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	Name Grant Holder:	Joon Klaps		
	ORCID:	0000-0002-2507-0430		
Contributor name(s) (+ ORCID) & roles	Contributor name:	Philippe Lemey		
	ORCID:	0000-0003-2826-5353		
	Contributor name:	Liana Kafetzopoulou		
	ORCID	0000-0003-4531-1374		
Project number ¹ & title	Project number:	1SH2V24N		
	Project Title:	The evolutionary genomics of Lassa Virus virulence and persistence		
Funder(s) GrantID ²	FWO GrantID:	1SH2V24N		
Affiliation(s)				
	☐ Universiteit Antwer	☐ Universiteit Antwerpen		
	☐ Universiteit Gent	☐ Universiteit Gent		
	☐ Universiteit Hasselt			
	☐ Vrije Universiteit Br	☐ Vrije Universiteit Brussel		
	☐ Other:	☐ 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

Lassa virus (LASV) infects hundreds of thousands of individuals each year and is endemic in West Africa. People mainly become infected through spill-over from rodents. While most infected individuals remain asymptomatic, acute viral hemorrhagic illness develops in 1 in 5 cases. With no effective treatments or vaccines and little knowledge of the determinants of disease development, LASV is a WHO priority disease. Lassa fever survivors have been identified to continue to carry the virus up to 12 months post-infection, however, the impact of viral persistence on viral evolution has yet to be determined. This project aims to disentangle the role of viral genotypes as well as intrahost evolution in disease outcome and persistence. In collaboration with the Bernhard-Nocht Institute for Tropical Medicine, we will leverage the comprehensive sampling from ongoing longitudinal studies in Nigeria. Whole-genome deep sequencing data will be analyzed from multiple time points from patients that succumb to infection and patients that survive with varying degrees of persistence. Using this data, we will unravel intrahost evolutionary dynamics including the role of immune escape in LASV infections, and perform an extensive phylogenomics study to determine to what extent the viral genotype determines virulence and to elucidate its molecular determinants. Finally, LASV virulence will be mapped spatially through phylogeographic inference in order to inform intervention strategies.

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.

³ Add rows for each dataset you want to describe.

				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
Sample metadata	Pseudo-anonymised metadata relating to samples collected from patients including: age, sex, results diagnostic test Lassa, country, state, city, diagnostic test location, date seen at health facility, date of onset of disease, date of specimen collection, symptoms, disease outcome	☐ Generate new data ☐ Reuse existing data	☑ Digital □ Physical	☐ Audiovisual ☐ Images ☐ Sound ☑ Numerical ☑ Textual ☐ Model ☐ Software ☐ Other:	Excel files and mySQL database	,	NA
Laboratory procedure metadata	Data relating to samples processed in the laboratory, all necessary information relating to the laboratory procedures performed	☑ Generate new data☐ Reuse existing data	☑ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☑ Numerical ☑ Textual ☐ Model ☐ Software ☐ Other:	Excel files and mySQL database	□ < 1 GB ⊠ < 100 GB □ < 1 TB □ < 5 TB □ > 5 TB □ NA	NA
Sequencing reads	Sequencing reads output from Illumina deep sequencing	☑ Generate new data☐ Reuse existing data	☑ Digital☑Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☑ Textual ☐ Model ☐ Software	Fastq files	□ < 1 GB □ < 100 GB □ < 1 TB □ < 5 TB □ > 5 TB □ NA	NA

				☐ Other:			
Sequencing data analysis and results	Sequencing data analysis and result output files including: fasta, fastq, csv, vcf	☑ Generate new data☑ Reuse existing data	□ Digital □ Physical	☐ Audiovisual ☐ Images ☐ Sound ☑ Numerical ☑ Textual ☐ Model ☐ Software ☐ Other:	Text files (including following formats: fasta, fastq, csv, vcf)	□ < 1 GB □ < 100 GB □ < 1 TB □ < 5 TB □ > 5 TB □ NA	NA
Custom made algorithms	Portfolio of custom-made scripts for the processing and analysis of the metadata and results generated as part of the project	☑ Generate new data☑ Reuse existing data	□ Digital □ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☑ Textual ☐ Model ☑ Software ☐ Other:	Text files	<pre></pre>	NA
Data on phylogenetic inference	Phylogenetic inference of the sequences obtained and result output files	☑ Generate new data☐ Reuse existing data	□ Digital □ Physical	☐ Audiovisual ☐ Images ☐ Sound ☑ Numerical ☑ Textual ☐ Model ☐ Software ☐ Other:	Text files and nexus/newick/xm I tree files	□ < 1 GB □ < 100 GB □ < 1 TB □ < 5 TB □ > 5 TB □ NA	NA

ranging from raw data to processed and analysed data valuable, difficult to replace and/or ethical issues are a	IP, so make sure it is detailed and complete. It includes digital and physical data and encompasses the whole spectrun a including analysis scripts and code. Physical data are all materials that need proper management because they are associated. Materials that are not considered data in an RDM context include your own manuscripts, theses and ur datasets and should described under documentation/metadata.
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.	The project re-uses existing data which are partly published and partly unpublished or available online. Sample metadata will be used from three pre-existing studies: (1) "Leftover samples" protocol (access to the initial diagnostic sample) (2) the "Pathogenesis study" and (3) the "Follow-up study". Published data exists under the following DOI: 1. Metagenomic sequencing at the epicenter of the Nigeria 2018 Lassa fever outbreak: 10.1126/science.aau9343 2. Virus persistence after recovery from acute Lassa fever in Nigeria: a 2-year interim analysis of a prospective longitudinal cohort study: 10.1016/S2666-5247(21)00178-6
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	 ✓ Yes, human subject data; provide SMEC or EC approval number: S67612 ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☐ No Additional information:
relevant ethical approval number.	S67612 W Vos (provide PPET G-number or EC S-number below)

refer to specific datasets or data types when

appropriate and provide the KU Leuven or UZ

Leuven privacy register number (G or S number).

☐ No

S67612

Additional information:

⁴ See Glossary Flemish Standard Data Management Plan

Does your work have potential for commercial	⊠ Yes
valorization (e.g. tech transfer, for example spin-	□ No
offs, commercial exploitation,)?	If yes, please comment:
If so, please comment per dataset or data type	Sequencing data analysis and results - Custom made algorithms - Data phylogenetic inference will LASV
where appropriate.	sequencing data, immune escape of LASV in patients, and database infrastructures for diagnostic
	investigations can elicit interest from companies that develop diagnostic tools, vaccines, and treatments
	for Lassa fever. If our 'custom made algorithms' has high efficacy to pinpoint molecular determinants of
	Lassa fever this can be extend towards other viral infectious diseases and facilitate treatment
	development towards those diseases as well.
Do existing 3rd party agreements restrict	☐ Yes
exploitation or dissemination of the data you	⊠ No
(re)use (e.g. Material/Data transfer agreements,	If yes, please explain:
research collaboration agreements)?	
If so, please explain to what data they relate and	
what restrictions are in place.	
Are there any other legal issues, such as	☐ Yes
intellectual property rights and ownership, to be	⊠ No
managed related to the data you (re)use?	If yes, please explain:
If so, please explain to what data they relate and	
which restrictions will be asserted.	

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.

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.

Sample metadata will be combined in a relational database allowing for fast and efficient information interrogation.

All laboratory procedures, all bioinformatics analysis and testing and any relating data is heavily documented; an electronic lab book system has been created and implemented for tracking all processes conducted.

All scripts generated will be commented/documented and will include README files. Log files will be generated during data analysis with detailed information on the analysis process performed on each run and sample analysed. All public databases used within our analysis (eg. Genome reference database) will contain download dates and/or version control Version control is used across all scripts. Software is also packaged within container environements like Docker and Singularity to guarantee reproducibility.

⊠ Yes

□ No

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

A data schema was internally designed to ensure Findable, Accessible, Interoperable and Reusable (FAIR) metadata. All sample metadata is stored within a relational (MySQL) database. Within the database, data is structured with unique identifiers containing specific attributes with data type declaration and is therefore machine-readable.

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?	☐ Shared network drive (J-drive)
	☐ Personal network drive (I-drive)
Consult the <u>interactive KU Leuven storage guide</u> to	☐ OneDrive (KU Leuven)
find the most suitable storage solution for your data.	☐ Sharepoint online
	☐ Sharepoint on-premis
	□ Large Volume Storage
	☐ Digital Vault
	☑ Other:
	- KUL hosted MySQL Server
	- HPC Tier-2 data -staging
	- HPC Tier-1 data
	- Large volume storage -archive (K-drive)
How will the data be backed up?	☐ Standard back-up provided by KU Leuven ICTS for my storage solution.
	☐ Personal back-ups I make (specify)
WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO	☐ Other (specify)
PREVENT DATA LOSS?	
Is there currently sufficient storage & backup	⊠ Yes
capacity during the project? If yes, specify	□ No
concisely. If no or insufficient storage or backup	
capacities are available, then explain how this	If no, please specify:
will be taken care of.	

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.

All data is stored on locations where only authorized persons can access. No unauthorized persons can access the data. All data and files generated as part of this project will be stored on KU Leuven servers using the network drives or SharePoint. Additionally, all researchers actively working on the project follow a clean desk policy. Secure solutions (Belnet Filesender) for sharing data with persons outside KU Leuven will be used when data and files need to be shared between the project partners.

Guidance on security for research data

What are the expected costs for data storage and backup during the research project? How will these costs be covered?

L drive: €569,2/year

KUL hosted MySQL Server : € 91,46/year HPC tier-1 data: € 0/year (grant application)

HPC tier-2 data staging: €160/year

K drive: €569,2/year

Total: € 1389,86/year

These costs have been anticipated and will be covered from project funding that is already available.

5. Data Preservation after the end of the Research Project

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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.	 ✓ 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:
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	Sample metadata: closed access
REPO) #INFOEUREPO-ACCESSITIONIS	Laboratory procedure metadata: restricted access Sequencing reads: restricted access Sequencing data analysis and results: open data
	Custom made scripts: open data Data on phylogenetic inference: open data
If access is restricted, please specify who will be able to access the data and under what conditions.	Laboratory procedure metadata: institutional access Sequencing reads: as read data could contain human reads this is restricted. However, upon request we can map and share viral reads only.

Are there any factors that restrict or prevent the	☐ Yes, privacy aspects
sharing of (some of) the data (e.g. as defined in	☐ Yes, intellectual property rights
an agreement with a 3rd party, legal	☐ Yes, ethical aspects
restrictions)? Please explain per dataset or data	☐ Yes, aspects of dual use
type where appropriate.	☐ Yes, other
	⊠ No
	If yes, please specify:
Where will the data be made available?	☐ KU Leuven RDR
If already known, please provide a repository	□ Other data repository (specify): NCBI
per dataset or data type.	☑ Other (specify)
	Sequencing data analysis and results: NCBI
	Customs made seminter Cithurb
	Custom made scripts: Github
	Data on phylogenetic inference: Github or as manuscript supplementary information
	Buttu on phytogenetic interestee. Github of us manuscript supplementary information
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 quidance 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?	No costs are expected for data sharing on locations where the data and scripts will be made publicly available (NCBI, Github). Any publications costs associated will be covered by project funding already available.

	7. Responsibilities
Who will manage data documentation and metadata during the research project?	Ine Boonen, Liana Kafetzopoulou, Joon Klaps
Who will manage data storage and backup during the research project?	Ine Boonen, Liana Kafetzopoulou, Joon Klaps
Who will manage data preservation and sharing?	Ine Boonen, Liana Kafetzopoulou, Joon Klaps
Who will update and implement this DMP?	Joon Klaps, Liana Kafetzopoulou, Philippe Lemey