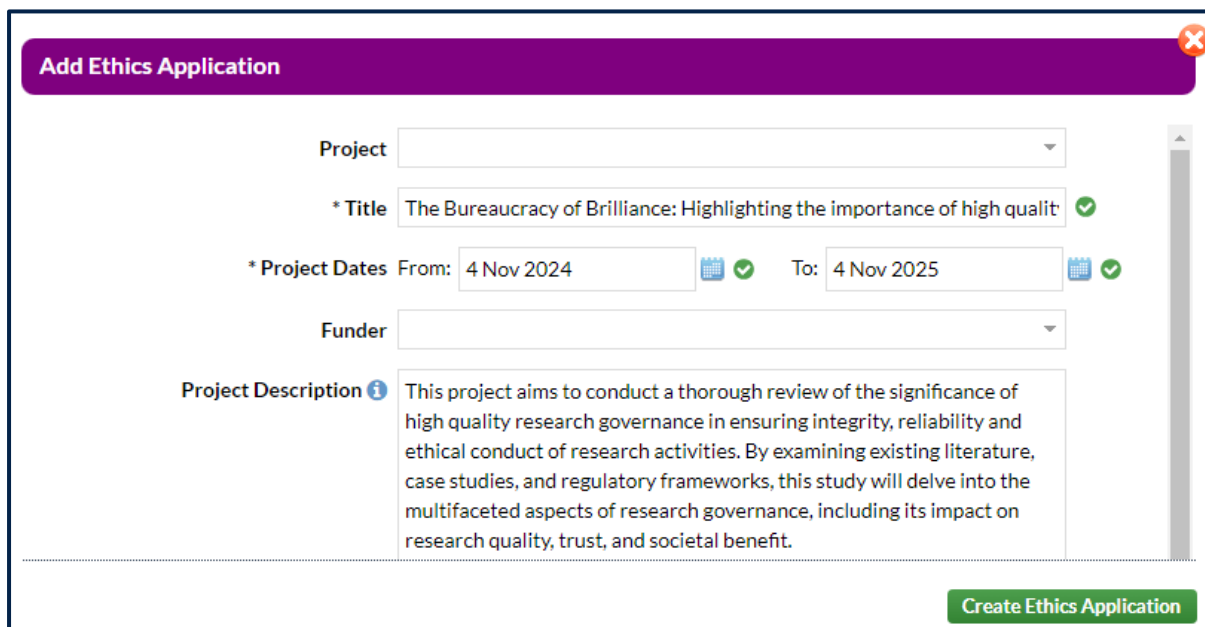# Data Management Plan Quick Guide

Creating a Data Management Plan

From the **Ethics** menu select **Create Application,** this will generate the initial form where you can enter the basic details about your application.
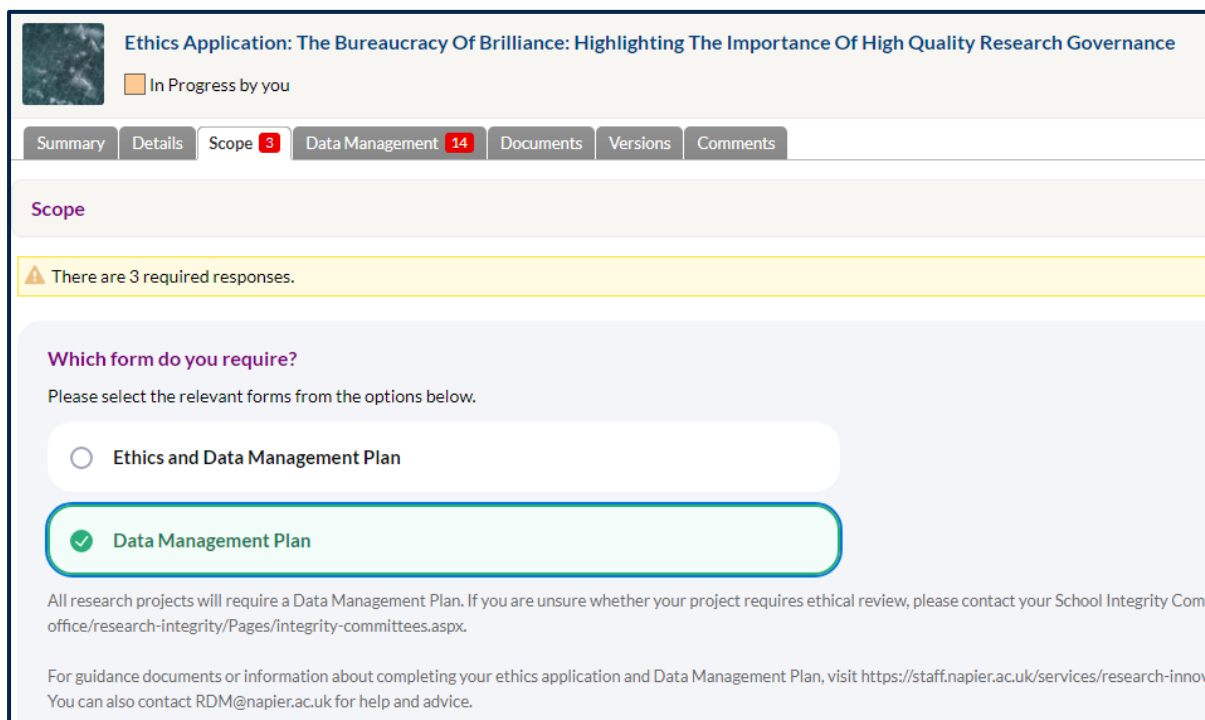

Once you have completed the initial form, you will be presented with some options on the **Scope** tab. Here you should select **Data Management Plan**.

You will have two tabs to complete, **Scope** and **Data Management.** These tabs will have questions and free text fields to complete. The **Document** tab should be used to upload any relevant documentation to support your application.

There are some mandatory questions, these are highlighted with a red marker and will help to create a comprehensive Data Management Plan for your project.

> You can find helpful information and links to guidance and resources by clicking on the blue information button beside a question.

Once you have completed the application and uploaded any documentation, you can click **Submit Application**. Select **Yes, Confirmed** once you have read and agreed to the declaration. Once submitted, your DMP will be sent to the Head of Research Governance for review. You will receive a notification from Worktribe once your Data Management Plan has been reviewed.

> You can find more information on the Research, Innovation & Enterprise intranet pages, including full Ethics and Data Management Plan Guidance and example DMPs.
> If you have any questions, please contact RDM@napier.ac.uk.