Data Management Plan Template

This template is intended for creating a data management plan, based on the data management section that was part of your research proposal. NWO expects you to incorporate any comments received from the referees and/or the committee about the data management section in this data management plan.

What does NWO understand as research data?

Research data are the evidence that underpin the answer to research questions and can be used to validate findings. Data can be quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence.

For the purpose of NWO's data management policy, the definition of research data does not include physical objects such as scientific and archaeological collections, physical arts works or biobanks; however, digital information extracted from such objects are to be regarded as research data.

Software is also not included in the definition. NWO recognizes that software (algorithms, scripts and code developed by researchers in the course of their work) may be necessary to access and interpret data. In such cases, the data management plan will be expected to address how information about such items will be made available.

About this template and how to proceed

This template is in line with Science Europe's "Core Requirements for Data Management Plans".

You are kindly requested to complete the plan below and submit it to NWO within four months after the awarding of the grant. NWO will review the data management plan as quickly as possible. If necessary, NWO will call upon the help of (data) experts from your scientific discipline for the evaluation. As soon as the data management plan has been approved by NWO, the project can be started. It is advised to regularly review the data management plan when required during the research project.

You are expected to consult with research data management support staff at your home institution for the completion of this plan[1]. NWO strongly advises researchers to seek such support at an early stage. Plans that have not been consulted with institutional data management support staff will not be accepted.

You should submit the completed form via the online application system ISAAC. The main applicant has to submit the data management plan via his/her/their own ISAAC account. Data management plans not submitted via ISAAC will not be taken into consideration.

We strongly advise you to complete this plan through DMP-online, a web-based tool created by the Digital Curation Centre that helps to create, review, and share data management plans that meet institutional and funder requirements. DMP-online makes it easy to share the plan with institutional data management support staff for comments and advice. Some Dutch universities have institutional instances of the tool that allow you to sign in with your institutional credentials. Through the tool, you will benefit from additional guidance and explanations. A PDF of the plan can be downloaded at the end for submission into ISAAC.

[1] Academic and research institutions in the Netherlands provide professional support for research data management. Relevant contacts can be found on the RDM in the Netherlands website.

0	General Information	
0.1	Name applicant and project number	Participants: Gabriel Wang, Meijer Niels, Mokhonko Anastasiia, Musaeļans Artjom Project Leader: Petar Paskalev
0.2	Name of data management support staff consulted during the preparation of this plan Date of consultation with support staff	**Buckens, Myrthe** Name of data management support staff consulted: Buckens, Myrthe Date of consultation: 17.09.2024

1	What data will be collected or produced, and what existing data will be re-used?	
1.1	Will you re-use existing data for this research? **If yes**: explain which existing data, you will re-use and under which terms of use.	☐ Yes ☒ No
1.2	If new data is produced: describe the data, you expect your research to generate and the format and volumes to be collected or produced.	For our research we will conduct several interviews, The interviews will be recorded out output as a mp3 file as well as a transcription in csv format. A survey will also be sent out which will also be saved in tabular format such is xlsx or csv.
1.3	How much data storage will your project require in total?	☒ 0 – 10 GB ☐ 10 – 100 GB ☐100 – 1000 GB ☐ >1000 GB

2	**What metadata and documentation will accompany the data?**	
2.1	Indicate what documentation will accompany the data.	Readme file for general content on how to get started, Codebook with explanation of the variables, Data storage protocol for folder structures and naming conventions, Python Jupyter notebook files with code and reasoning.
2.2	Indicate which metadata will be provided to help others identify and discover the data.	With the data we will provide additional information on how the data was gathered, What tools were used to gather this data for example: microphones, transcription tools, python, Qualtrics survey. For each variable there is an explanation in Codebook_cybersecurity-4.md of the variable. The code used to encode and analyse each variable will also be used.

3	**How will data and metadata be stored and backed up during the research?**	
3.1	Describe where the data and metadata will be stored and backed up during the project.	☒ Institution networked research storage ☐ Other (please specify)
	Explanation:	The data collected will not contain any out of the ordinary personal data. For this reason
3.2	How will data security and protection of sensitive data be taken care of during the research?	☐ Not applicable (no sensitive data) ☒ Default security measures of the institution networked research storage ☐ Additional security measures (please specify)
	Explanation:	De data will contain personal information such as gender, age, occupation, etc. For this reason, security measures do need to be in place but nothing out of the ordinary needs to be done.
4	**How will you handle issues regarding the processing of personal information and intellectual property rights and ownership?**	
4.1	Will you process and/or store personal data during your project?	☒ Yes ☐ No
	If yes, how will compliance with legislation and (institutional) regulation on personal data be ensured?	A checklist for the GDPR that we will use to regulate the personal data collected in the surveys and interview.

4.2	How will ownership of the data and intellectual property rights to the data be managed?	- The owner of the data is going to be all of my colleagues and our mentor - Make sure to cover these matters of rights to control access to data for multi-partner projects and multiple data owners in the consortium agreement. - If I use any other intellectual party, we will make sure to add it into our own research - Indicate whether intellectual property rights are affected. If so, explain which and how they will be dealt with.

5	**How and when will data be shared and preserved for the long term?**	
5.1	How will data be selected for long-term preservation?	☐ All data resulting from the project will be preserved for at least 10 years ☒ Other (please specify)
	Explanation:	The data collected will be preserved as long as the university requires it for documenting our process for graduation.
5.2	Are there any (legal, IP, privacy related, security related) reasons to restrict access to the data once made publicly available, to limit which data will be made publicly available, or to not make part of the data publicly available?	☒ Yes ☐ No
	If yes, please explain.	The data contains a small amount of private data that could identify a person. These need to be accessed if they are needed for replicating and anonymized if not.
5.3	What data will be made available for re-use?	☐ All data resulting from the project will be made available ☒ Other (please specify)
	Explanation	The interviews and survey answers will be made public upon publication. If the personal data collected will be used within our research, we will limit the amount that gets released to only the necessary information.
5.4	When will the data be available for re-use, and for how long will the data be available?	☐ Data available as soon as article is published ☒ Data available upon completion of the project ☐ Data available after completion of project (with embargo)

	Explanation	**The data will be released as soon as the project is finished. Since there is no plan to fully publish the research only upon completion of this project the data gets released.**
5.5	In which repository will the data be archived and made available for re-use, and under which license?	The data will be stored within Breda University of Applied Sciences research storage under a public domain license. This data can be requested by anyone for the lifetime that it is available.
5.6	Describe your strategy for publishing the analysis software that will be generated in this project.	No special software is needed to access this information. The software used will be noted down and any code written released alongside the data.

6	**Data management costs**	
6.1	What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)?	We will ensure that all data is properly anonymized in line with privacy regulations, like GDPR. There will not be any extra costs, as our team will handle the data management tasks within the time we have already planned for. We will store the data securely in the BUas cloud, making sure it is easy to find, access, and re-use in the future.