

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 course of the research project.

You are expected to consult with research data management support staff at your home institution for the completion of this plan¹. 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	Chatbot-5 Ron Lev Tabuchov Stijn van der Pas Jarro Teunissen Vladislav Stoimenov
0.2 Name of data management support staff consulted during the preparation of this plan	BUas ethical review board Arash Sadeghzadeh (group mentor)
Date of consultation with support staff	-
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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.2 If new data will be produced: describe the data you expect your research will generate and the format and volumes to be collected or produced.	Quantitative method of collecting data: collecting data from survey for each of the sub-research questions. The data is collected in spreadsheets Qualitative method of collecting data: collecting data from interviews performed. The data is collected in a textual (documents) format. The data for the Quantitative method is collected in xls data format. The data for the Qualitative method is collected in docx data format.
1.3 How much data storage will your project require in total?	<input checked="" type="checkbox"/> 0 – 10 GB <input type="checkbox"/> 10 – 100 GB <input type="checkbox"/> 100 – 1000 GB <input type="checkbox"/> > 1000 GB



2	What metadata and documentation will accompany the data?
<p>2.1 Indicate what documentation will accompany the data.</p>	<p>The information will be captured using qualtrics and stored in github team repository.</p> <p>The following documentation will accompany the data stored in the GitHub team repository:</p> <p>Readme File:</p> <p>A readme file will be provided in the repository, outlining:</p> <ul style="list-style-type: none"> - The purpose and objectives of the research project. - A brief description of the data collection process (via Qualtrics). - Information on any assumptions, limitations, or relevant context for interpreting the data. <p>Survey Documentation:</p> <p>The survey documentation will include:</p> <ul style="list-style-type: none"> - A detailed description of the survey questions and the structure of the responses. - Any specific information on how the responses were collected and processed. <p>This documentation will ensure that the data is understandable and reusable within the team, though it will not be shared publicly. As the data is not meant for public dissemination, community metadata standards are not required for this project.</p>
<p>2.2 Indicate which metadata will be provided to help others identify and discover the data.</p>	<p>Not applicable</p>

3	How will data and metadata be stored and backed up during the research?
<p>3.1 Describe where the data and metadata will be stored and backed up during the project.</p> <p>Explanation:</p>	<p><input type="checkbox"/> Institution networked research storage</p> <p><input checked="" type="checkbox"/> Other (please specify)</p> <p>We will store and back up all data and metadata using a private GitHub repository. This provides secure access, collaboration tools, and automatic backups through GitHub's servers. Personal identifiers will be anonymized before uploading to maintain confidentiality. We will ensure this method complies with our institution's data management policies.</p>
<p>3.2 How will data security and protection of sensitive data be taken care of during the research?</p>	<p><input checked="" type="checkbox"/> Not applicable (no sensitive data)</p>



<p>Explanation:</p>	<p><input type="checkbox"/> Default security measures of the institution networked research storage</p> <p><input type="checkbox"/> Additional security measures (please specify)</p> <p>The research involves collecting data through Qualtrics surveys from various participants. Although the survey does not collect any personal information such as names or other identifying details, it is essential to ensure that the collected data is handled appropriately. The data is anonymized and does not contain sensitive information. Therefore, the default security measures of the institution's networked research storage are sufficient for protecting the data. If any issues or additional concerns arise, the research team will consult with the institution's research support staff to ensure compliance with relevant data security policies.</p>
4 How will you handle issues regarding the processing of personal information and intellectual property rights and ownership?	
<p>4.1 Will you process and/or store personal data during your project?</p> <p>If yes, how will compliance with legislation and (institutional) regulation on personal data be ensured?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4.2 How will ownership of the data and intellectual property rights to the data be managed?</p>	<ul style="list-style-type: none"> - Ownership of Data: All four team members are co-owners of the data, with equal rights to control access and make decisions about its use. - Rights to Control Access: Decisions on data access and usage will be made collectively by all team members. - Intellectual Property Rights: Any intellectual property resulting from the research will be jointly owned by the team members.
5 How and when will data be shared and preserved for the long term?	
<p>5.1 How will data be selected for long-term preservation?</p>	<p><input type="checkbox"/> All data resulting from the project will be preserved for at least 10 years</p> <p><input checked="" type="checkbox"/> Other (please specify)</p>



<p>Explanation:</p>	<p>There is no data that must retained or destroyed for contractual legal, or regulatory purposes. All the data will be kept on Github.</p>
<p>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?</p> <p>If yes, please explain.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5.3 What data will be made available for re-use?</p> <p>Explanation</p>	<p><input type="checkbox"/> All data resulting from the project will be made available <input checked="" type="checkbox"/> Other (please specify)</p> <p>Not applicable</p>
<p>5.4 When will the data be available for re-use, and for how long will the data be available?</p> <p>Explanation</p>	<p><input type="checkbox"/> Data available as soon as article is published <input type="checkbox"/> Data available upon completion of the project <input type="checkbox"/> Data available after completion of project (with embargo)</p> <p>Not applicable</p>
<p>5.5 In which repository will the data be archived and made available for re-use, and under which license?</p>	<p>The data is going to be stored in the team GitHub repository. It is not available for re-use, so it is not applicable</p>
<p>5.6 Describe your strategy for publishing the analysis software that will be generated in this project.</p>	<p>Not applicable</p>

6**Data management costs**

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| <p>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)?</p> | <p>Not applicable</p> |
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