

FWO DMP Template - Flemish Standard Data Management Plan

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	Paul Newton-Jackson 0000-0001-8784-7770
Contributor name(s) (+ ORCID) & roles	
Project number ¹ & title	1257624N <i>“Creating Many-Voice Polyphony in Sixteenth-Century Scotland”</i>
Funder(s) GrantID ²	FWO 1257624N
Affiliation(s)	X 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: Provide ROR ³ identifier when possible:
Please provide a short project description	The period c1480-1560 in Europe witnessed an explosion of creativity in composing sacred music for unprecedentedly large ensembles: pieces such as Antoine Brumel's 12-part 'Earthquake' mass (Ferrara, 1506-1510) and Robert Carver's 19-part motet O Bone Jesu (Scotland, 1513) testify to a new desire to expand the limits of vocal composition. These and other works of 'many-voice' polyphony continue to inspire and excite today's audiences: they feature on many modern recordings and are favourites of concert-goers. This music's monumental scale often invites comparisons with other ambitious early modern artistic products, especially in the visual arts and architecture. Yet while we are relatively well-informed about the techniques underpinning paintings, sculptures, or cathedrals, we know very little about how many-voice polyphony was put together on paper and realised in performance. This project fills this knowledge gap by using a combination of music analysis and archival work to investigate the skillsets and institutional resources required to create many-voice polyphony in 16th-century Europe, with a focus on Scotland, a region that has been marginalised in traditional music-historiography. Understanding the creative process behind manyvoice music in 16th-century Scotland will not only reveal the relationship between extant sources and the world which produced them, but will also yield new insights into the flow of musical ideas and techniques across early modern Europe.

¹ "Project number" refers to the institutional project number. This question is optional since not every institution has an internal project number different from the GrantID. 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.

³ Research Organization Registry Community. <https://ror.org/>

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 data⁴.

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
Spreadsheet data	Qualitative and quantitative data about people, institutions and sources (both textual and musical) relating to the composition and performance of many-voice polyphony for the period c1480-1560. This primary data is collected from historical sources and entered into several themed spreadsheets.	<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"/> Observational <input type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input type="checkbox"/> .pdf <input type="checkbox"/> .txt <input type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input checked="" type="checkbox"/> other: .xls <input type="checkbox"/> NA	<input checked="" type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	
Descriptive notes	Qualitative notes summarizing the scholarly state of the art regarding many-voice polyphony, collected from a mix of primary and secondary 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"/> Observational <input type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input checked="" type="checkbox"/> other: .doc	<input checked="" type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB	

⁴ Add rows for each dataset you want to describe.

	and entered into several themed text files.			<input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA		<input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	
Source images	Images of physical sources of many-voice polyphony from sixteenth-century Scotland. The originals are located in libraries and museums in England and Scotland.	<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"/> Observational <input type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input checked="" type="checkbox"/> other: .jpg	<input type="checkbox"/> < 100 MB <input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	

GUIDANCE:

DATA CAN BE DIGITAL OR PHYSICAL (FOR EXAMPLE BIOBANK, BIOLOGICAL SAMPLES, ...). DATA TYPE: DATA ARE OFTEN GROUPED BY TYPE (OBSERVATIONAL, EXPERIMENTAL ETC.), FORMAT AND/OR COLLECTION/GENERATION METHOD.

EXAMPLES OF DATA TYPES: OBSERVATIONAL (E.G. SURVEY RESULTS, SENSOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); COMPILED/AGGREGATED DATA⁵ (E.G. TEXT & DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.

EXAMPLES OF DATA FORMATS: TABULAR DATA (.POR, .SPSS, STRUCTURED TEXT OR MARK-UP FILE XML, .TAB, .CSV), TEXTUAL DATA (.RTF, .XML, .TXT), GEOSPATIAL DATA (.DWG, .GML, ..), IMAGE DATA, AUDIO DATA, VIDEO DATA, DOCUMENTATION & COMPUTATIONAL SCRIPT.

DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.

PHYSICAL VOLUME: PLEASE ESTIMATE THE PHYSICAL VOLUME OF THE RESEARCH MATERIALS (FOR EXAMPLE THE NUMBER OF RELEVANT BIOLOGICAL SAMPLES THAT NEED TO BE STORED AND PRESERVED DURING THE PROJECT AND/OR AFTER).

⁵ These data are generated by combining multiple existing datasets.

<p>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.</p>	<p>I am not reusing existing data.</p>
<p>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, please describe these issues further and refer to specific datasets or data types when appropriate.</p>	<p> <input type="checkbox"/> Yes, human subject data <input type="checkbox"/> Yes, animal data <input type="checkbox"/> Yes, dual use <input checked="" type="checkbox"/> No If yes, please describe: </p>
<p>Will you process personal data⁶? If so, briefly describe the kind of personal data you will use. Please refer to specific datasets or data types when appropriate. If available, add the reference to your file in your host institution's privacy register.</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes: <ul style="list-style-type: none"> - Short description of the kind of personal data that will be used: - Privacy Registry Reference: </p>
<p>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.</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment: </p>

⁶ See Glossary Flemish Standard Data Management Plan

<p>Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material/Data transfer agreements, research collaboration agreements)?</p> <p>If so, please explain to what data they relate and what restrictions are in place.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please explain:</p>
<p>Are there any other legal issues, such as intellectual property rights and ownership, to be managed related to the data you (re)use?</p> <p>If so, please explain to what data they relate and which restrictions will be asserted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please explain:</p> <p><i>Images of historical sources in European libraries are only made, stored, or shared with permission of the relevant institution,</i></p>

3. Documentation and Metadata

<p>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).</p>	<p>Data of the three types is collected and organised through a set of themed documents (.xls and .doc for Datatypes 1 and 2) or folders (containing .jpg files, for Datatype 3). In each of the folders where these documents are stored, is a README.txt file explaining the theme and function of each document or folder, and the type of data which is kept there. I use a consistent method of file labelling to ensure understandability and usability, and the internal organization of each document uses clear descriptive labels.</p>
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<p>Will a metadata standard be used to make it easier to find and reuse the data?</p> <p>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.</p> <p><i>REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>For descriptive content, the metadata standard is the “Library of Congress Medium of Performance Thesaurus for Music” (LCMPT)</p> <p>For music notation content, the metadata standard is derived from the “Josquin Project encoding standards”.</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</p>
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4. Data Storage & Back-up during the Research Project

<p>Where will the data be stored?</p>	<p>The primary storage location for the data will be the researcher’s personal laptop computer, which is backed up via Dropbox.</p>
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<p>How will the data be backed up?</p> <p><i>WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS? DESCRIBE THE LOCATIONS, STORAGE MEDIA AND PROCEDURES THAT WILL BE USED FOR STORING AND BACKING UP DIGITAL AND NON-DIGITAL DATA DURING RESEARCH.⁷</i></p> <p><i>REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.</i></p>	<p>Project data will be backed up to the KU Leuven OneDrive account. Data will also be backed up on the researcher's personal external hard-drive on a monthly basis.</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</p> <p>If yes, please specify concisely: Data for this project takes up very little storage.</p> <p>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.⁷</i></p>	<p>Only I (the researcher) have physical access to my personal laptop, which is also password protected. The external hard-drive is kept in a secure location at home.</p> <p>The Dropbox and OneDrive accounts are also password-protected, the latter via KU Leuven Authenticator.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>No additional costs are required for data storage for this project.</p>

⁷ Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/>

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...).	<p>The "Spreadsheet data" will be retained for at least five years after the research period.</p> <p>The "descriptive notes" will not, in their original form, be retained for five years after the research period.</p> <p>The "source images" will be retained for at least five years after the research period.</p>
Where will these data be archived (stored and curated for the long-term)?	<p>The "Spreadsheet data" will, by the end of the research period, be made freely accessible long-term online through integration with existing music databases such as "The 1520s Project" and through links to DIAMM and RISM.</p> <p>Although the "descriptive notes" will not necessarily be retained for five years after the research period, the findings that they contain will be preserved long-term through publication as research articles and a monograph.</p> <p>For the "source images", by the end of the research project, a critical facsimile edition of major sources will be completed, published by the Alamire Foundation. The physical format will facilitate longevity of this datatype, and the images will also be preserved online (freely accessible) as part of the IDEM database).</p>

<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>Costs for the storage and preservation of the “spreadsheet data” during the retention period will be covered by the researcher’s FWO bench fee.</p> <p>Costs for the storage of the “source images” data will be covered by the Alamire Foundation, as part of their <i>Library of Music in Facsimile</i> series and via their existing IDEM database.</p>
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6. Data Sharing and Reuse

<p>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.</p> <p><i>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/#INFOEU-REPO-ACCESSRIGHTS</i></p>	<p><input checked="" type="checkbox"/> Yes, in an Open Access repository</p> <p><input type="checkbox"/> Yes, in a restricted access repository (after approval, institutional access only, ...)</p> <p><input type="checkbox"/> No (closed access)</p> <p><input type="checkbox"/> Other, please specify:</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	
<p>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.</p>	<p><input type="checkbox"/> Yes, privacy aspects</p> <p><input type="checkbox"/> Yes, intellectual property rights</p> <p><input type="checkbox"/> Yes, ethical aspects</p> <p><input type="checkbox"/> Yes, aspects of dual use</p> <p><input type="checkbox"/> Yes, other</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please specify:</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p>At “The 1520s Project” (online at https://1520s-project.org/about/) and at “IDEM” (online at https://www.idemdatabse.org/)</p>

<p>When will the data be made available?</p> <p><i>THIS COULD BE A SPECIFIC DATE (DD/MM/YYYY) OR AN INDICATION SUCH AS 'UPON PUBLICATION OF RESEARCH RESULTS'.</i></p>	<p>Upon publication of research results, or by the end of the research period (whichever happens sooner).</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 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.</i></p> <p><i>EXAMPLE ANSWER: E.G. "DATA FROM THE PROJECT THAT CAN BE SHARED WILL BE MADE AVAILABLE UNDER A CREATIVE COMMONS ATTRIBUTION LICENSE (CC-BY 4.0), SO THAT USERS HAVE TO GIVE CREDIT TO THE ORIGINAL DATA CREATORS."</i>⁸</p>	<p>"Spreadsheet data" will be made available under a Creative Commons Attribution License (CC-BY 4.0), where the data creator is myself (the researcher)</p> <p>"Source images" will be made available under a Creative Commons Attribution License (CC-BY 4.0), where the data creation is jointly credited to the Alamire Foundation and the University of Edinburgh.</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 <input checked="" type="checkbox"/> No If yes:</p>

⁸ Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/>

What are the expected costs for data sharing? How will these costs be covered?	<p>Costs for sharing the “spreadsheet data” during the retention period will be covered by the researcher’s FWO bench fee.</p> <p>Costs sharing the “source images” data will be covered by the Alamire Foundation, as part of their <i>Library of Music in Facsimile</i> series and via their existing IDEM database.</p>
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7. Responsibilities

Who will manage data documentation and metadata during the research project?	Paul Newton-Jackson (the researcher)
Who will manage data storage and backup during the research project?	Paul Newton-Jackson (the researcher)
Who will manage data preservation and sharing?	Paul Newton-Jackson (the researcher)
Who will update and implement this DMP?	Paul Newton-Jackson (the researcher)