DMP title

Project Name My plan (FWO DMP) - DMP title
Grant Title 1103522N
Principal Investigator / Researcher Sophie Leemans
Institution KU Leuven

1. General Information
Name applicant

Sophie Leemans

FWO Project Number & Title

1103522N
Rethinking the dispersed city paradigm by exploring the strategic nodes of its spatial networks.
Design strategies at the intermediate scale for the next urban constellation.

Affiliation

- KU Leuven

2. Data description
Will you generate/collect new data and/or make use of existing data?

- Generate new data
- Reuse existing data

Describe in detail the origin, type and format of the data (per dataset) and its (estimated) volume. This may be easiest in a table (see example) or as a data flow and per WP or objective of the project. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).

Type of data	Format	Volume	How created
Digital georeferenced maps	.shp (shapefile), .qgz (QGIS), .gpkg (Geopackage)	700GB – 1TB	Downloading/importing from existing open-source institutions (OpenStreetMap, Geoportal Flanders, NGI Belgium, NGI France, Géoportail de la Wallonie, SPGE, Leiedal, Copernicus Europe)
Digital (non-georeferenced) maps	.ai (Adobe Illustrator), .psd (Adobe Photoshop)	50 – 100GB	Imported from QGIS (see above) and/or created myself by digitally drawing in Illustrator (.ai) or Photoshop (.psd) over existing analogue or digital maps
Digital drawings	.ai (Adobe Illustrator), .psd (Adobe Photoshop), .vwx (Vectorworks)	50 – 100GB	Drawn digitally based on existing maps (see above) and/or by adding own layers of observation of fieldwork
Observational analogue drawings	On paper	scanned max 10GB in total	Drawn and written on paper during fieldwork (walking, cycling, driving on site)
Synthetical analogue drawings	On paper	scanned max 10GB in total	Drawn and written on paper during research
Literature	.docx (Microsoft Word), Zotero	10 – 50GB	Reading existing literature, synthesising, and gathering relevant citations
Photographs	.jpeg	10 – 50GB	Photographs made on smartphones and cameras during fieldwork
Images	.jpeg	10 – 50 GB	Existing images from previous research, Google or open-source online libraries

3. Legal and ethical issues
Will you use personal data? If so, shortly describe the kind of personal data you will use. Add the reference to your file in KU Leuven's Register of Data Processing for Research and Public Service Purposes (PRET application). Be aware that registering the fact that you process personal data is a legal obligation.

- No

Privacy Registry Reference:
Short description of the kind of personal data that will be used:

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, add the reference to the formal approval by the relevant ethical review committee(s)

- No

Does your work possibly result in research data with potential for tech transfer and

valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?

- No

Do existing 3rd party agreements restrict dissemination or exploitation of the data you (re)use? If so, to what data do they relate and what restrictions are in place?

- No

4. Documentation and metadata
What documentation will be provided to enable reuse of the data collected/generated in this project?

1. **For GIS-data, geopackages are created (these are arranged geographically) with explanatory titles and descriptions**
2. **For Illustrator and Photoshop files, layers within the files are named in such a way that they are re-usable**
3. **Literature is organised in a Zotero library**
4. **Photographs, scans and other images are sorted according to categories and linked to relevant explanation in InDesign files**

Will a metadata standard be used? If so, describe in detail which standard will be used. If no, state in detail which metadata will be created to make the data easy/easier to find and reuse.

- No

5. Data storage and backup during the FWO project
Where will the data be stored?
During the research project, all data is stored on OneDrive, except for GIS shapefiles, which are stored on KU Leuven Box due to their large file size.

How is backup of the data provided?
OneDrive and Box are both online cloud applications, so the data is accessible from any computer with the right login credentials.

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.

- No

When needed, extra capacity was requested for the Box account.

What are the expected costs for data storage and back up during the project? How will these costs be covered?
KU Leuven provides OneDrive up to 2TB for each employee, which is sufficient for this project.

Box costs €10 per year for KU Leuven employees, which is covered through the allocated project budget by FWO.

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?
The data is only accessible with the right login credentials, and login through KU Leuven requires a to-step verification with the KU Leuven Authenticator.

6. Data preservation after the FWO project
Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).
All data (both digital and analogue) will be preserved 10 years, conform the KU Leuven RDM policy.

Where will the data be archived (= stored for the longer term)?
The data will be stored on the university's central servers (with automatic back-up procedures) for at least 10 years, conform the KU Leuven RDM policy.

What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?
Box costs €10 per year for KU Leuven employees, which is covered through the allocated project budget by FWO.

7. Data sharing and reuse
Are there any factors restricting or preventing the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)?

- No

Which data will be made available after the end of the project?

1. **The GIS database will be made available to the Eurometropolis Lille-Kortrijk-Tournai, as it concerns open-source data.**
2. **Observational photographs will not be made public due to the General Data Protection Regulation (GDPR).**
3. **Original digital and analogue drawings and all other data will not be made public due to author copyright.**

Where/how will the data be made available for reuse?

- Upon request by mail

When will the data be made available?

At the end of the project.

Who will be able to access the data and under what conditions?

1. **The Eurometropolis Lille-Kortrijk-Tournai will have access to the GIS database, under the condition to mention correct sources and editors.**

What are the expected costs for data sharing? How will the costs be covered?
No expected costs for data sharing.

8. Responsibilities
Who will be responsible for data documentation & metadata?
Sophie Leemans

Who will be responsible for data storage & back up during the project?
Sophie Leemans

Who will be responsible for ensuring data preservation and reuse ?
Sophie Leemans

Who bears the end responsibility for updating & implementing this DMP?
The PI bears the end responsibility of updating & implementing this DMP.
Sophie Leemans