

FWO DMP Template - Flemish Standard Data Management Plan

Version KU Leuven

Project supervisors (from application round 2018 onwards) and fellows (from application round 2020 onwards) will, upon being awarded their project or fellowship, be invited to develop their answers to the data management related questions into a DMP. The FWO expects a **completed DMP no later than 6 months after the official start date** of the project or fellowship. The DMP should not be submitted to FWO but to the research co-ordination office of the host institute; FWO may request the DMP in a random check.

At the end of the project, the **final version of the DMP** has to be added to the final report of the project; this should be submitted to FWO by the supervisor-spokesperson through FWO's e-portal. This DMP may of course have been updated since its first version. The DMP is an element in the final evaluation of the project by the relevant expert panel. Both the DMP submitted within the first 6 months after the start date and the final DMP may use this template.

The DMP template used by the Research Foundation Flanders (FWO) corresponds with the Flemish Standard Data Management Plan. This Flemish Standard DMP was developed by the Flemish Research Data Network (FRDN) Task Force DMP which comprises representatives of all Flemish funders and research institutions. This is a standardized DMP template based on the previous FWO template that contains the core requirements for data management planning. To increase understanding and facilitate completion of the DMP, a standardized **glossary** of definitions and abbreviations is available via the following [link](#).

1. General Project Information	
Name Grant Holder & ORCID	Zanë Hadri (https://orcid.org/0000-0002-5458-4174)
Contributor name(s) (+ ORCID) & roles	
Project number ¹ & title	11PDU24N
Funder(s) GrantID ²	
Affiliation(s)	<input checked="" type="checkbox"/> KU Leuven <input type="checkbox"/> Universiteit Antwerpen <input type="checkbox"/> Universiteit Gent <input type="checkbox"/> Universiteit Hasselt <input type="checkbox"/> Vrije Universiteit Brussel <input type="checkbox"/> Other: ROR identifier KU Leuven: 05f950310

¹ “Project number” refers to the institutional project number. This question is optional. Applicants can only provide one project number.

² Funder(s) GrantID refers to the number of the DMP at the funder(s), here one can specify multiple GrantIDs if multiple funding sources were used.

Please provide a short project description	<p>This project studies the ways in which three Dadaist writers-cum-visual artists, Erwin Blumenfeld, Francis Picabia and Kurt Schwitters, during and shortly after the First World War, deployed their formally experimental work to condition their audience to experience alternative types of affect. Building on the theory and history of affect, the project distinguishes affect from personal emotion and defines affect as a socially shared, feeling-based cultural construct that operates in-between cultural thought and action, language and the body. Literary and visual art works have long played a role in the construction of affects, but the function of affect in the avant-garde movement of Dadaism (1916-1922) has so far been understudied. Filling this lacuna, this project evinces that Dadaists not only criticised affects that were dominant during and after the First World War, but also that their work laid bare a wider spectrum of possible affects that went well beyond the culturally codified set. By so doing, the project demonstrates how on an affective level Dada acted as a historical bridge between the avant-garde movements of Expressionism and Surrealism. Finally, the project also explores how the experiment with affect in Dada yielded possibly new, affect-based aesthetic categories that may still be of significance today.</p>
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2. Research Data Summary

List and describe all datasets or research materials that you plan to generate/collect or reuse during your research project. For each dataset or data type (observational, experimental etc.), provide a short name & description (sufficient for yourself to know what data it is about), indicate whether the data are newly generated/collected or reused, digital or physical, also indicate the type of the data (the kind of content), its technical format (file extension), and an estimate of the upper limit of the volume of the data ³.

Dataset Name	Description	New or Reused	Digital or Physical	ONLY FOR DIGITAL DATA	ONLY FOR DIGITAL DATA	ONLY FOR DIGITAL DATA	ONLY FOR PHYSICAL DATA
				Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
Bibliographic al data secondary sources	For maintaining overview of literature	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	Primary textual data in Word docx.	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Images	Images in catalogues of exhibitions, images overview catalogues of the works of the three artists,	Reuse existing data And generate new data in the form of folders with scans and digitized pictures of images in books.	Digital	Images	Pictures in .jpeg or scans of images in books saved as .pdf files. Depending on copyright limitations and permissions, a 'virtual	Less than 1TB	

³ Add rows for each dataset you want to describe.

					exhibition' of the works considered in the research might be created by using a free online platform like Omeka. This issue will be addressed in 2025.		
Literature	Both digital and print editions of books and articles will be consulted. Some of the printed books will be scanned for ease of access.	This dataset forms part of the corpus of the research project, that is, the secondary sources containing textual and image material.	Digital	Textual and images	.pdf files of books and journal articles as well as scanned pages of printed books	Less than 1TB	
Research notes	Summarise and compile notes from literature review, exhibition visits and other raw materials consulted during the	Manually typed notes / transcribed notes from handwritten notes	Digital	Textual	Zotero and Transkribus	Less than 1TB	

	research						
Digitalisation of archival material which has previously not been digitalized	Scan texts or images that are found during archival research	Scans of archival material	Digital	Textual and image	Undetermined	Less than 1TB	

GUIDANCE:
The data description forms the basis of your entire DMP, so make sure it is detailed and complete. It includes digital and physical data and encompasses the whole spectrum ranging from raw data to processed and analysed data including analysis scripts and code. Physical data are all materials that need proper management because they are valuable, difficult to replace and/or ethical issues are associated. Materials that are not considered data in an RDM context include your own manuscripts, theses and presentations; documentation is an integral part of your datasets and should be described under documentation/metadata.
[RDM Guidance on data](#)

If you reuse existing data, please specify the source, preferably by using a persistent identifier (e.g. DOI, Handle, URL etc.) per dataset or data type.	
Are there any ethical issues concerning the creation and/or use of the data (e.g. experiments on humans or animals, dual use)? If so, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.	<input type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: <input type="checkbox"/> Yes, animal data; provide ECD reference number: <input type="checkbox"/> Yes, dual use; provide approval number: <input checked="" type="checkbox"/> No Additional information:

Will you process personal data ⁴ ? If so, please refer to specific datasets or data types when appropriate and provide the KU Leuven or UZ Leuven privacy register number (G or S number).	<input type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input checked="" type="checkbox"/> No Additional information:
Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-offs, commercial exploitation, ...)? If so, please comment per dataset or data type where appropriate.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment:
Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material/Data transfer agreements, research collaboration agreements)? If so, please explain to what data they relate and what restrictions are in place.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:
Are there any other legal issues, such as intellectual property rights and ownership, to be managed related to the data you (re)use? If so, please explain to what data they relate and which restrictions will be asserted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: In most cases, I will have to consult digital reproductions of artworks that exist in both print and digitized sources, like books and websites or digital archives. For example, the written works of Kurt Schwitters have been nearly entirely digitized by the Sprengel Museum in Hannover. The archive can be freely consulted online, but for any reproductions in digital form in the PhD thesis, agreements might have to be worked out and copyright permissions granted. Some materials found during archival research have not been digitalized. In these cases, the estates of the artists have to be contacted for copyright permissions. At the end of the project, I will seek advice from experts at the KU Leuven to ensure no Copywrite issues will arise.

⁴ See Glossary Flemish Standard Data Management Plan

3. Documentation and Metadata

Clearly describe what approach will be followed to capture the accompanying information necessary to keep **data understandable and usable**, for yourself and others, now and in the future (e.g. in terms of documentation levels and types required, procedures used, Electronic Lab Notebooks, README.txt files, Codebook.tsv etc. where this information is recorded).

[*RDM guidance on documentation and metadata.*](#)

I will use KU Leuven Onedrive in which I will organise all the data that I generate and use into folders according to academic year, i.e., a folder for 2023-2024 with a thematic sub-category corresponding to the research notes for a particular period of study, e.g. 'Expressionism'. Bibliographical and archival materials will be organised according to author and makers.

Will a metadata standard be used to make it easier to **find and reuse the data**?

If so, please specify which metadata standard will be used. If not, please specify which metadata will be created to make the data easier to find and reuse.

REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.

- ☐ Yes
☐ No

If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:

If no, please specify (where appropriate per dataset or data type) which metadata will be created:

4. Data Storage & Back-up during the Research Project

<p>Where will the data be stored?</p> <p><i>Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.</i></p>	<p> <input type="checkbox"/> Shared network drive (J-drive) <input type="checkbox"/> Personal network drive (I-drive) <input checked="" type="checkbox"/> OneDrive (KU Leuven) <input checked="" type="checkbox"/> Sharepoint online <input type="checkbox"/> Sharepoint on-premis <input type="checkbox"/> Large Volume Storage <input type="checkbox"/> Digital Vault <input type="checkbox"/> Other: </p>
<p>How will the data be backed up?</p> <p><i>WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?</i></p>	<p> <input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution <input type="checkbox"/> Personal back-ups I make (specify) <input type="checkbox"/> Other (specify) </p>
<p>Is there currently sufficient storage & backup capacity during the project? If yes, specify concisely. If no or insufficient storage or backup capacities are available, then explain how this will be taken care of.</p>	<p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please specify: </p>
<p>How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</p> <p><i>CLEARLY DESCRIBE THE MEASURES (IN TERMS OF PHYSICAL SECURITY, NETWORK SECURITY, AND SECURITY OF COMPUTER SYSTEMS AND FILES) THAT WILL BE TAKEN TO ENSURE THAT STORED AND TRANSFERRED DATA ARE SAFE.</i></p> <p>Guidance on security for research data</p>	

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	
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5. Data Preservation after the end of the Research Project	
<p>Which data will be retained for at least five years (or longer, in agreement with other retention policies that are applicable) after the end of the project? In case some data cannot be preserved, clearly state the reasons for this (e.g. legal or contractual restrictions, storage/budget issues, institutional policies...).</p> <p>Guidance on data preservation</p>	<p><input checked="" type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy</p> <p><input type="checkbox"/> All data will be preserved for 25 years according to CTC recommendations for clinical trials with medicinal products for human use and for clinical experiments on humans</p> <p><input type="checkbox"/> Certain data cannot be kept for 10 years (explain)</p>
<p>Where will these data be archived (stored and curated for the long-term)?</p> <p><i>Dedicated data repositories are often the best place to preserve your data. Data not suitable for preservation in a repository can be stored using a KU Leuven storage solution, consult the interactive KU Leuven storage guide.</i></p>	<p><input checked="" type="checkbox"/> KU Leuven RDR</p> <p><input type="checkbox"/> Large Volume Storage (longterm for large volumes)</p> <p><input type="checkbox"/> Shared network drive (J-drive)</p> <p><input type="checkbox"/> Other (specify):</p>
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	

6. Data Sharing and Reuse

Will the data (or part of the data) be made available for reuse after/during the project? Please explain per dataset or data type which data will be made available.

NOTE THAT 'AVAILABLE' DOES NOT NECESSARILY MEAN THAT THE DATA SET BECOMES OPENLY AVAILABLE, CONDITIONS FOR ACCESS AND USE MAY APPLY. AVAILABILITY IN THIS QUESTION THUS ENTAILS BOTH OPEN & RESTRICTED ACCESS. FOR MORE INFORMATION: [HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EU-REPO/#INFOEUREPO-ACCESSRIGHTS](https://wiki.surfnet.nl/display/STANDARDS/INFO-EU-REPO/#INFOEUREPO-ACCESSRIGHTS)

- ☐ Yes, as open data
- ☐ Yes, as embargoed data (temporary restriction)
- ☐ Yes, as restricted data (upon approval, or institutional access only)
- ☐ No (closed access)
- ☐ Other, please specify:

If access is restricted, please specify who will be able to access the data and under what conditions.

Are there any factors that restrict or prevent the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)? Please explain per dataset or data type where appropriate.

- ☐ Yes, privacy aspects
- ☒ Yes, intellectual property rights
- ☐ Yes, ethical aspects
- ☐ Yes, aspects of dual use
- ☐ Yes, other
- ☐ No

If yes, please specify:

As specified above, it may be that some of the data generated will be covered by copyright restrictions. I will consult KU Leuven copyright experts to ensure that this data is handled in accordance with Belgian (and where applicable, EU and international) copyright restrictions.

<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p><input checked="" type="checkbox"/> KU Leuven RDR <input type="checkbox"/> Other data repository (specify) <input type="checkbox"/> Other (specify)</p>
<p>When will the data be made available?</p>	<p><input checked="" type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input type="checkbox"/> Other (specify)</p>
<p>Which data usage licenses are you going to provide? If none, please explain why.</p> <p><i>A DATA USAGE LICENSE INDICATES WHETHER THE DATA CAN BE REUSED OR NOT AND UNDER WHAT CONDITIONS. IF NO LICENSE IS GRANTED, THE DATA ARE IN A GREY ZONE AND CANNOT BE LEGALLY REUSED. DO NOTE THAT YOU MAY ONLY RELEASE DATA UNDER A LICENCE CHOSEN BY YOURSELF IF IT DOES NOT ALREADY FALL UNDER ANOTHER LICENCE THAT MIGHT PROHIBIT THAT.</i></p> <p>Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.</p>	<p><input type="checkbox"/> CC-BY 4.0 (data) <input type="checkbox"/> Data Transfer Agreement (restricted data) <input type="checkbox"/> MIT licence (code) <input type="checkbox"/> GNU GPL-3.0 (code) <input type="checkbox"/> Other (specify)</p>
<p>Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.</p> <p><i>INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.</i></p>	<p><input type="checkbox"/> Yes, a PID will be added upon deposit in a data repository <input type="checkbox"/> My dataset already has a PID <input type="checkbox"/> No</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	

7. Responsibilities

Who will manage data documentation and metadata during the research project?	Zanë Hadri
Who will manage data storage and backup during the research project?	Zanë Hadri
Who will manage data preservation and sharing?	Zanë Hadri
Who will update and implement this DMP?	Zanë Hadri