BUas Data Management Plan (DMP)	
0. General information	
Project:	**FAI2.P1 Project 2A: Perspectives and Insights on AI implementation within Facilities**
Project leader:	**Bram Heijligers**
Name of RDM support staff: (Funders, such as NWO, expect you to consult RDM support staff to complete the DMP)	
Date of consulting RDM support staff:	

1. Collecting data	
In this project, newly to be collected data/existing data(bases) are used:	☑ Yes, newly to be collected data are used o Yes, Existing data are used o No
The collected data are suitable/unsuitable for reuse (see also under 4).	o Yes ☑ No, because: **Collected data is unsuitable for reuse since the survey questions are designed to address specific research questions, they may not be suitable for different research projects. Sample data is collected from specific representatives in our case facility management students, teaching staff and industry professionals. However, Metadata remains available at any rate and is also delivered along with the research data.**

State the nature and content of data that is collected:	In this project, the following data is collected: **Survey data collection – The data is tabular and organized into rows and columns. It includes the following data variable types: 5-point Likert scaled, nominal and categorical** **Structure interview data collection – The data is unstructured text containing spoken dialogue. It includes transcripts of Interviewer's questions, Interviewee's responses** Type of files: **The collected data is systematically organized and stored in two file formats as part of our data management strategy. Data generated from the Qualtrics survey is archived in CSV file format. Data from interviews are stored as transcripts in TXT file format.** File names: **''Facilities_RawQualtricsData.csv''** **''Facilities_CleanedQualtricsData.csv''** **''DDMMYYYY_interview_BUasfacilities_transcript.txt''** Size of files: ☑ 0-10 GB o 10-100 GB o 100-1000 GB
	o > 1000 GB
Metadata	In this project, the following metadata is collected: For the project the Data Documentation Initiative (DDI) standard for metadata will be used. **Needs to be done after data collection using DDI tools/codebook**
2. Storage of data and metadata	

State how data storage is organized, described and documented.	During the research, raw and processed data will be stored in: **We have established an integrated strategy that includes the use of private storage approach to maintain the highest standards of ethical data management. We have chosen to use GitHub and Zenodo repositories, which are well-known for their comprehensive data protection features, in addition to incorporating Microsoft OneDrive into our data management framework. These strategic approaches not only protect the integrity and privacy of our collected data, but they also allow for seamless collaboration and data sharing within our research team, fostering transparency and responsibility throughout the data lifecycle. During the project, this facility can only be accessed by researchers designated by the project leader/researcher, being: Dominik Szewczyk, Imani Senior, Martin Vladimirov, Matey Nedyalkov and Simona Dimitrova, Bram Heijligers**
Folder structure	The folder structure is as follows: **2023-24a-fai2-adsai-group-team-facility** | **├── Data/** | **├── Quantitative/** | | **├── Facilities_RawQualtricsData.csv** | | **└── Facilities_CleanedData.csv** | **├── Qualitative/** | | **└── DDMMYYYY_interview_BUasfacilities_transcript.txt**
Physical data	Physical data (such as lab journals, completed forms and questionnaires, tissues, culture) are stored in: **There is no use of physical data, throughout the project.**
Risks	The research entails the following risks regarding security, damage and/or loss of data:
	No risks of security, data damage and data loss are being identified throughout the project.

	Zenodo Preservation: We use Zenodo as our primary data preservation platform to reduce the risk of data loss and assure long-term preservation. Our data is regularly posted to Zenodo, which provides each dataset a Digital Object Identifier (DOI), assuring long-term accessibility. Our research data is protected against accidental loss or corruption by using Zenodo's robust infrastructure and compliance to data preservation methods. **GitHub Version Control: We use GitHub as our version control repository to ensure data integrity and avoid accidental damage or loss. To monitor changes to our data files and keep a comprehensive revision history, we use Git, a distributed version control system. This allows us to access prior versions of data in the case of unintended changes or data damage.**
Data of partners	The results of partners outside BUas participating in the project are stored at BUas and the relevant partners, in the following manner: **There are no partners outside of BUas involved in the purpose of the project.**

3. Personal data	
When research is conducted, personal data are collected, processed and stored	o Yes; Observing legislation on personal data is guaranteed at BUas by the Executive Board and the Academy Director, respectively, all this according to the mandate in the rules on jurisdiction, supervised by the Data Protection Officer ☑ No

4. Accessibility, Archiving and Publishing research data.	
State the place where data are archived, digitally and/or physically, how data is secured and for whom data is accessible/usable.	The data sets will be stored for 10 years after the research has been completed in/at Zenodo **Data Archiving** **Data Security** **Data Accessibility**
Back-ups	At regular intervals, i.e 1 year, a backup will be made of the data stored. This backup will be stored in/at: **Zenodo**

Destruction of data	**The research group has the authority to assess the data's ongoing relevance, legal requirements, and any contractual obligations that might arise during the research process.**
	Decisions will be based on applicable laws, regulations, and ethical considerations.
(Limited) Accessibility	**Limited Accessibility: The data will be available to project members and BUas lecturers.** **Limited accessibility and/or disclosure is based on:** **Access and disclosure will be limited based on the particular roles of BUas teaching staff.** **The following data will not be disclosed:** **Interviews and survey data.**
	The data will be available to the team members of the project – Dominik Szewczyk, Imani Senior, Martin Vladimirov, Matey Nedyalkov, Simona Dimitrova and BUas lectures.
Data Archiving and publishing	The following data are available for disclosure and publication: The data for reuse will be stored and made available in: Data repository: Zenodo A persistent identifier will be made use of. Data will be reused in the context of the license (e.g. Creative Commons): The data repository used is certified: o Yes ☑ No If the repository is not certified, the following minimum criteria will hold: Zenodo follows each criteria. - **Persistent identifiers** - **broadly accepted metastandards** - **public availability of information** - **accessibility criteria** - **open and standard access protocol** - **availability of licence information** - **guarantee for sustainable availability of data and metadata)**
Reusability	To gain access to the data and reuse this data, users need the following tools and/or software: **The data will not be reusable**

Metadata and Current Research Information System	Besides registering the metadata in the data repository (Zenodo or other repository?) **The metadata will be registered in the Current Research Information System of BUas; Pure**

6. Evaluation and embedding	
The research plan and the DMP must be evaluated at regular intervals, for example with the supervisor/project leader, a research group, an external partner. The collaboration agreement with an external partner should include the statement that this DMP applies to the collaboration.	**The research group, along with the project leader, actively engages in an extensive method of evaluating and reviewing this Data Management Plan (DMP) at mutually agreed-upon intervals, ensuring that the plan remains upto-date, relevant, and compatible with the evolving needs of the research project.**

7. Appendices	
The following appendices are part of this DMP:	**Possible appendices:** - **Project plan;** - **Advice/review by Ethics Committee;**