# 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 | **Christian Schwarz** |
| Contributor name(s) (+ ORCID) & roles | **Steven Bouillon, co-PI** |
| Project number [1] & title | C14/23/086 Interactions between river-geomorphology, carbon transport and floodplain carbon sequestration |
| Funder(s) GrantID [2] | C14/23/086 |
| Affiliation(s) | ■ KU Leuven<br>☐ Universiteit Antwerpen<br>☐ Universiteit Gent<br>☐ Universiteit Hasselt<br>☐ Vrije Universiteit Brussel<br>☐ Other:<br>ROR identifier KU Leuven: 05f950310 |
| Please provide a short project description | Rivers link many parts of the landscape and through hydrologic connectivity with their floodplains were shown to be able to store significant amounts of organic carbon (OC) worldwide. Terrestrial organic carbon transport, transformation or storage is inextricably intertwined with the geomorphological landscape configuration resulting from the transport, erosion and deposition of sediments. However the interactions between geomorphology and floodplain carbon dynamics are poorly understood. This project uses the Tana and Sabaki rivers in Kenia as reference systems, to first quantify the interactions between floodplain morphodynamics and C storage and subsequently create a numerical model framework able to predict how changes in river morphology affect C storage. |

[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.

## 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].

| | | | | *ONLY FOR DIGITAL DATA* | *ONLY FOR DIGITAL DATA* | *ONLY FOR DIGITAL DATA* | *ONLY FOR PHYSICAL DATA* |
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| Dataset Name | Description | New or Reused | Digital or Physical | Digital Data Type | Digital Data Format | Digital Data Volume (MB, GB, TB) | Physical Volume |
| Bio-geochemical samples | Sediment grainsize distribution and biogeochemical properties (e.g. SOC, d13C, d15N) data from floodplain and river sediment samples | ☒ Generate new data<br>☐ Reuse existing data | ☒ Digital<br>☐ Physical | ☐ Audiovisual<br>☐ Images<br>☐ Sound<br>☒ Numerical<br>☐ Textual<br>☐ Model<br>☐ Software<br>☐ Other: | Excel data | ☒ < 1 GB<br>☐ < 100 GB<br>☐ < 1 TB<br>☐ < 5 TB<br>☐ > 5 TB<br>☐ NA | |
| XRF data files | XRF analysis of samples about composition | ☒ Generate new data<br>☐ Reuse existing data | ☒ Digital<br>☐ Physical | ☐ Audiovisual<br>☐ Images<br>☐ Sound<br>☒ Numerical<br>☐ Textual<br>☐ Model<br>☐ Software<br>☐ Other: | .csv<br>Excel | ☐ < 1 GB<br>☐ < 100 GB<br>☒ < 1 TB<br>☐ < 5 TB<br>☐ > 5 TB<br>☐ NA | |
| Elevation data | Field locations and elevations measured with a dGPS and | ☒ Generate new data<br>☐ Reuse existing data | ☒ Digital<br>☐ Physical | ☐ Audiovisual<br>☐ Images<br>☐ Sound<br>☒ Numerical<br>☐ Textual | Excel data | ☐ < 1 GB<br>☒ < 100 GB<br>☐ < 1 TB<br>☐ < 5 TB<br>☐ > 5 TB | |

[3] Add rows for each dataset you want to describe.

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| | through drone flights | | | ☐ Model<br>☐ Software<br>☐ Other: | | ☐ NA | |
| Flow velocity data | Flow velocity and water level data measured with an ADCP at different river cross-sections | ☒ Generate new data<br>☐ Reuse existing data | ☒ Digital<br>☐ Physical | ☐ Audiovisual<br>☐ Images<br>☐ Sound<br>☒ Numerical<br>☐ Textual<br>☐ Model<br>☐ Software<br>☐ Other: | Excel data | ☐ < 1 GB<br>☒ < 100 GB<br>☐ < 1 TB<br>☐ < 5 TB<br>☐ > 5 TB<br>☐ NA | |
| Flume data | Flow, turbulence, sediment transport and sediment erosion measurement collected during flume experiments | ☐ Generate new data<br>☐ Reuse existing data | ☒ Digital<br>☐ Physical | ☐ Audiovisual<br>☐ Images<br>☐ Sound<br>☒ Numerical<br>☐ Textual<br>☐ Model<br>☐ Software<br>☐ Other: | Excel data | ☐ < 1 GB<br>☒ < 100 GB<br>☐ < 1 TB<br>☐ < 5 TB<br>☐ > 5 TB<br>☐ NA | |
| Model data | Numerical model results predicting flow and sediment transport along selected river reaches | ☐ Generate new data<br>☐ Reuse existing data | ☒ Digital<br>☐ Physical | ☐ Audiovisual<br>☐ Images<br>☐ Sound<br>☒ Numerical<br>☐ Textual<br>☐ Model<br>☐ Software<br>☐ Other: | Excel data | ☐ < 1 GB<br>☒ < 100 GB<br>☐ < 1 TB<br>☐ < 5 TB<br>☐ > 5 TB<br>☐ NA | |

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| *GUIDANCE:*<br>*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 described under documentation/metadata.*<br>*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. | NA |
| 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:<br>☐ Yes, animal data; provide ECD reference number:<br>☐ Yes, dual use; provide approval number:<br>☒ No<br>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). | ☐ Yes (provide PRET G-number or EC S-number below)<br>☒ No<br>Additional information: |
| Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-offs, commercial exploitation, …)?<br>If so, please comment per dataset or data type where appropriate. | ☐ Yes<br>☒ No<br>If yes, please comment: |

[4] See Glossary Flemish Standard Data Management Plan

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| Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material/Data transfer agreements, research collaboration agreements)?<br>If so, please explain to what data they relate and what restrictions are in place. | ☐ Yes<br>☒ No<br>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?<br>If so, please explain to what data they relate and which restrictions will be asserted. | ☐ Yes<br>☒ No<br>If yes, please explain: |

| **3. Documentation and Metadata** | |
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| 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).<br><br>*RDM guidance on documentation and metadata*. | 1. TELEMAC model will be saved along with a script (Fortran source) in the same folder in which explanatory comments are included. Additional calculations (with relevant input data) will be made in Excel and saved in the corresponding folder.<br>2. XRF data files will be saved with date and sample type. An overview Excel will be set-up with relevant data, on which further reporting can be done.<br>3. Biogeochemical sample will be saved in folders with date of measurement, and subfolders with the sample type. Here, a text file is included of the element analysis, jpg files of the images describing sample locations.<br>4. Elevation data will be saved in excel (dGPS data) and as Geotiffs for the drone data. Raw data and agisoft-data-processing will be settings will be safed in an excel file.<br>5. Flume data and Flow velocity data will be saved as raw-data files (*.udt) with the respective post-processing scripts(python). Data properties such as measurement location or experimental run ID will be shown in an overview Excel file for all the experimental runs, together with the operating conditions and date. |

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| Will a metadata standard be used to make it easier to **find and reuse the data**?<br><br>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.<br><br>*REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.* | ☐ Yes<br>☒ No<br>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:<br><br>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** | |
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| Where will the data be stored?<br><br>*Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.* | ☒ Shared network drive (J-drive)<br>☐ Personal network drive (I-drive)<br>☒ OneDrive (KU Leuven)<br>☐ Sharepoint online<br>☐ Sharepoint on-premis<br>☐ Large Volume Storage<br>☐ Digital Vault<br>☐ Other: |
| How will the data be backed up?<br><br>*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<br>☐ Personal back-ups I make (specify)<br>☐ Other (specify) |

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| 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<br>☐ No<br><br>Storage capacity is resp. 50 GB and 0.99 TB at personal and shared network drive of KU Leuven which is automatically backed-up. The network drives can also be accessed at drives.kuleuven.be. KU Leuven has concluded an agreement with the online cloud storage provider Box. Here, an additional capacity of 100 GB can be stored with a maximum file size of 15 GB, and, when necessary, storage capacity can be extended to 400 GB. Moreover, standard every KU Leuven user has 2 TB with a maximum file size of 100 GB on OneDrive for Business, and an option to extend the capacity to 5 TB without costs |
| How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?<br><br>*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.*<br>*Guidance on security for research data* | Only the (co)promotors and involved researchers (e.g. thesis students) have access to the shared folders where the data, analysis files and reports will be stored on OneDrive for Business. Additionally, the two factor authentication of KU Leuven provides secure storage against unauthorized persons. |
| What are the expected costs for data storage and backup during the research project? How will these costs be covered? | The amount of data that will be generated in this project should not exceed a few hundred of GBs, which can be stored (with automatic back-up) on the current university's central servers without extra cost. |

| 5. Data Preservation after the end of the Research Project | |
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| 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...).<br><br>*Guidance on data preservation* | ☒ All data will be preserved for 10 years according to KU Leuven RDM policy<br>☐ 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<br>☐ Certain data cannot be kept for 10 years (explain) |
| Where will these data be archived (stored and curated for the long-term)?<br><br>*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<br>☐ Large Volume Storage (longterm for large volumes)<br>☒ Shared network drive (J-drive)<br>☐ Other (specifiy): |
| What are the expected costs for data preservation during the expected retention period? How will these costs be covered? | |

| 6. Data Sharing and Reuse |
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| 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.<br><br>*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<br>☐ Yes, as embargoed data (temporary restriction)<br>☒ Yes, as restricted data (upon approval, or institutional access only)<br>☐ No (closed access)<br>☐ Other, please specify:<br><br>All data can be made available on an Open Access repository, for example when requested by the editor or publisher of a scientific journal or via restricted access upon request of an individual (e.g. a researcher who intends to reproduce an experiment). |
| 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<br>☐ Yes, intellectual property rights<br>☐ Yes, ethical aspects<br>☐ Yes, aspects of dual use<br>☐ Yes, other<br>☒ No<br><br>If yes, please specify: |
| Where will the data be made available?<br>If already known, please provide a repository per dataset or data type. | ☒ KU Leuven RDR<br>☐ Other data repository (specify)<br>☐ Other (specify) |

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| When will the data be made available? | ☒ Upon publication of research results<br>☐ Specific date (specify)<br>☐ Other (specify) |
| Which data usage licenses are you going to provide? If none, please explain why.<br><br>*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.*<br>*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)<br>☒ Data Transfer Agreement (restricted data)<br>☐ MIT licence (code)<br>☐ GNU GPL-3.0 (code)<br>☐ Other (specify) |
| Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.<br><br>*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<br>☐ My dataset already has a PID<br>☒ No |
| What are the expected costs for data sharing? How will these costs be covered? | Freeware such as WeTransfer can be used to transfer and share the files. |

| **7. Responsibilities** | |
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| Who will manage data documentation and metadata during the research project? | The PI, co-PI and promotor of the project. |

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| Who will manage data storage and backup during the research project? | The PI, co-PI and promotor of the project, together with the IT service that is responsible for the implementation of the storage and regular back up on the shared drivers |
| Who will manage data preservation and sharing? | The PI, co-PI and promotor of the project. |
| Who will update and implement this DMP? | The PI bears the end responsibility of updating & implementing this DMP (day-to-day management), while the promotor will be responsible for overall data management. |