



Waipapa
Taumata Rau
**University
of Auckland**

DMP Engagement Recipe

An overview for eResearch Australasia

Yvette Wharton & Dr. Sarah Hopkins
RDM Programme team - maDMP initiative

21 October 2025

Acknowledgement of Country

We acknowledge the Traditional Owners of the land on which we gather today, the **Turrbal** and **Jagera** peoples of Brisbane. We pay our respects to their Elders past and present, and recognise their enduring connection to land, waters, skies, and community.

Outline

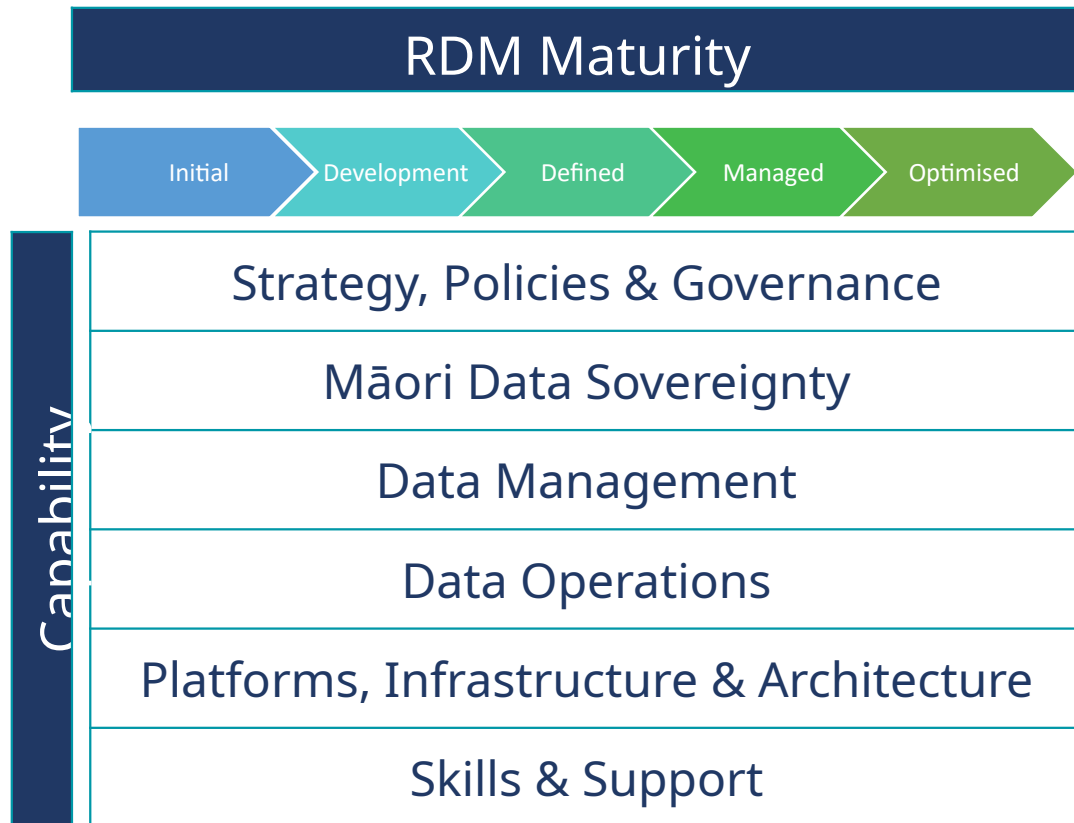
Background
– our RDM
journey

What we've
done – our
engagement
for rollout

Lessons

Recipe
summary

Background - our RDM journey



RDM capability Maturity Model:
<https://doi.org/10.17608/k6.auckland.16993660.v1>

RDM Policy Guidance: <https://research-hub.auckland.ac.nz/article/research-data-management-policy-guidance>

2020: Towards an integrated Research Data Management Framework - RDM Project

2021: Waipapa Taumata Rau RDM Capability Maturity Model, & RDM Project Stocktake Report 20 recommendations to lift maturity to Level 3 - Defined

2022: RDM Policy, Research Data Classification, RDM Programme initiatives - maDMP +SRE

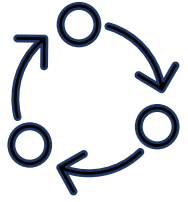
2023-4: User requirements, PoC, Pilot, Production

PUBLIC

INTERNAL

SENSITIVE

RESTRICTED



Our process



Co-design partners from

Researchers (diff career stages and faculties), Research support teams (data managers, statisticians), RDM technical and programme team

Requirements

- co-design partners
- interviews
- interview data analysis
- landscape analysis
- feedback of findings
- prioritise requirements
- report

Proofs-of-Concept

- workshops
- recruitment
- PoC review and feedback
- data analysis
- feedback of findings
- report

Pilot system

- workshops
- participant recruitment
- pre-pilot survey
- onboarding and training
- user testing
- post-pilot survey
- post-pilot feedback
- data analysis
- feedback of findings
- report

Prod

2025 Establish and Rollout

Engagement activities

- Rollout DMP to researchers
- Support services within the DMP

Technical activities

- ServiceNow Integration
- Reporting



Menu



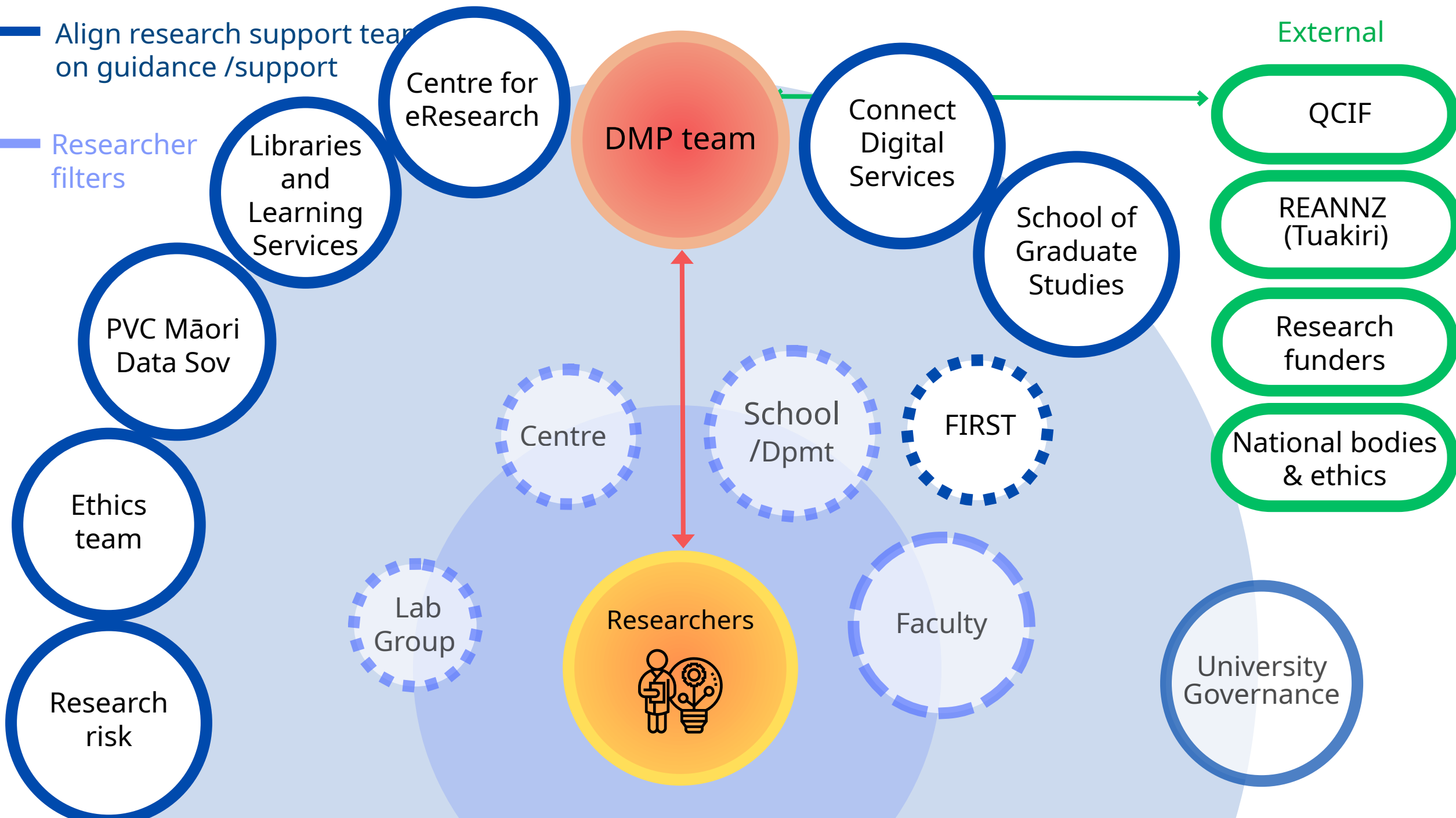
Ingredients



Steps

Align research support team on guidance /support

Researcher filters



Centre for eResearch

DMP team

Connect Digital Services

External

QCIF

REANNZ (Tuakiri)

Research funders

National bodies & ethics

Libraries and Learning Services

School of Graduate Studies

PVC Māori Data Sov

Centre

School /Dpmt

FIRST

Lab Group

Researchers

Faculty

University Governance

Ethics team

Research risk



Engagement objectives

Awareness

- Drive university-wide awareness of the DMP tool
- Increase understanding of the benefits of data management planning
- Encourage adoption with the DMP service.

Support

- Provide self-directed support to enable researchers to find, create and maintain a DMP using the online tool
- Establish a DMP support network

Training

- Deploy maDMP in a prioritised rollout to increase adoption, compliance & RDM maturity
- Ongoing refinement of training and support approaches and resources

Increasing awareness of DMP

What is a DMP?

Why would I create a DMP?

When do I create a DMP?

Where do I find the online DMP tool?

How do I learn about data management planning?

Self-service materials

- Knowledge articles (University intranet)
- ResearchHub ("Create a DMP")
- Overviews designed for specific groups

Collaborative activities

- Embed in existing trainings (RDM, supervisors, sensitive data)
- Introduce to existing communication channels (emails, newsletters, departmental meetings)

Partners for delivery

- Academic and research leaders
- Service Support teams (SGS, LLS etc.)

Self-service awareness materials

ResearchHub



Home / Research data and artefacts / Research data management planning / Create a Data Management Plan (DMP)

Create a Data Management Plan (DMP)

How to create a research Data Management Plan using the University's online DMP tool.

Create or update a DMP

Why should you create a DMP?

A DMP is required for any research project involving sensitive or restricted research data at the University of Auckland. The University's online DMP tool will help you consider and document research data management decisions across a project lifecycle.

Benefits of using the online DMP tool

- Simplifies data management planning and saves you time in the future
- Keeps project information in one place that can be shared and discussed with project team members
- Helps you organise and store data securely to reduce the risk of data loss or unauthorised use of project data
- Meets University and funder requirements and helps you to apply best research practices

About data management planning

What is a DMP?	▼
About the DMP tool	▼
How do I get started?	▼
Who has access to my DMP information?	▼

Help and support

Within tool support to create a DMP	▼
DMP User Guide	▼
Research data management consultation	▼

Overview for researchers



What is a DMP?

A Data Management Plan (DMP) helps researchers to consider and document important decisions about data created or collected in a research project.

A DMP is required for research projects involving sensitive or restricted research data.

The University has an online DMP tool, replacing the existing text-based DMP template.

The online DMP tool contains guided support and easy-to-use features designed to simplify data management tasks and save you time in the future.



Protects research data

Helps you organise and store data securely to reduce the risk of data loss or unauthorised use of project data.



Connects project teams

Keeps project information in one place where it can be shared and discussed with project team members.



World-class research

Meets University and funder requirements and demonstrates Good Research Practice (GRP) so you can get more out of your research.



Supports success

A good DMP demonstrates research data best practices to funders and ethics committees.

How to get started

01

Log in to the University's online DMP tool

02

Attend a DMP training workshop

03

Request a Research data consultation

For more information and resources visit...

ResearchHub Research data management planning

or scan



Overview for students



What is a DMP?

A Data Management Plan (DMP) outlines how research data will be managed throughout your project. It is a living document that you should update as research progresses.

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The DMP tool contains guided support and easy-to-use features designed to simplify data management tasks and save you time in the future.



Protects research data

Helps you organise, document and store data securely to reduce the risk of data loss or unauthorised use of project data.



Facilitates collaboration

Keeps project information in one place where it can be shared and discussed with your supervisor and project team.



Compliance and best practice

Meets University, ethics and funder requirements and demonstrates Good Research Practice (GRP).



Prepare for the future

Helps you plan for data preservation and sharing, enabling future reuse of data and increasing the visibility of your research.

How to get started

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Collaborative awareness activities

Research leaders

Introducing the University of Auckland's new Data Management Plan (DMP) t...

Sarah Hopkins
To Geoff Willmott
Cc Yvette Wharton
Wed 9:46 am

Research Data Management

Tēna koe,

Waipapa Taumata Rau, University of Auckland, has launched a new [online data management plan \(DMP\)](#), co-designed by researchers across the university.

Why this matters:

- The DMP tool helps researchers plan and document the creation, collection, and management of research data.
- It supports best practices in research planning, enhancing the quality of ethics applications and funding proposals.
- It assists researchers in meeting the University's Research Data Management (RDM) policy requirements, particularly around data storage, sharing, and collaboration.

What we're planning:

The RDM programme team is preparing a series of **awareness and support** activities for the Faculty of Science, including:

- Email communications:** A set of informative messages to introduce the DMP tool via existing faculty channels.
- Awareness presentations:** Brief updates offered at departmental or faculty meetings.
- Training workshops:** Designed to support researchers in understanding funder and University requirements and using the DMP tool effectively. We run 1h sessions available to anyone at the University of Auckland, and tailored workshops are available on request.
- Tailored support (on request):** Interactive sessions for research groups working with sensitive data.

What we're asking:

- We would like to meet with you to discuss how this initiative can support researchers in the Faculty of Science and hear your feedback. If you prefer, we would be happy to include the FIRST RSM (or team lead) in this meeting for a wider discussion of research DMP support in your faculty.
- Following our meeting, we'd be grateful if you could share information about the DMP tool with FMHS staff via faculty-wide communications. We can provide content for emails and newsletters.

Would you be available for a brief meeting to discuss this further?

Ngā mihi,
Sarah (she/her)

Sarah Hopkins, PhD
Senior eResearch Engagement Specialist, [Centre for eResearch](#)
RDM Programme – Data Management Planning

Outreach

Research leaders



- Secure leadership endorsement
- Cascade awareness materials through existing channels



Committee presentations



- Increase awareness of the tool & support available
- Respond to discipline-specific questions and concerns
- Cascade awareness materials through committee delegates



Department presentations



- Speak directly to researchers and students

Specific audiences

Waipapa Taumata Rau University of Auckland

RESEARCH DATA MANAGEMENT PLANNING

AN OVERVIEW FOR RESEARCHERS

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The University has an **online DMP tool**, replacing the existing text-based DMP template.

The online DMP tool contains guided support and easy-to-use features designed to simplify data management tasks and save you time in the future.

Protects research data
Helps you organise and store data securely to **reduce the risk of data loss** or unauthorised use of project data.

Connects project teams
Keeps project information in one place where it can be shared and discussed with project team members.

World-class research
Meets University and funder requirements and demonstrates Good Research Practice (GRP) so you can get more out of your research.

Supports success
A good DMP demonstrates research data best practices to funders and ethics committees.

How to get started

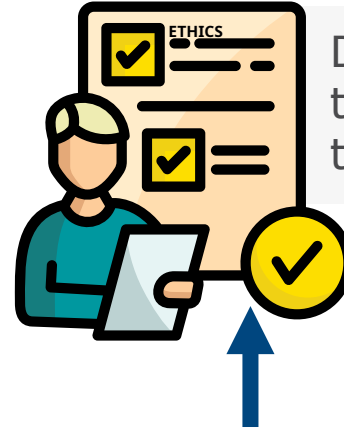
- 01 Log in to the University's online DMP tool
- 02 Attend a DMP training workshop
- 03 Request a Research data consultation

For more information and resources visit... [ResearchHub](#) Research data management planning or scan

Benefits of data management planning



Increases **competitive advantage** for research funding.



Document RDM practices to help researchers through **ethics approval**.



Connects **University governance** processes with **research practices**.

Compliance & Good Research Practice

Protect

Helps organise and store data securely to **reduce the risk of data loss** or unauthorised use of project data.



Connect

Keeps project information in one place where it **can be shared & discussed** with project team members, reducing errors and uncertainty.

Supporting the use of the tool

**How do I
use the
online DMP
tool?**

**I have a problem
with the online
DMP tool**



Self-service materials

- DMP Tool User Guide
- ResearchHub (FAQ and link to action)
- Email support

Collaborative activities

- Review (via user feedback) structure and guidance with end-users and other research support teams

Partners for delivery

- Internal team + Digital Services
- ReDBox vendor (QCIF)

Support & training to write a DMP

Can you help me with [this section]?

What is in a good DMP?

Who should I talk to about [this section]?

How much detail do I need?

Self-service materials

- Helper text embedded within DMP tool
- ResearchHub (DMP “sub-hub”)
- Self-guided materials for specific groups

Collaborative activities

- Prioritised rollout (tailored training & support)
- Existing workshops (RDM, supervisors, sensitive data)
- Generalised training workshops
- DMP Activity and Support Map

Partners for delivery

- eResearch Engagement team
- All research support service teams

Self-service support materials

Helper text

Research data security classification (*) ?

Consider all the types of data you will be working with for this project and select one or more of the research data security classifications using the descriptions and examples included on the Research data classification page on the ResearchHub:

- [Research data classification standard](#)

Public

Internal

Sensitive

Restricted

ResearchHub

Search: Research data classification standard

Categories Research stage Sign in

Research data classification standard

Descriptions and examples of the University's data classification standard as they relate to research data.

Home / Research data and artefacts / Research data policies, ethics and other requirements / Research data classification standard

The University's data classification standard is to be applied to all research, institutional and teaching and learning data at Waipapa Taumata Rau and its subsidiary, Auckland UniServices Limited.

The standard supports:

- Recognition and understanding of the value of research data
- Identification and management of the risks associated with research data

ResearchHub

Help and support

Within tool support to create a DMP

DMP User Guide

The [user guide](#) is available for help and technical support to navigate the DMP tool.

Use the step-by-step instructions to help you to:

- Create a DMP
- Update and View your DMP
- Save a PDF copy of your DMP

Research data management consultation

The Centre for eResearch offers in-person or online consultations to researchers who need assistance for research data management and planning requirements.

Service

Research data management consultation

The Centre for eResearch offers consultations to researchers that need advice or customised solutions to manage their research data.

Attend a DMP workshop

Training and support for research groups

External resources

RDM Activity & Support Map

Designed to help **research support teams** across the University to identify where and how researchers engage with resources, training and support teams across research data management planning.

Link: [DMP Activity and Support Map](#)

The screenshot shows the 'DMP Activity and Support Map' interface. The top navigation bar includes 'Research Data Management', 'DMP Activity and Support Map', and 'All Items'. The main content area is titled 'DMP Section: 2. Requirements & considerations (17)'. It displays a grid of 17 activity cards, each representing a different RDM topic. A large blue arrow points from the 'Ethical considerations for animal research' card to a detailed view on the right.

Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity
Research security assessments	RDM Policy	Policies impacting research da...	Funder data policies	Research integrity	Ethical considerations	Ethical considerations for animal research	Research ethics	Export controls
Requirements Research securit...	Requirements Related data po...	Requirements Related data po...	Requirements Related data po...	Requirements Related data po...	Ethics ... (3 fields)	Ethics ... (3 fields)	Ethics ... (3 fields)	Export controls ... (3 fields)
Research Risk & Compliance	Te Puna Tiketike Research...	Centre for eResearch	FIRST	Research Integrity Team	Ethics Advisors	Animal Research Ethics Team	Research Ethics Team	Export Controls Officer

Ethical considerations

- Description
- Ethical considerations in research are a set of principles that guide research design and practice, and protect the dignity, rights and welfare of research participants. This includes the responsible management of research data.
- DMP Field/s
- Ethics | ... (3 fields)
- A good DMP...
- Indicates whether ethical review is required. If ethical approval has been obtained, refers to the relevant committee and approval number. Clearly indicates if personal data will be collected/used as part of the project, and, if applicable, how compliance with applicable policies and legislation will be ensured (for example, by gaining informed consent, considering de-identification or anonymisation, etc.). Provides details of what ethical issues have been considered that may affect data storage, transfer, use, sharing and/or preservation, and demonstrates that adequate measures are in place to manage ethical requirements.
- See less
- Self-service resources (e.g. ResearchHub)
- Research ethics
- Training
- Online ethics training modules
- Service support unit (for consults, SME)
- Ethics Advisors
- Researchers may contact...
- For assistance to identify and consider how to manage ethical requirements and issues arising from their project.
- Contact details
- Faculty based Ethics Advisors
- Other service units
- Researchers may contact the Research Ethics team to ask questions about the ethics approval process or support with the ethics application.

Facilitated rollout of training & support

Generalised process

1. Identify research groups working with sensitive data
2. Identify the scope of training and support (activities, timing, duration)
3. Refine existing training materials
4. Deliver sessions
5. Obtain feedback and review



Targets

1. 12 groups; 50 DMPs
2. Minimal (4) generic DMP workshops

Delivered

- 11 groups
- 100+ DMPs
- 30+ sessions
- 700+ attendees



Lessons learned

- **Explore strategies for different shapes and sizes**

Work with a range of groups to tailor resources and training approaches

- **If it's not mandatory, make it valuable**

DMP as a solution to their needs >> DMP as just another thing to do

(e.g., setting expectations with external collaborators vs. mitigating or minimising risks of sensitive data)

- **Tailor the messaging**

Researchers' needs are different, so tailor the messages to meet them where they are

- **DMP has value as a research data management teaching tool**

In our setting, this has led to interest in DMP becoming a mandatory PhD milestone, leading to the development of guidance and discussion guides for supervisors & students

(acknowledging that this will likely lead to a change in message for some moving forward)

DMP guidance for supervisors

Getting started



RESEARCH DATA MANAGEMENT PLANNING

GUIDANCE FOR POSTGRADUATE SUPERVISORS

What is a DMP?

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A DMP is required for research projects involving sensitive or restricted research data.

The University has an online DMP tool, replacing the existing text-based DMP template.

The DMP tool contains guided support and features designed to simplify data management tasks and save you and your student time in the future.

What are the benefits?


- Protects research data**
Helps your student to organise, document and store data securely to reduce the risk of data loss.
- Facilitates collaboration**
Keeps project information in one place where it can be shared and discussed with your student and project teams.
- Compliance and best practice**
Meets University, ethics and funder requirements and demonstrates Good Research Practice (GRP).
- Prepare for the future**
Helps to plan for data preservation and sharing, enabling future reuse of data and increasing the visibility of the research.

How to get started

- 01 Log in to the University's online DMP tool
- 02 Attend a DMP training for supervisors
- 03 Review the DMP steps for supervisors

For more information and resources visit... [ResearchHub](#) Research data management planning or scan 

End-to-end guidance



DMP Steps for Supervisors

A Data Management Plan (DMP) outlines how research data will be handled throughout the lifecycle of a research project. As a supervisor of doctoral candidates, this guidance document will help you understand the key steps you can take to support your students. This process not only supports good research practice but also aligns with institutional and funder requirements for responsible data management.


Prepare students for research data management

Research data management (RDM) requirements—ethical, institutional, and legal—can be complex. Help your students to start their research journey with the right support and training.

Activities

- Understand your responsibilities as a supervisor by attending an RDM workshop for supervisors
- Encourage your students to attend a DMP training workshop

Resources

- DMP overview for students 





Develop an initial Data Management Plan (DMP)

A DMP prompts important discussions and supports your students to document how data will be managed during and after the project.

Activities

- Support your student to develop an initial DMP. We recommend that students create an initial draft. Use the online DMP tool to collaborate on the plan together.
- Use Discussion Guide 1 to review the DMP for completeness. Remember, a DMP is a living document, and its details may evolve with the project.
- Provide feedback and oversee any updates required before data collection begins.

Resources

- Guidance on ResearchHub 
- Explore the DMP tool 
- Discussion Guide 1: Initial Review 
- Request an RDM consult 



Revise and update the DMP (optional, as required)

As research progresses, update the DMP to reflect changes in data types, storage needs, or collaborations. This helps prevent data loss and will save time in the future.

Activities

- Schedule regular DMP reviews.
- Use Discussion Guide 2 to review changes post-data collection (methods, storage, access)
- Use Discussion Guide 3 to review updates post-data analysis (metadata, analysis documentation)

Resources

- Discussion Guide 2: Revise after Data Collection 
- Discussion Guide 3: Revise after Data Analysis 


Finalise the DMP prior to submission


Finalising the DMP before thesis submission ensures compliance and outlines future data access and custodianship. A complete DMP reduces future effort and costs related to data access, retrieval or interpretation.

Activities


- Use Discussion Guide 4 to review the finalised DMP (retention, data accessibility, custodianship)

Resources

- Discussion Guide 4: Finalise DMP 

For more information and resources visit... [ResearchHub](#) Research data management planning or scan 

Discussion guides



DMP Discussion Guide: Initial Review

Project Title

Date of Review

Student

Supervisor

Use this checklist to review a postgraduate student's initial Data Management Plan (DMP) using the University of Auckland's online DMP tool. The checklist is organised into seven DMP focus areas. Relevant sections of the DMP are given as a reference.

Keep in mind that a DMP is a living document. The level of detail provided in a DMP might vary depending on the progress of the project.

1. Provide project information

Yes N/A A good DMP...

Contains the information required to identify the project.
✓ **Project information**

Identifies the project team, listing:
> Primary Supervisor as Primary Investigator
> Student, assigned the role of PhD student or Master's student
> Primary Supervisor (or appropriate Project team member) assigned the role of Data Manager
✓ **People / Principal Investigator**
✓ **People / Project team**

Clearly outlines the roles and responsibilities for data management, naming the responsible individual(s) where possible.
✓ **People / Project roles and responsibilities**

2. Describe data

Yes N/A A good DMP...


Clearly describes or lists data types that will be generated (e.g., numeric, text, audio, or video) and their associated data formats, including, if needed, data conversion strategies.
✓ **Creation and collection / Data creation/collection**


Gives clear details of how new data will be collected or produced (Primary data) and where existing data (Secondary data) comes from, including stating whether there are any restrictions on the re-use of secondary data.
✓ **Creation and collection / Data source(s)**
✓ **Creation and collection / Data source considerations**

Clearly describes or lists what non-digital data types will be generated (including tissue samples, if appropriate).
✓ **Creation and collection / Non-digital data/physical artefacts**

Gives clear details of software or equipment used to create and/or collect new data, and to manipulate or analyse the data.
✓ **Software and Equipment / ...used to collect/create the data**

Activities • Prompts

- Confirm any non-standard software and equipment required for the project. Use approved software and tools or seek approval for new software if required. 

For more information and resources visit... [ResearchHub](#) Research data management planning or scan 

What's the recipe?

Menu



- Awareness
- Support
- Training

Ingredients



- Self-service materials
- Collaborative activities
- Process for evaluation & refinement

Steps

1. Identify stakeholders and invest time in building relationships.
2. Pay attention to the key drivers for each group.
3. Be adaptable.

This process can be generalised across other research data management and digital research data tools.



Waipapa
Taumata Rau
**University
of Auckland**

Questions?

Contact us

 y.wharton@auckland.ac.nz

 s.hopkins@auckland.ac.nz

Thank you