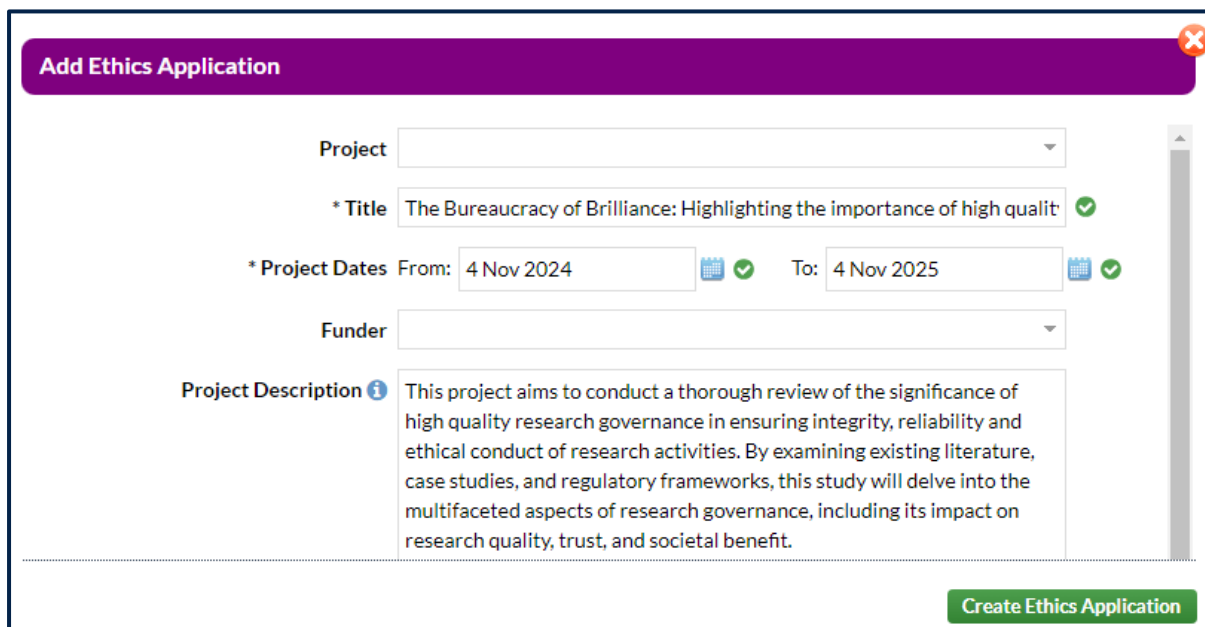


Data Management Plan Quick Guide

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.

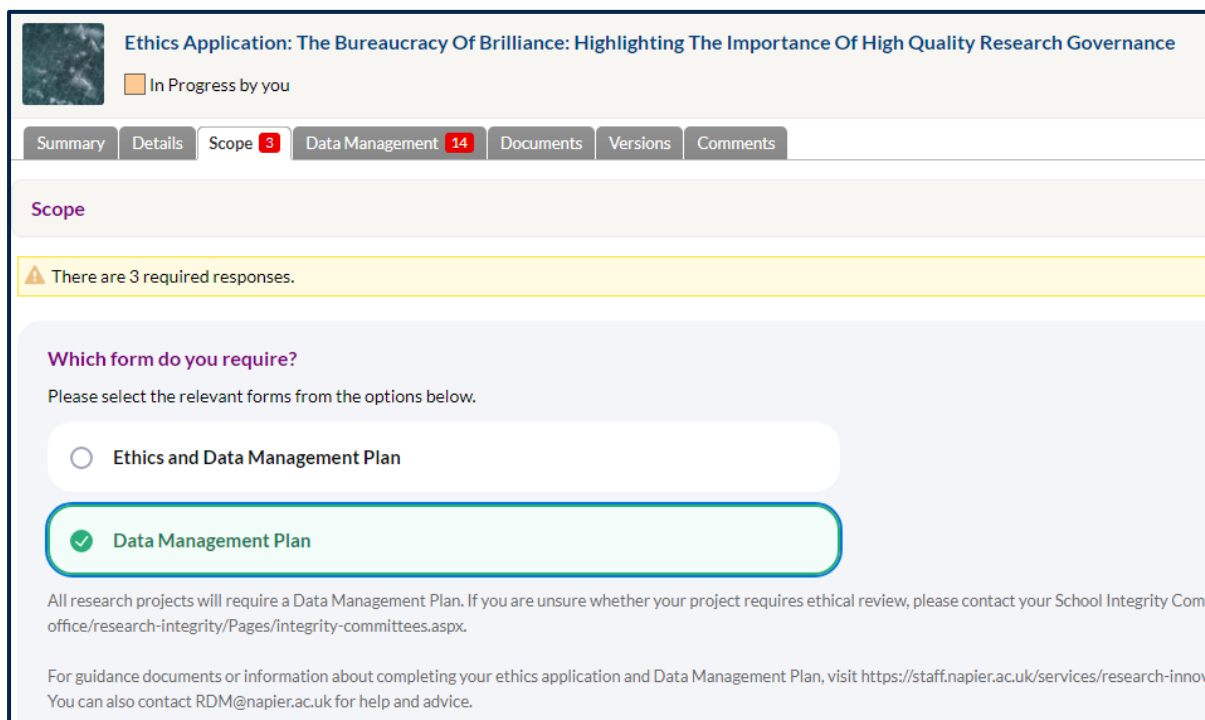


The screenshot shows a form titled "Add Ethics Application" with a purple header and a close button in the top right. The form contains the following fields:

- Project:** A dropdown menu.
- * Title:** A text input field containing "The Bureaucracy of Brilliance: Highlighting the importance of high quality" with a green checkmark.
- * Project Dates:** Two date input fields. The first is "From: 4 Nov 2024" and the second is "To: 4 Nov 2025", both with calendar icons and green checkmarks.
- Funder:** A dropdown menu.
- Project Description:** A text area containing the text: "This project aims to conduct a thorough review of the significance of high quality research governance in ensuring integrity, reliability and ethical conduct of research activities. By examining existing literature, case studies, and regulatory frameworks, this study will delve into the multifaceted aspects of research governance, including its impact on research quality, trust, and societal benefit."

A green button labeled "Create Ethics Application" is located at the bottom right of the form.

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**.



The screenshot shows the "Ethics Application: The Bureaucracy Of Brilliance: Highlighting The Importance Of High Quality Research Governance" page. The page is in "In Progress" status by the user. The navigation tabs are: Summary, Details, Scope (3), Data Management (14), Documents, Versions, and Comments. The "Scope" tab is active, showing a warning message: "There are 3 required responses." Below this, a section titled "Which form do you require?" asks the user to select relevant forms. Two options are shown:

- Ethics and Data Management Plan
- Data Management Plan

Below the options, there is a note: "All research projects will require a Data Management Plan. If you are unsure whether your project requires ethical review, please contact your School Integrity Committee office/research-integrity/Pages/integrity-committees.aspx." At the bottom, there is a link for guidance documents: "For guidance documents or information about completing your ethics application and Data Management Plan, visit <https://staff.napier.ac.uk/services/research-innovation>. You can also contact RDM@napier.ac.uk for help and advice."

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.

Where and how will data be stored during the project? ⓘ

Briefly describe how data will be stored, backed-up, managed and curated in the short to medium term.

Research data should be stored on the University's Xdrive (V:Drive for students). University-managed data storage is resilient, with multiple copies stored in more than one physical location and protection against corruption. Daily backups are kept for 14 days and monthly backups for an additional year. If your research involves human participants, the information provided here should align with your participant information sheet and your data protection compliance checklist.

ⓘ 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.

The screenshot shows an application titled "Ethics Application: The Bureaucracy Of Brilliance: Highlighting The Importance Of High Quality Research Governance" with a status of "In Progress by you". A green "Submit Application" button is visible in the top right. The interface has several tabs: Summary, Details, Scope, Data Management (selected), Documents, Versions, and Comments. Under the "Data Management" tab, there is a section titled "Data Management Plan" with a blue information icon (ⓘ) on the right. The text in this section reads: "Please visit our intranet pages for more information about writing your Data Management Plan. Here you will find guidance documents, videos and some example DMPs. You can also contact RDM@napier.ac.uk for help and advice, please include a link to your application." Below this is another question: "What data will be collected and used during the project?" with a blue information icon (ⓘ) on the right.

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.