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	Jozefien De Leersnyder (0000-0002-4486-878X)
Contributor name(s) (+ ORCID) & roles	Graziela Dekeyser (postdoctoral researcher, coördinator) (0000-0002-5593-3356)
	Jozefien De Leersnyder (supervisor) (0000-0002-4486-878X)
Project number [1] & title	3H240029: Zeg je JEZ tegen emoties?! Het bevorderen van emotionele competenties bij één- en meertalige kinderen op school/JEZ to emotions?! Fostering emotional competence of mono- and multilingual children at school
Funder(s) GrantID [2]	G057224N
Affiliation(s)	☒ KU Leuven
	☐ Universiteit Antwerpen
	☐ Universiteit Gent
	☐ Universiteit Hasselt
	☐ Vrije Universiteit Brussel
	☐ Other:
	ROR identifier KU Leuven: 05f950310

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[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	In Flanders, substantial differences in psychosocial well-being exist between monolingual majority and minority students who often grow up in multilingual environments. Thus far, research has primarily focused on delineating the direct associations between multilingualism on one hand and psychosocial well-being and academic performance on the other, thereby overlooking the crucial role of emotional competence (the ability to express, understand, and regulate emotions). In the educational setting, teachers devote more attention to the socialization of emotions, but their practices may not necessarily be attuned to cultural variations in the type, content, and expression of emotional experiences. Furthermore, the emotional competence of multilingual individuals may inherently differ from that of monolinguals due to distinct socialization experiences and variations in language competencies. However, little is known about the interplay between multilingualism, emotion socialization, emotional competence, and psychosocial well-being. Our JEZ-to-Emotion-project has three objectives: (1) explore what multilingual pupils themselves understand by emotional competence, emotion-related socialization behaviors, and teachers' awareness of and policies towards emotional diversity, (2) identify how multilingual pupils' EC, the perceived ERSBs of teachers and psychosocial well-being and school outcomes are related, and (3) identify which conditions improve teachers' effectiveness as socialization agents of multilingual pupils' EC.

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.

				ONLY FOR DIGITAL DATA	*ONLY FOR DIGITAL DATA*	*ONLY FOR DIGITAL DATA*	*ONLY FOR PHYSICAL DATA*
Dataset Name	Description	New or Reused	Digital or Physical	Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
ECDIS	Survey data with pupils (N = about	☐ Generate new data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images	SPSS-file	☐ < 1 GB ☒ < 100 GB	

	3000 aged 10-12) (pencil-paper survey transformed into SPSS-file) Survey data with teachers (N = about 800) (collected through Qualtrics online survey)	☒ Reuse existing data		☐ Sound ☒ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:		☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
JEZ! To Emotions Quanti	Survey data with pupils (N = about 2,000; aged 9-12) (collected through Qualtrics online survey) Survey data with teachers (N = about 75) (collected through Qualtrics online survey)	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☒ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	SPSS-file	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
JEZ! To Emotions Quali	Focus groups with pupils audio files	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☒ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	Mp3-files (audio of focus groups) converted into docx.-files (transcripts of focus groups)	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	

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.	To answer the first research question of WP1, we will use data from the ECDIS study (SMEC number: G-2020-1523. The postdoc on the JEZ project (Graziela Dekeyser) was originally involved in the set-up and construction of the questionnaires for the ECDIS study (PI: Orhan Agirdag; co-PI: Jozefien De Leersnyder) as it was always planned to use some data of ECDIS as part of this JEZ study. ECDIS data will be stored at J: \GHUM-PPW-MICAS-CSCP-JOZEFIEN-0341-E
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.	☒ Yes, human subject data; provide SMEC or EC approval number: JEZ! To Emotions (G-2024-7589), ECDIS (G-2020-1523) ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☐ No Additional information:
Will you process personal data[3]? 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).	☒ Yes (provide PRET G-number or EC S-number below) ☐ No Additional information: **JEZ! To Emotions (G-2024-7589)**: We will collect personal information about the participants through questionnaires and focus groups. E.g. age, gender, data of birth, nationality, family composition, job, racial or ethnic origin. **ECDIS (G-2020-1523):** The postdoc will only work with the pseudonymized data that she will receive from the PI. Of course, this dataset contains personal data such as gender and ethnic origin, but due to the size of the dataset and the fact that schools and classes are already pseudonymized, it is impossible to trace an individual child based on these indirectly identifiable personal data.

[3] See Glossary Flemish Standard Data Management Plan

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.	☐ Yes ☒ 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.	☐ Yes ☒ 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.	☐ Yes ☒ No If yes, please explain:

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*.	Documenting our research we compile five documents. • A codebook that provides variable descriptions and coding to make coded data understandable. • A protocol booklet explaining our design and methodological approach. • Several logbooks that document the process of data collection, including who collected at what times and whether any particularities were observed to ensure a transparent data collection process • A coding file that keeps track of who coded which transcripts at what time and any particularities observed during the coding process to ensure transparency. • A discussion file containing information on the decisions made regarding the methodological approach towards coding the transcripts.

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: We will use the standard protocol of the Centre for Social and Cultural Psychology for data management. <u>Data sheet</u> The data sheet document provides a first overview/summary of your study. It gives third parties a framework to understand the rest of the folder. The data sheet template (together with this document) will be placed on the server space. <u>0. Conceptualization</u> This folder represents the brainstorming/thinking/reasoning that is the basis of the study. This folder can include an overview of the most important literature, meeting notes, presentations, preparatory studies (e.g. interviews/focus groups to explore concepts,..), … You can also add a summary of the planned project (e.g. proposal for FWO, OT,…) in this folder. <u>1. Organisation</u> The practical/organizational aspects of the study. This includes submission/approval of ethics committee; information on participant recruitment (e.g. informed consent and debriefing documents, information on the recruitment strategy); funding proposals;… <u>2. Material</u> The material you used for your study: questionnaires, scales, interviews, etc. If you made your own material, include a subfolder with the development of the material (different steps, feedback of others, pilot study). When your material is translated into different language, include an overview file that shows how each item has been translated for all languages. This folder also includes information on the implementation of your study. For example additional information on lab set-up, online implementation, information on experience sampling methods,… . <u>3. Data & Analyses</u> Different subfolders that represent the different steps in your analyses. Number them according to the subsequent steps you took in handling the data. - Raw data (**Do not include personally identifying data, we will put privacy-sensitive data on a separate network space, with access for only a few people**). - Data cleaning (syntax, cleaned dataset, information on deleted participants,..) - Data structuring - Different steps in your analyses - Results (tables, figures, summary of results) Make sure that all your steps are included, so that a third party can replicate your results without further information. Always include your syntax. If syntax is not available for your program, make a document with the different steps you took. <u>4. Output</u> A folder for papers, includes your own papers (manuscripts sent in for submission; comments reviewers; final manuscript; pdf-file of publication). Include relevant master theses, internship papers,.. too. A folder for presentations (e.g. CSCP meetings, posters, conference presentations,..

	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	
Where will the data be stored? *Consult the [interactive KU Leuven storage guide](#) to find the most suitable storage solution for your data.*	☒ Shared network drive (J-drive) ☒ Personal network drive (I-drive) ☒ OneDrive (KU Leuven) ☐ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ Digital Vault ☐ Other:
How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?*	☒ Standard back-up provided by KU Leuven ICTS for my storage solution ☐ Personal back-ups I make (specify) ☐ Other (specify)

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.	☒ Yes ☐ No The digital data will be stored on a safe network drive from KU Leuven (e.g. I-drive, J-drive). Also, it will be stored on OneDrive linked to a KU Leuven-account. The secure data storage options provide automatic and manual back-up options for the data. This will provide sufficient storage capacity and backup capacity. If no, please specify:
How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons? *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.* *Guidance on security for research data*	Secure and encrypted data storage and data sharing among researchers on the project are organized through the encrypted server space of the Center for Social and Cultural Psychology in line with data security policies and data management policies within KU Leuven. Researchers who join the project (such as master students or interns) will sign a data user agreement stipulating the conditions for data use before they are given access to the data. The key files with contact details with names of participating schools will be only be accessible to the project researchers. Please note that these are contact details of the schools that are publicly available online on the website of Department of Education; in no way these are 'persoonsgegevens'.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	None

	5. Data Preservation after the end of the Research Project
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...). *Guidance on data preservation*	☐ All data will be preserved for 10 years according to KU Leuven RDM policy ☐ 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 ☒ Certain data cannot be kept for 10 years (explain) The audio files will be immediately deleted after transcriptions are made. The participants of the focus group will receive a random pseudonym in the transcripts of the audio recordings. Their real names wont be saved in any data file. However, the audio data can provide info about participants real names. Therefore, as soon as we have the transcripts of the focus groups, the audio files will be deleted.
Where will these data be archived (stored and curated for the long-term)? *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.*	☐ KU Leuven RDR ☐ Large Volume Storage (longterm for large volumes) ☒ Shared network drive (J-drive) ☐ Other (specifiy):
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	None

	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	☐ 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.	Only affiliated researchers and project supervisors will have access to the data. Non-affiliated researchers will only be able to use the data upon request and will have to sign a data-user agreement to access and use the pseudonymized version of the data.
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: We collect personal information about our participants which cannot be shared with others to protect the privacy of our participants. Therefore, only affiliated researchers and project supervisors will have access to the original data. With third parties, only the anonymized quantitative dataset and/or the pseudonymized qualitative dataset will be shared.
Where will the data be made available? If already known, please provide a repository per dataset or data type.	☒ KU Leuven RDR ☐ Other data repository (specify) ☐ Other (specify)

When will the data be made available?	☒ Upon publication of research results ☐ Specific date (specify) ☐ Other (specify)
Which data usage licenses are you going to provide? If none, please explain why. *A DATA USAGE LICENSE INDICATES WHETHER THE DATA CAN BE REUSED OR NOT AND UNDER WHAT CONDITIONS. IF NO LICENCE 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.* Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.	☐ CC-BY 4.0 (data) ☒ Data Transfer Agreement (restricted data) ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☐ Other (specify)
Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here. *INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.*	☐ Yes, a PID will be added upon deposit in a data repository ☐ My dataset already has a PID ☒ No
What are the expected costs for data sharing? How will these costs be covered?	None

7. Responsibilities

Who will manage data documentation and metadata during the research project?	Graziela Dekeyser & Jozefien De Leersnyder

Who will manage data storage and backup during the research project?	Jozefien De Leersnyder
Who will manage data preservation and sharing?	Jozefien De Leersnyder
Who will update and implement this DMP?	Graziela Dekeyser