

Create a Data Management Plan Using the Scribe[®] AQUASERV Blueprint

1

Navigate to <https://argos.openaire.eu/home>

Home

My Plans

Public Plans

Public Descriptions

Co-Branding 

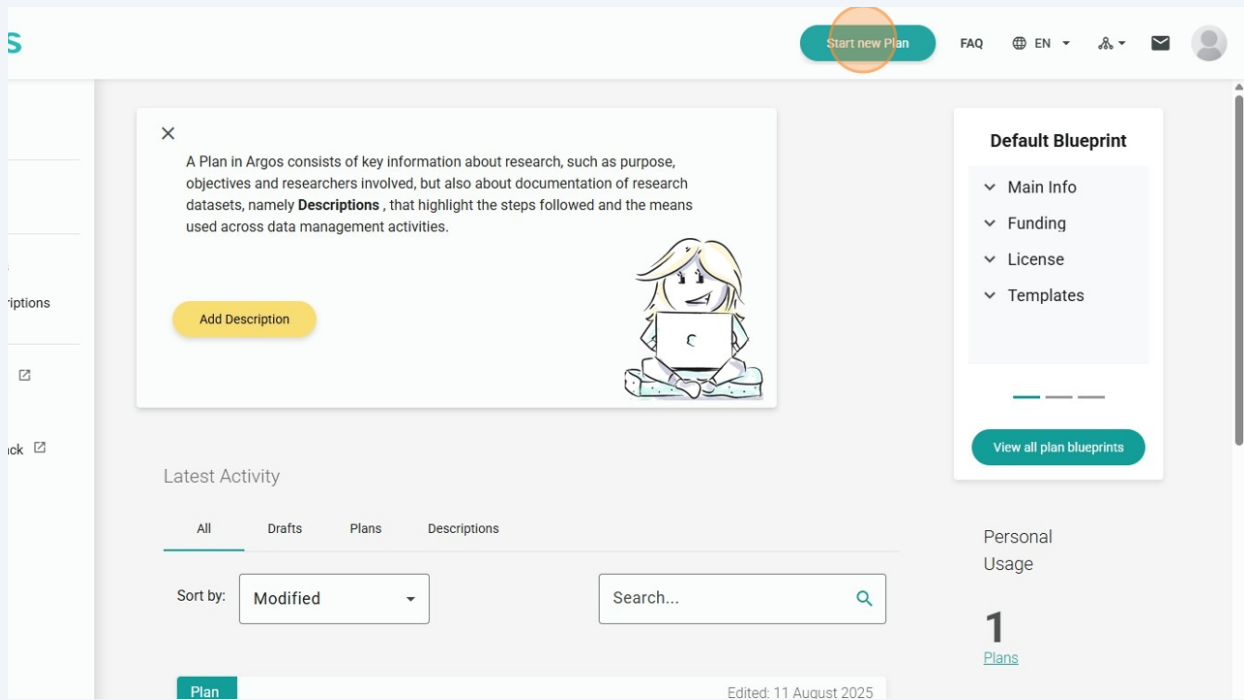
Support

Send feedback 

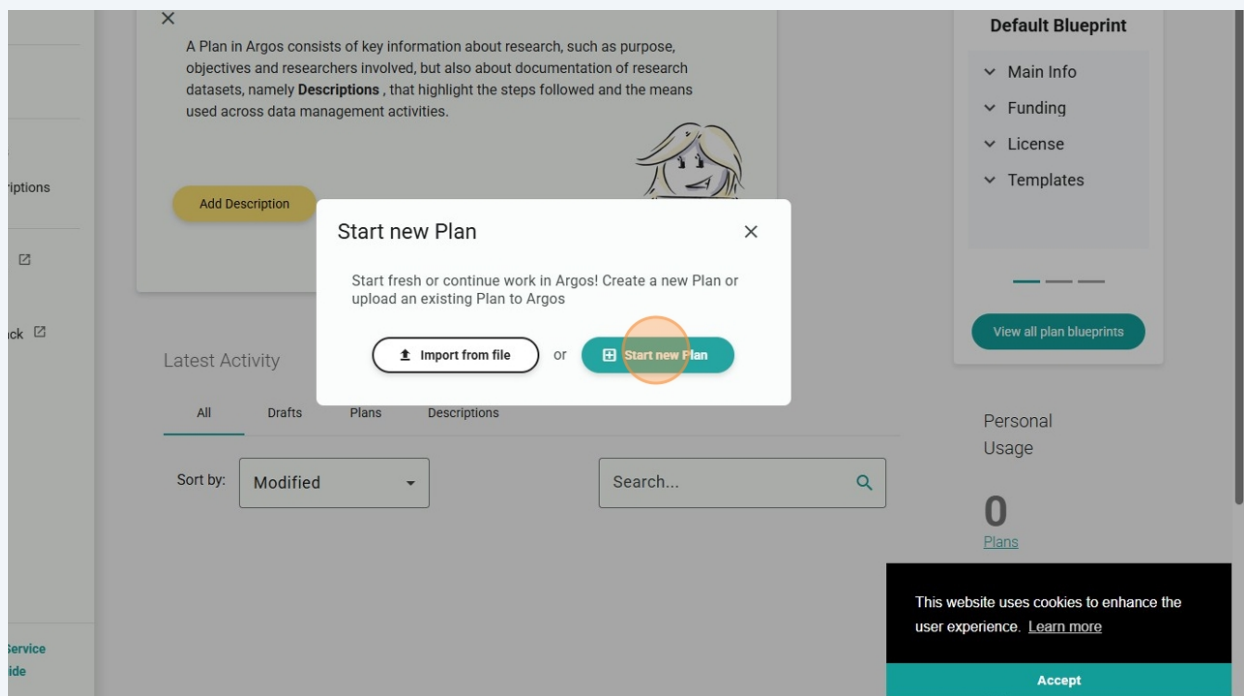
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2 Click "Start new Plan"



3 Click "Start new Plan" again.



4

Click on the **AQUASERV DMP** blueprint. This blueprint may have some variations in its name.

The screenshot shows the 'New Plan' page in the Argos application. On the left is a sidebar with navigation links: Home, My Plans, Public Plans, Public Descriptions, Co-Branding, Support, and Send feedback. The main content area is titled 'Which blueprint would best describe your plan?' and includes a 'Start new Plan' button in the top right. Below the title, it says 'Not specific requirements? Select the default' and shows a 'Default Blueprint' button. Below that, it says 'Select a blueprint prepared by our collaborators:' and lists several options: AQUASERV DMP Blueprint v1 (highlighted with an orange circle), CHIST-ERA, FCT Blueprint, and Latvian Council of Science Blueprint. To the right is a 'Preview of blueprint: Default Blueprint' section with expandable sections for 'Main Info' and 'Funding', each containing descriptive text and input fields.

5

Click "Proceed with this blueprint"

This screenshot shows the 'New Plan' page with the 'AQUASERV DMP Blueprint v1' selected and highlighted with an orange circle. The 'Preview of blueprint: AQUASERV DMP Blueprint v1' section on the right is expanded, showing a list of templates. The first template is 'AQUASERV | Molecular Biology & Omics | sequencing' with sub-items: 1. Summary, 2. Your research data, and 3. Licence/embrargo. The second template is 'AQUASERV | all categories | generic template' with sub-items: 1. Data Summary, 2. FAIR data, 3. Data security, 4. Other research outputs, 5. Allocation of resources, 6. Ethics, and 7. Other issues. At the bottom right of the preview section, a 'Proceed with this blueprint' button is highlighted with an orange circle. A 'Load more' button is visible at the bottom left of the blueprint selection area.

6 Fill in the main information.

Attention: For standardisation, please fill in the '**Title of Plan**' field as follows:

- PID: Your PID as given in the acceptance letter-Your name-Your title.
- (Example: *PID:12345-John Smith-Sequencing_at_CCMAR*).

The screenshot displays the 'Editing Plan' interface for 'AQUASERV DMP Blueprint v1 Plan'. The top navigation bar includes a 'Start new Plan' button, a 'FAQ' link, a language dropdown set to 'EN', and user profile icons. The left sidebar contains a navigation menu with options like 'My Plans', 'New Plan', and 'Dataset descriptions'. The main content area is divided into sections: '1. Main Info' and '1.2. Description *'. The '1.1. Title of Plan *' field is highlighted with an orange circle and contains the text 'AQUASERV DMP Blueprint v1 Plan'. The '1.2. Description *' field is a rich text editor with a toolbar and placeholder text 'Fill with description *'.

7

In the "Researchers" field, **introduce your ORCID number** to find your profile. If it does not work, please search by Name or by Surname.

PID:Your number-Yourname-YourTitle (unsaved changes) Discard Save

My Plans > New Plan

1. Main Info

- 1.1. Title of Plan
- 1.2. Description
- 1.3. Researchers
- 1.4. Organizations
- 1.5. Language
- 1.6. Contact
- 1.7. Access

2. Ethics

3. Dataset descriptions

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1.2. Description

Briefly describe the context and purpose of the DMP

Fill with description *

1.3. Researchers

Add here the names of people that have produced, processed, analysed the data described in the DMP.

Researchers

Couldn't find it? [Insert it manually](#)

1.4. Organizations

Add here the names of the organizations contributing to the creation and revision of the DMPs

Organizations

Couldn't find it? [Insert it manually](#)

1.5. Language *

8

After **filling all the fields** according to the description, click on "**Access Rights**".

My Plans > New Plan

1. Main Info

- 1.1. Title of Plan
- 1.2. Description
- 1.3. Researchers
- 1.4. Organizations
- 1.5. Language
- 1.6. Contact
- 1.7. Access

2. Ethics

3. Dataset descriptions

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1.4. Organizations

Add here the names of the organizations contributing to the creation and revision of the DMPs

Organizations

CCMAR - Centre of Marine Sciences

Couldn't find it? [Insert it manually](#)

1.5. Language *

Select the language of your DMP

English

1.6. Contact *

First Name* Last Name* Email*

1 Anaís Guerra agguerra@ualg.pt

1.7. Access *

Access Rights

9

You should choose **"Public"** option, unless you have a good reason to do otherwise.

My Plans > New Plan

1. Main Info

- 1.1. Title of Plan
- 1.2. Description
- 1.3. Researchers
- 1.4. Organizations
- 1.5. Language
- 1.6. Contact
- 1.7. Access

2. Ethics

3. Dataset descriptions

Organizations

CCMAR - Centre of Marine Sciences

Couldn't find it? [Insert it now](#)

1.5. Language *

Select the language of your DMP

English

1.6. Contact *

First Name* Last Name* Email*

1 Anais Guerra agguerra@ualg.pt

Public

Restricted Access

Access Rights

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Click **"Next"**.

My Plans > New Plan

1. Main Info

- 1.1. Title of Plan
- 1.2. Description
- 1.3. Researchers
- 1.4. Organizations
- 1.5. Language
- 1.6. Contact
- 1.7. Access

2. Ethics

3. Dataset descriptions

Organizations

CCMAR - Centre of Marine Sciences

Couldn't find it? [Insert it now](#)

1.5. Language *

Select the language of your DMP

English

1.6. Contact *

First Name* Last Name* Email*

1 Anais Guerra agguerra@ualg.pt

+

1.7. Access *

Public

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11 Select "AQUASERV | all categories | generic template".

There might be more specific plans you can choose from in the future, such as the one below: 'Molecular Biology & Omics > Sequencing'.

The screenshot shows the 'Editing Plan' interface with the 'Description templates' section. The left sidebar lists the plan structure: 1. Main Info, 2. Ethics, 2.1. Introduction (selected), and 3. Dataset descriptions. The main content area displays a table of description templates. The first template, 'AQUASERV | all categories | generic template', is highlighted with a red circle around its 'Select' button.

Name	Type	Language	Updated	Preview	Select
AQUASERV all categories generic template	Dataset	English	24/3/25, 4:03 PM		Select
AQUASERV Molecular Biology & Omics sequencing	Dataset	English	24/3/25, 2:46 PM		Select
EvoRoads Template	Dataset	English	20/3/25, 10:36 AM		Select
CHIST-ERA Data Management	Dataset	English	27/9/24, 1:19 AM		Select
CHIST-ERA Data Management - Generic Questions	Dataset	English	26/9/24, 11:13 PM		Select

12 Please confirm whether "Horizon Europe-Ethics" has already been selected.

The screenshot shows the 'Editing Plan' interface with the 'Description templates' section. The left sidebar lists the plan structure: 1. Main Info, 2. Ethics, 2.1. Introduction (selected), and 3. Dataset descriptions. The main content area displays a table of description templates. The first template, 'AQUASERV | all categories | generic template', is highlighted with a red circle around its 'Select' button.

Name	Type	Language	Updated	Preview	Select
AQUASERV all categories generic template	Dataset	English	24/3/25, 4:03 PM		Select
AQUASERV Molecular Biology & Omics sequencing	Dataset	English	24/3/25, 2:46 PM		Select
EvoRoads Template	Dataset	English	20/3/25, 10:36 AM		Select
CHIST-ERA Data Management	Dataset	English	27/9/24, 1:19 AM		Select

13 If not, use the magnifying glass below to search for it and select it.

My Plans > PID:Your number-Yourname-YourTitle

1. Main Info

2. Ethics

2.1. Introduction

+ Add Description

3. Dataset descriptions

+ Add Description

Ethical considerations in science become crucial whenever your research involves potential harm to living organisms, ecosystems, or communities. If your research fits into these criteria please answer following questions. As a default please fill the Horizon Europe - Ethics template, however other templates are available.

Introduction

Description templates *

Select a template to describe your descriptions

AQUASERV | all categories | generic template AQUASERV | Molecular Biology & Omics | sequencing

horizon

Name	Type	Language	Updated	Preview	Select
Horizon Europe - Ethics	Ethics	English	17/7/24, 4:52 PM		Select
Horizon 2020	Dataset	English	8/8/23, 12:00 PM		Select

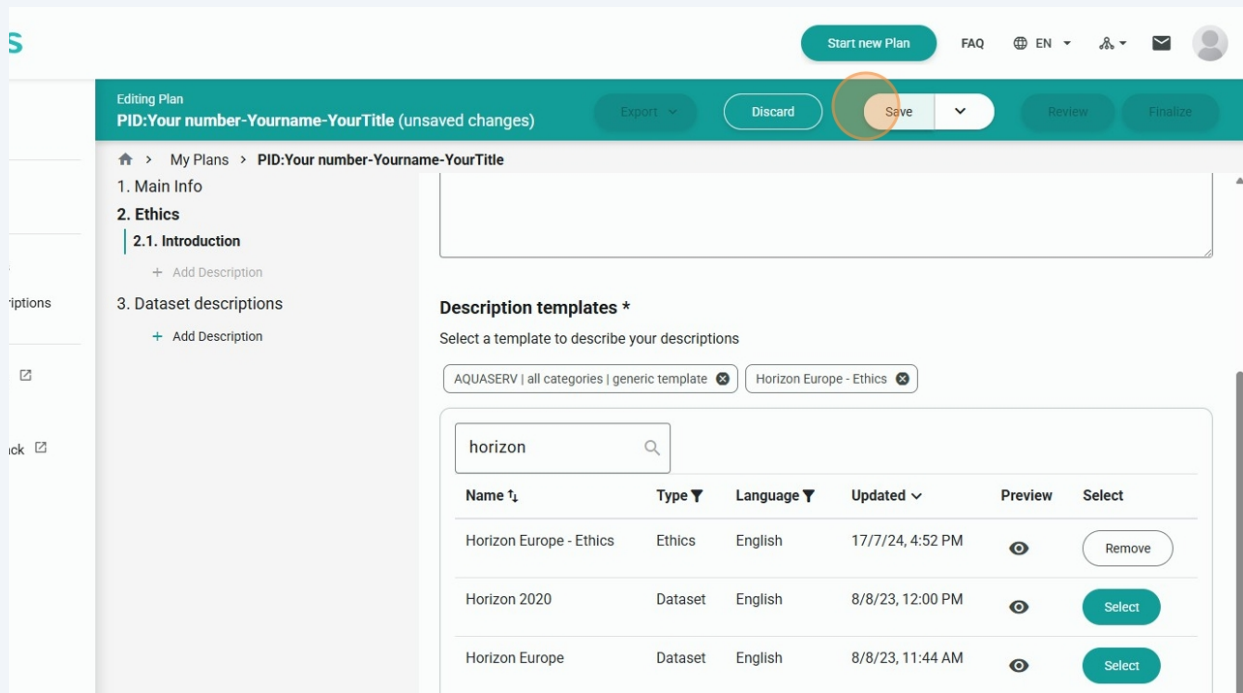
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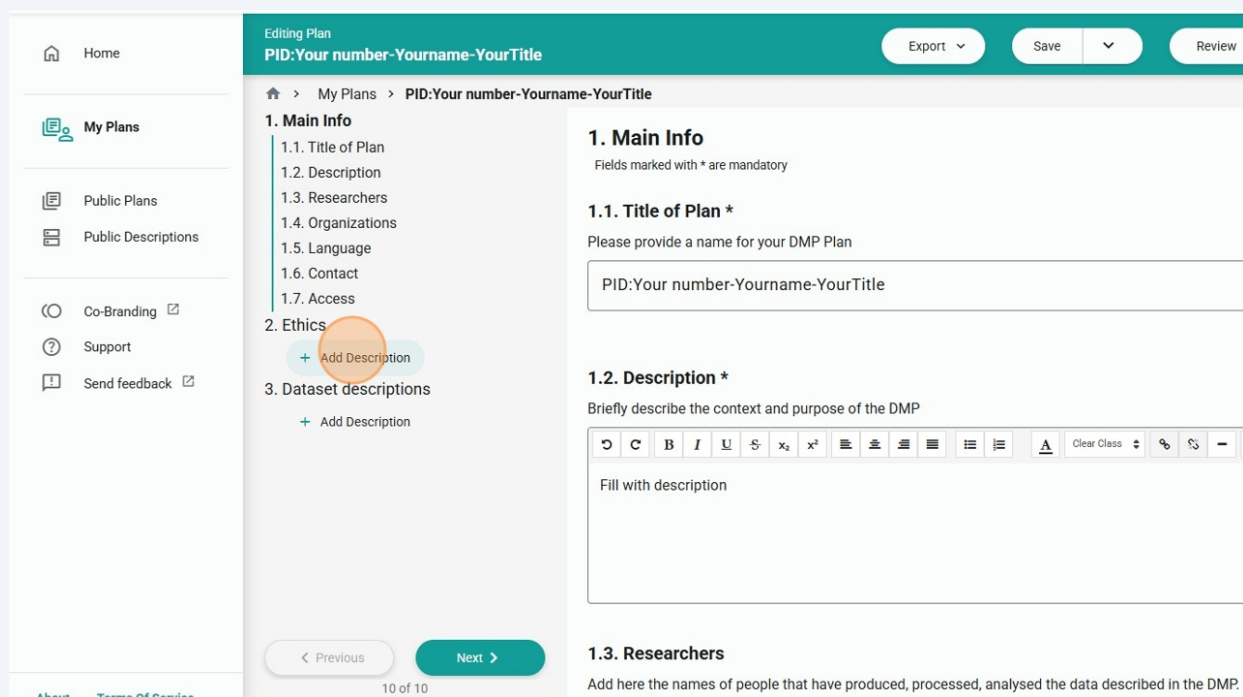
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14 Click "Save".

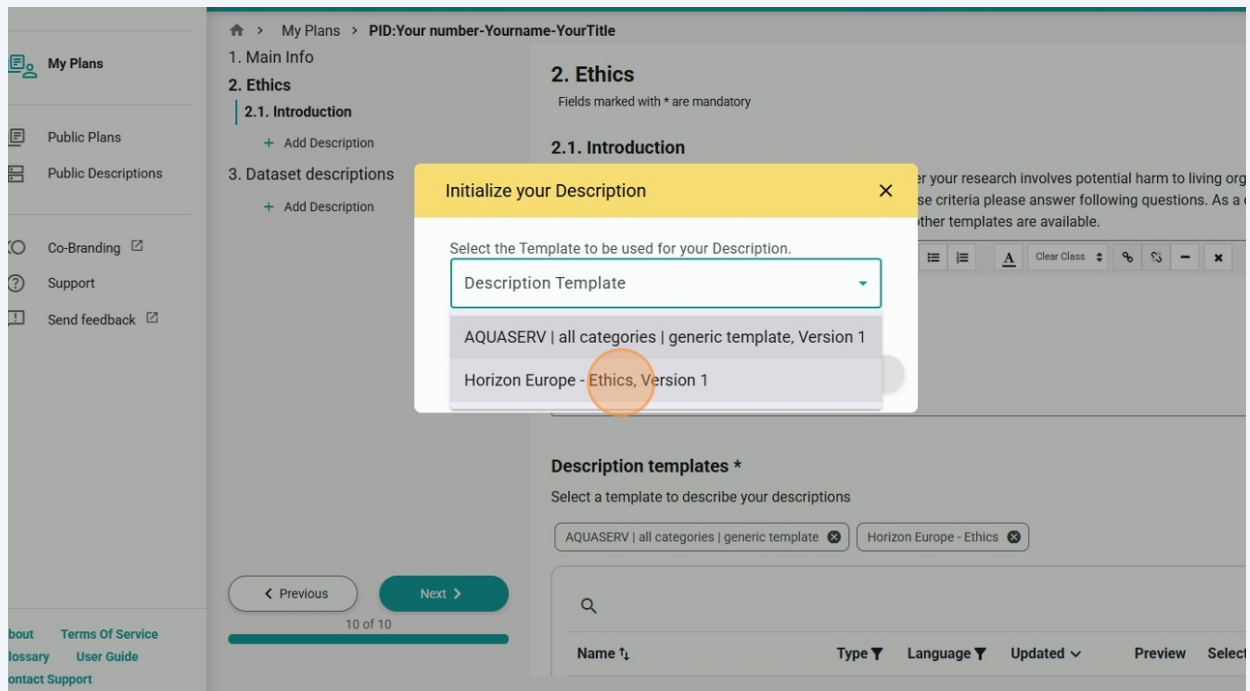
Note: If you accidentally click 'Next', you will remain in the loop until you save your plan.



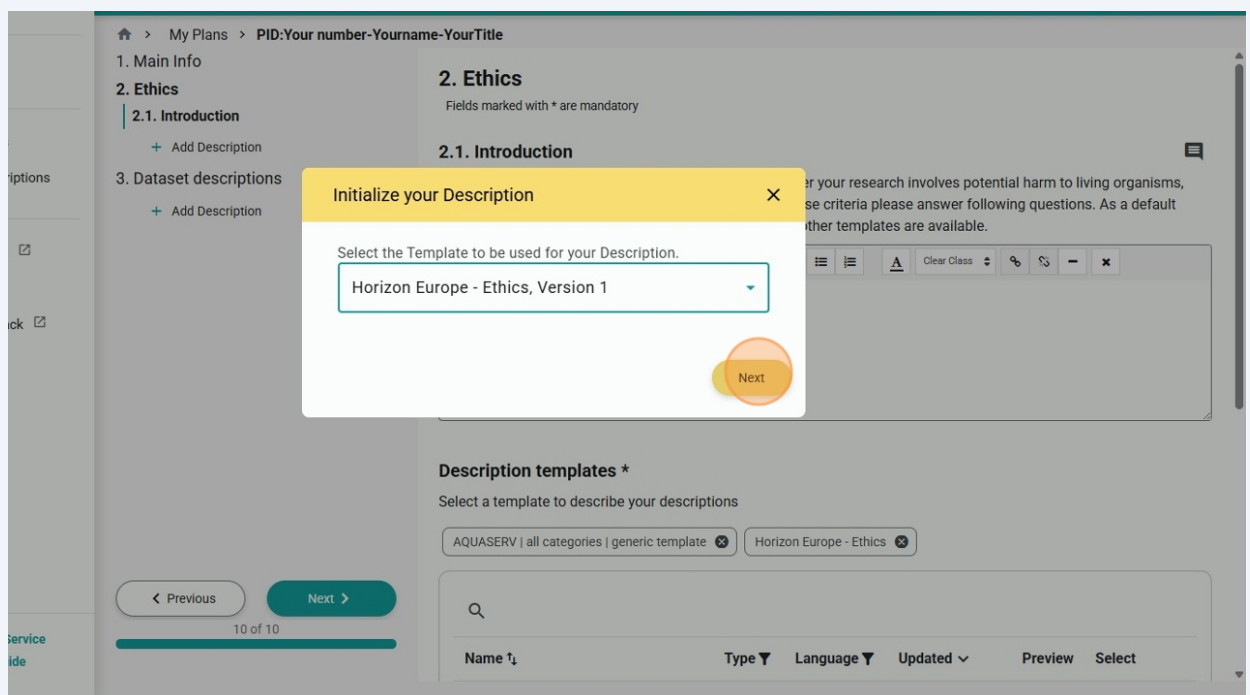
15 If you previously selected the Horizon Europe-Ethics template, please click on "Add Description" below "Ethics".



16 Click "Description Template" and choose "Horizon Europe - Ethics"



17 Click "Next"



18

Please ensure that the fields are completed with all relevant information and keep clicking **"Next"**.

Home > My Plans > PID:Your number-Yourname-YourTitle

1. Main Info

2. Ethics

2.1. Introduction

2.2.1. Horizon Europe - Ethics

2.2.1.1. Ethics

2.2.1.1.1. Ethics

2.2.1.1.1.1. Are there, or could there be, a...

2.2.1.1.1.2. Will informed consent for da...

+ Add Description

3. Dataset descriptions

+ Add Description

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If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).

☐ Yes ☒ No

Please specify

2.2.1.1.2. Will informed consent for data sharing and long term preservation be included in questionnaires dealing with personal data?

☐ Yes ☒ No

Please specify

19

To follow with the generic template, click **"Add Description"** below "Dataset descriptions" to open the box below.

Home > My Plans > PID:Your number-Yourname-YourTitle

1. Main Info

2. Ethics

2.1. Introduction

2.2.1. Horizon Europe - Ethics

2.2.1.1. Ethics

2.2.1.1.1. Ethics

2.2.1.1.1.1. Are there, or could there be, ...

2.2.1.1.1.2. Will informed consent for dat...

+ Add Description

3. Dataset descriptions

+ Add Description

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2.2.1.1. Ethics

2.2.1.1.1. Ethics

2.2.1.1.1.1. Are there, or could there be, any ethics or legal issues that can have an impact on data sharing? These can also be discussed in the context of the ethics review. If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).

☐ Yes ☒ No

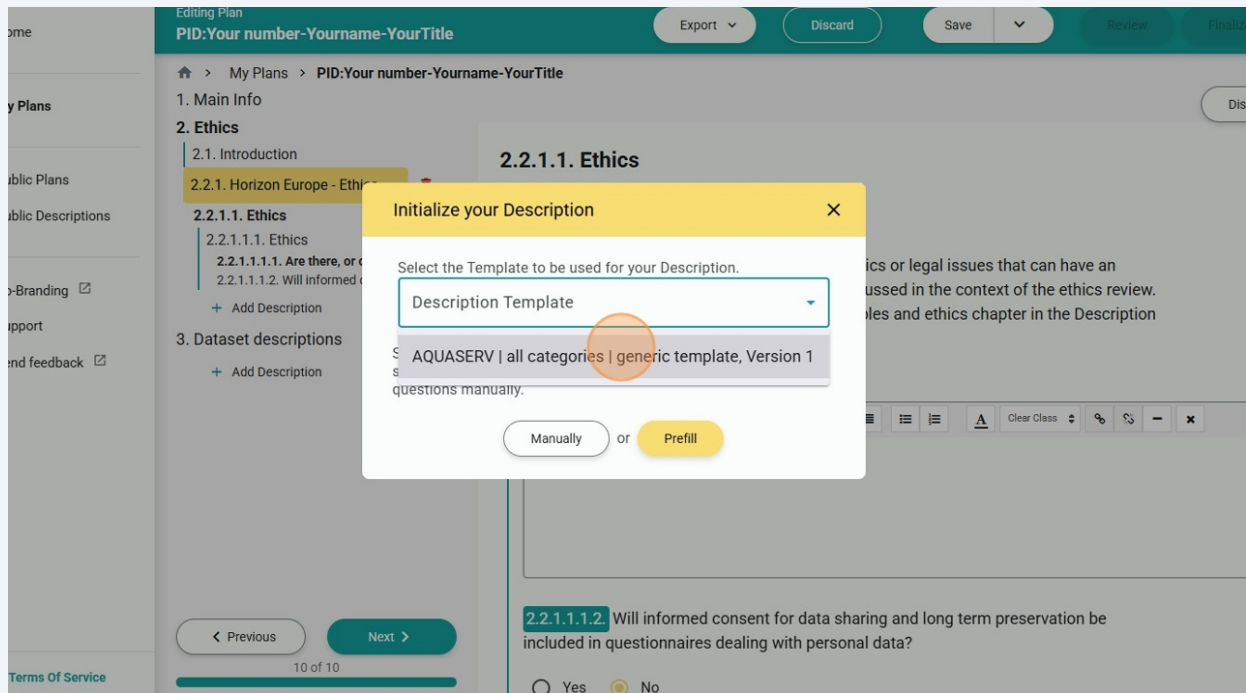
Please specify

2.2.1.1.1.2. Will informed consent for data sharing and long term preservation be included in questionnaires dealing with personal data?

☐ Yes ☒ No

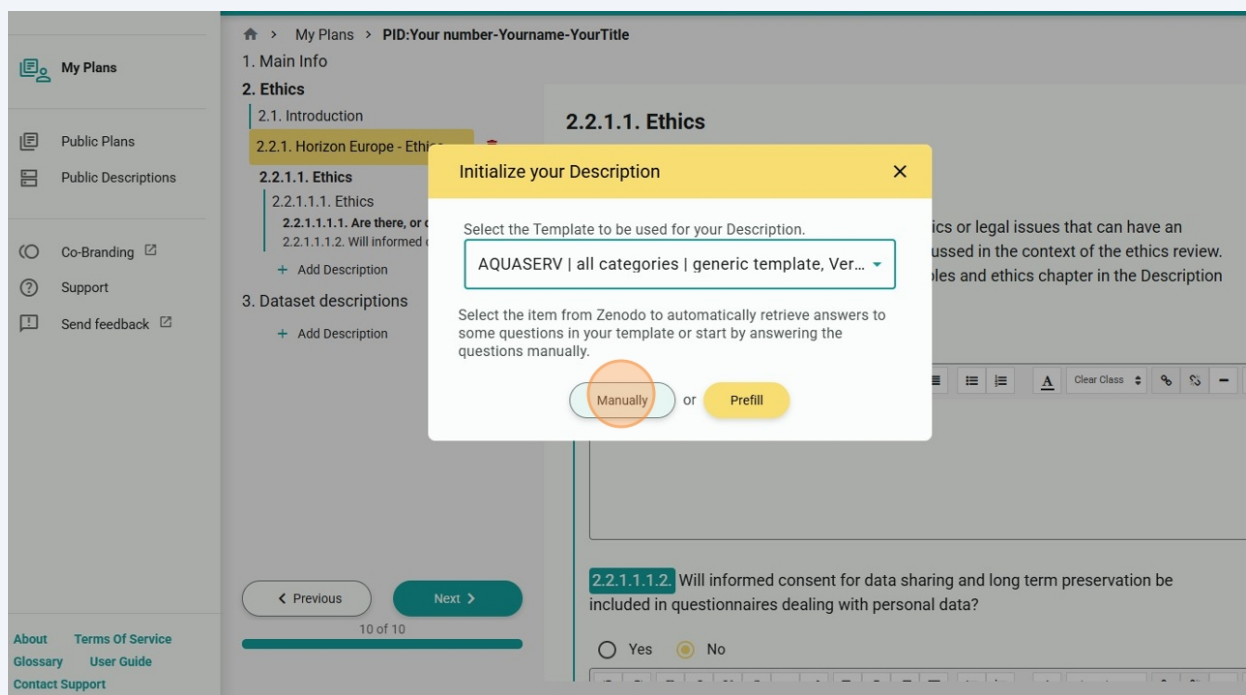
20

Click "Description Template" and then "**AQUASERV | all categories | generic template**"



21

Click "**Manually**"



22

Please fill all the fields with relevant information and **"Save"**.

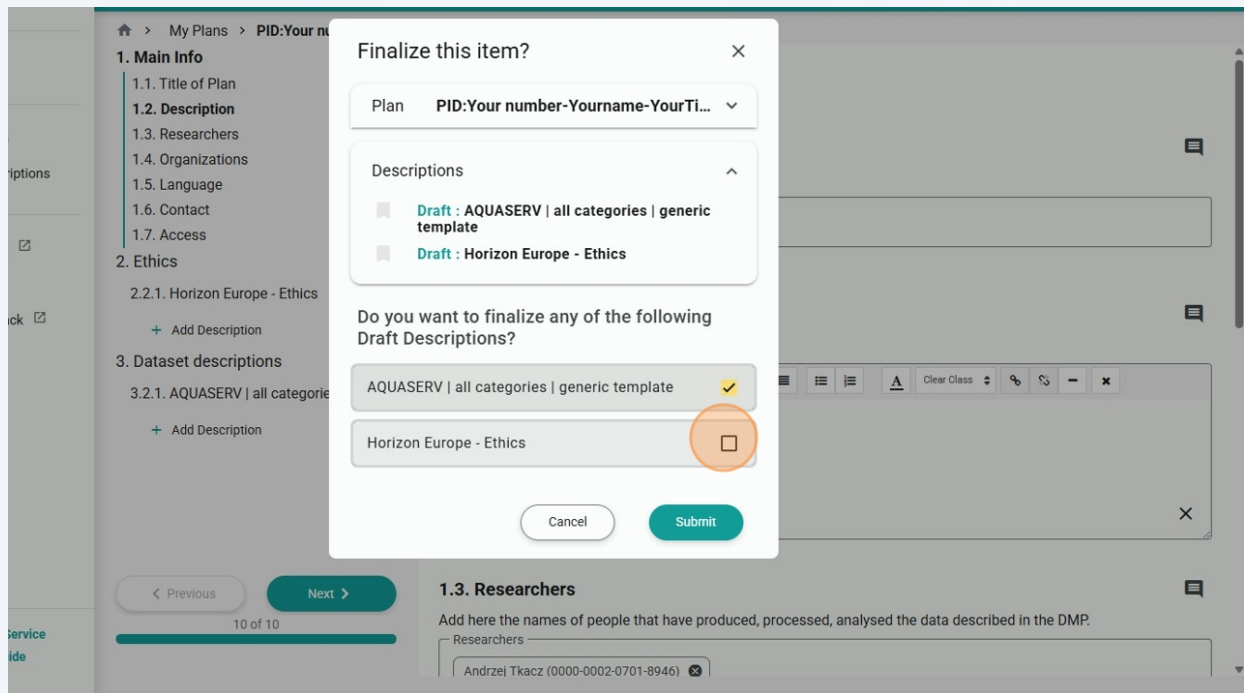
The screenshot shows the 'Editing Plan' interface for a plan titled 'PID:Your number-Yourname-YourTitle'. The top navigation bar includes a 'Start new Plan' button, a 'FAQ' link, a language dropdown set to 'EN', and user profile icons. The main header area contains 'Export', 'Save', 'Review', and 'Finalize' buttons. The 'Save' button is highlighted with an orange circle. The left sidebar lists the plan's sections: 1. Main Info (with sub-items 1.1 to 1.7), 2. Ethics (with 2.2.1), and 3. Dataset descriptions (with 3.2.1). The main content area shows the '1. Main Info' section, which includes a mandatory '1.1. Title of Plan' field and a '1.2. Description' field with a rich text editor. The 'Save' button is highlighted with an orange circle.

23

Once you have reviewed your plan and are satisfied with it, please click on the **"Finalise"** button.

This screenshot is identical to the one above, showing the 'Editing Plan' interface. However, in this version, the 'Finalize' button in the top navigation bar is highlighted with an orange circle, indicating the next step in the process.

24

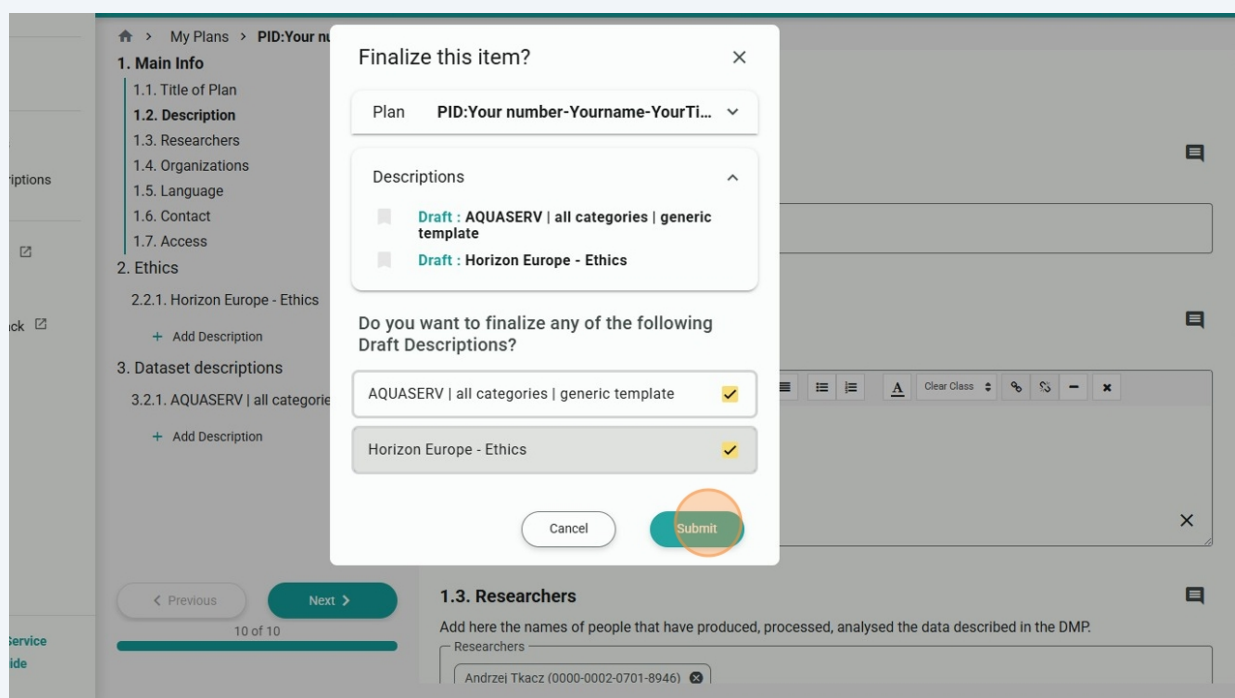
Tick the boxes to submit your draft descriptions.

25 Click "**Submit**". Now your plan has been submitted only on Argos Portal. Congrats!

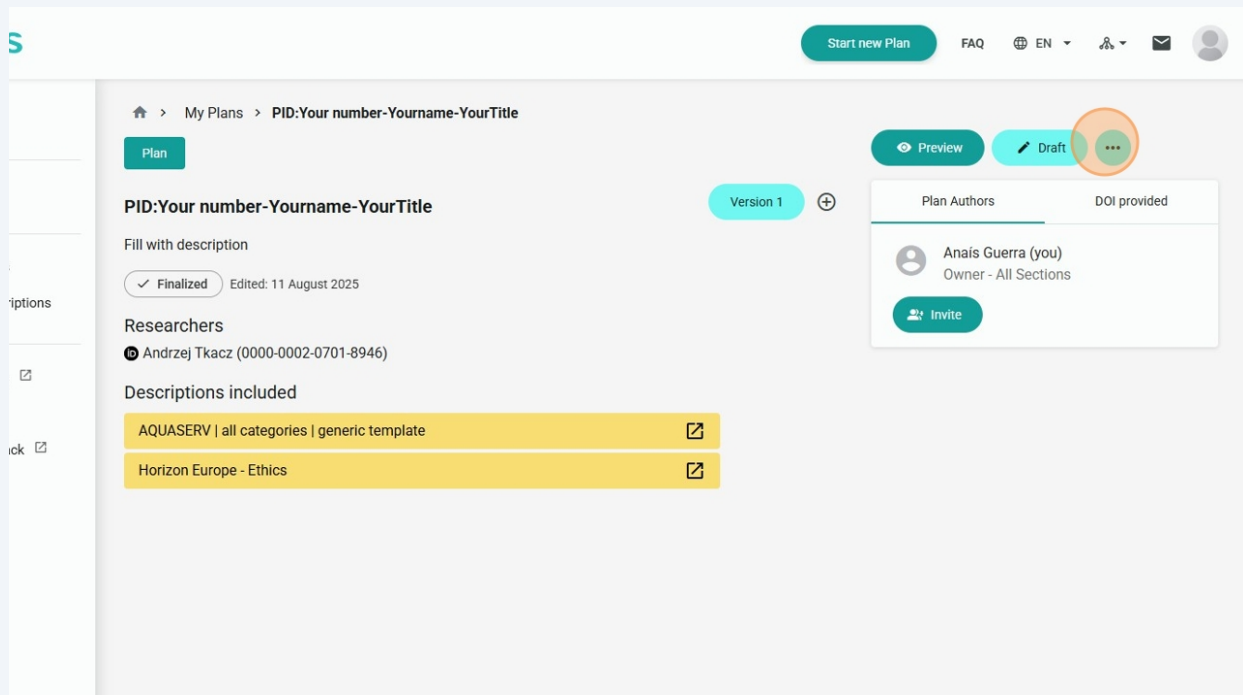
At this stage, please contact our Data Management Team:

- Andrzej Tkacz: atkacz@ualg.pt
- Cymon Cox: cymon@ualg.pt

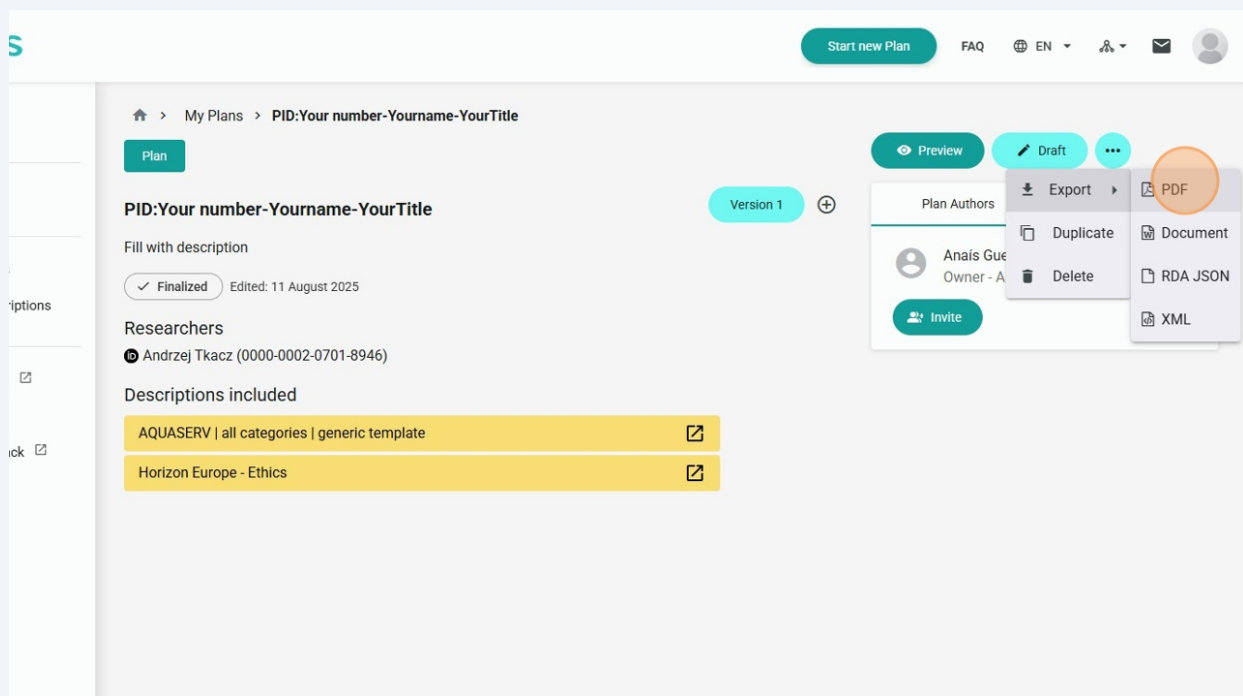
They will review your data management plan and correct any mistakes.



26 You can export your Data Management Plan by **clicking on the three dots**.



27 Then choose "Export" > "PDF"



28

Once our team has approved your Data Management Plan, it is time to publish it on Zenodo. Click on '**DOI provided**'.

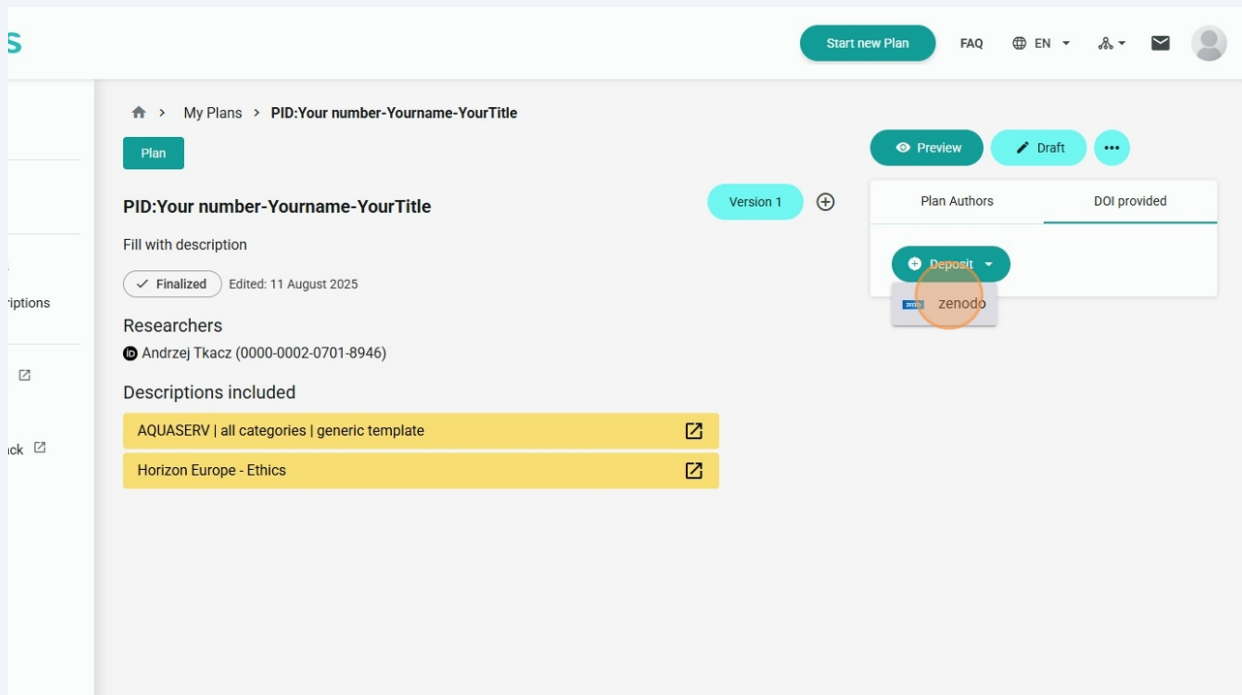
The screenshot shows the Zenodo Data Management Plan (DMP) interface. The top navigation bar includes a 'Start new Plan' button, 'FAQ', language settings (EN), and user profile icons. The main content area is titled 'My Plans > PID:Your number-Yourname-YourTitle'. On the left, there's a sidebar with 'Plan' and 'Draft' buttons. The main content area displays the plan details: 'PID:Your number-Yourname-YourTitle', 'Version 1', 'Finalized' status, and 'Edited: 11 August 2025'. Below this, the 'Researchers' section lists 'Andrzej Tkacz (0000-0002-0701-8946)'. The 'Descriptions included' section lists 'AQUASERV | all categories | generic template' and 'Horizon Europe - Ethics'. On the right, a dropdown menu is open, showing the 'DOI provided' tab selected. The dropdown also shows the user 'Anais Guerra (you)' as the 'Owner - All Sections' and an 'Invite' button.

29

Click "**Deposit**"

This screenshot is identical to the one above, showing the Zenodo DMP interface. However, in the dropdown menu on the right, the 'Deposit' button is now highlighted with an orange circle, indicating the next step in the process. The 'DOI provided' tab remains selected, and the user 'Anais Guerra (you)' is still listed as the owner.

30 Click "Zenodo"



31 Click "Login with zenodo". You can log in using your ORCID or email address.

NOTE: First, however, you need to set up an account on Zenodo. Once you have done so, place the link to your DMP in your final visit report. You can also use it for your publications.

