [collapse all](#)

Collection and processing of personal data (0 / 4) +

Retention period (0 / 1) +

Security measures (0 / 6) +

Risk analysis (0 / 2) +

In order for the DPO to be able to check your form and react, if necessary, please:

1. fill in the *UMONS GDPR Record*
2. fill in the *DPIA* according to the answer to question 29
3. share by inviting graciela.schiffinopappaterra@umons.ac.be as **co-owner** as well as catherine.masselus@umons.ac.be also as **co-owner**

Resources from AVRE

[Research Data Management hub](#)

The screenshot shows the top navigation bar of the AVRE website. The main header is teal and contains the UMONS logo, the text "Membres de l'UMONS", and several menu items: "Administration", "Conseils et Commissions", "Facultés et Ecoles", "Intranet Student", "Site web UMONS", and "Annuaire". Below this, the "Direction Administrative et Valorisation de la Recherche" logo and name are displayed, along with "Non suivi", "Accès aux sites", and "Français". A secondary navigation bar includes "Accueil", "Nous contacter", "Nos offres de service", "Vos ressources", and "Modifier".

Below the navigation, a row of icons for actions like "Créer", "Promouvoir", "Traduction", "Détails de la page", "Lecteur immersif", "Analyse", "Publié le 08/01/2025", "Partager", and "Modifier" is visible. The main content area features a large, colorful network diagram with nodes and connecting lines. Below the diagram, the title "Research Data Management hub" is displayed, followed by the profile of Sébastien HOYAS, Personnel. At the bottom, the text "Welcome to the Research Data Management hub" and "Do you have any feedback?" are shown.

Q&A

If I was not able to answer your question,
feel free to reach out by email
sebastien.hoyas@umons.ac.be



Thank you for
your attention

Resources for data management

[Share personal data through a repository](#)

[Facilitating FAIR practices in Research Methods, Data, And Software in Natural and Engineering Sciences](#)

[Complete training about RDM](#) by Macalester College Library

[DocFetcher - Fast Document Search \(sourceforge.io\)](#) to index your files and quickly find their content

[Understanding Research Data Management - University of Pittsburgh](#)

<https://libereurope.eu/event/data-management-plans-use-and-reuse-webinar/> ; coming webinar

[Challenges in RDM](#)

Completed DMP for « PURE » European Union's Horizon 2020 project [Pure Project Data Management Plan \(zenodo.org\)](#)

Other DMPs for different disciplines: [Example DMPs and guidance | DCC](#)

[Do's and Don'ts of DMP](#)

Resources to find data for your research

EOSC (European Open Science Cloud): <https://ec.europa.eu/research/openscience/index.cfm?pg=open-science-cloud>

Mendeley Data website: <https://data.mendeley.com/datasets>

OpenAire : <https://explore.openaire.eu/search/find>

re3data.org: <https://www.re3data.org/>: Harvesting several data repositories

Google: <https://toolbox.google.com/datasetsearch>

FigShare: [figshare - credit for all your research](https://www.figshare.com/)

Zenodo: [Zenodo - Research. Shared.](https://zenodo.org/)