

# DESIGNING STRUCTURAL DMP WITH DMP ONLINE FOR MADMP IN TAMPERE UNIVERSITY

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# Why?

- To make it easier for researchers to write a DMP by utilising multiple-choice questions, drop-down lists and radio buttons.
- To provide better services for researchers proactively based on information given in the DMP.
- To make it easier for data support professionals to review and evaluate DMPs.
- To retrieve information on research projects and data sets required for University administration.
- To identify relevant local information systems that provide information on research projects and plan how the information could be interlinked with the information given in the DMP.

# Designin a new DMP template

- Before starting to create the new DMP template, we assessed the potential benefits of a customised DMP template with multiple-choice answer options, drop-down lists, radio buttons, etc. from the perspective of a researcher and the Tampere University.
- We started by evaluating 40 standard free-text based DMPs to locate which parts of the DMP are the most difficult for researchers to answer.
- To gather ideas and thoughts on which elements should be included in the new DMP template and what use cases we as an institution would have for DMP information, we organised a workshop with our research services, IT services, legal services and data support services.
- We reviewed existing multiple choice DMP templates used in other institutions to get ideas on how the DMP questions could be formulated.
- Based on the findings, the use cases on how to utilise machine actionable DMPs were created

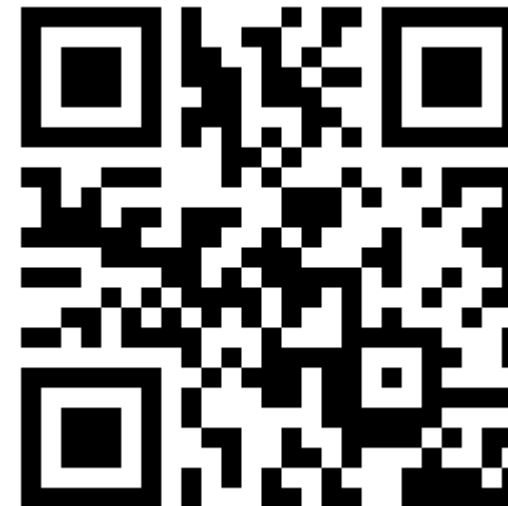
# maDMP use cases

1. The Data Protection Officer (DPO) and Data Support Services need information on research that processes personal data and in which the university is the controller in order to fulfill the regulations set by the law.
2. IT services need to know who is responsible for the data produced by research and who can make data-related decisions in order to provide the project with sufficient storage capacity.
3. Data Protection Officer need to know who is responsible for the data produced by research and who can make data-related decisions in order to fulfill the regulations set by the law.
4. The DPO need to know whether the data needs to be processed not only by TUNI users but also by users from another organisations in order to make sure that the contracts between parties are made.
5. IT services need to know whether the data needs to be processed not only by TUNI users but also by users from another organisation in order to provide the project with storage capacity that allows external users to access the data.
6. The DPO need to know whether special categories of personal data are processed in the research in order to fulfill the regulations set by the law.
7. IT services need to know whether special categories of personal data are processed in the research in order to provide the project with the appropriately protected storage capacity and other data management tools.
8. IT services need to know whether other types of confidential information are processed in the research in order to provide the project with the appropriately protected storage capacity.
9. The Data Protection Officer needs to be informed of projects in which a Data Protection Impact Assessment (DPIA) is needed in order to fulfill the regulations set by the law.
10. The Data Protection Officer needs information on transfers of personal data outside the EU/EEA in order to ensure that an adequate level of data protection is guaranteed.

# The new DMP template

To see the template:

1. Sign in to DMPTuuli <https://dmptuuli.fi>
2. Choose Tampere University as your organisation.
3. Tick the box "No funder associated with this plan".
4. Choose "Tampere University DMP guidelines".



# Feedback on the structured template (n=7)

- Ease of writing a plan with a template
  - The majority of respondents (n=5) found writing easy, one respondent took a neutral stance and One respondent found writing difficult.
- Comprehensibility of questions
  - All respondents (n=7) agreed that the questions were easy (=easy) to understand.
- Usefulness of a template
  - Respondents found the template very useful (n=5) or somewhat useful (n=2)
- Suggestions for further development and other comments
  - The function of instructions and comment field on the right side was considered unclear
  - Sample sentences/writing instructions for the data management plan were desired.
  - The template was considered easy to use and useful.

1. Very difficult
2. Difficult
3. Neutral / Undecided
4. Easy
5. Very easy

1. Not at all useful
2. Not really useful
3. Neutral / Undecided
4. Somewhat useful
5. Very useful

**DMP-tool (DMPTuuli)**

A researcher creates a DMP:

- After a positive funding decision.
- When starting a new PhD project.
- When applying a statement from Ethics committee.
- (When processing personal data.)



**Records management system**

- Data protection documentation: joint controllership agreement, data processing agreement, privacy notices, DPIA etc.
- Research plan.
- Other research contracts.



**Data warehouse**

- Relevant information on institutional research data in one place.
- Up to date information are imported from other systems.
- To full fill regulation set by legislation, enable reporting, provide better services for researchers.



**Financial management system for research projects**

- Project number.
- Grant number.
- Project group members ("data owners").
- Project duration time.



**Power BI report**

- Processing personal information.
- Information on storage services.
- Other information defined in use cases.

# The next steps

1. Build integrations from DMPTuuli to our local data warehouse.
2. Plan a process on how to facilitate researchers to write DMPs when they are not required by research funders or ethics committee, or they are part of PhD students' studies.
3. Plan automated process on monitoring research projects where personal information is processed to fulfil GDPR requirements.
4. Plan how DMP information could be used to place automatic storage requests.
5. Plan how DMP's GDPR information can be used to help researchers write privacy notice so that they wouldn't have to write the same information several times in different services.



# Thank you!

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