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	**Jérome Emmanuel Bountsebe Ekassi (ORCID: 0009-0000-3107-4457)**
Contributor name(s) (+ ORCID) & roles	
Project number [1] & title	(1199525N) Becoming Church in Times of Conflict : A Minor and Resonant Ecclesiology as an ecclesio-political response to the Cameroonian Civil War
Funder(s) GrantID [2]	
Affiliation(s)	☒ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ 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	Since 2016, the conflict between the Cameroonian government and separatists from the Anglophone minority has resulted in the deaths of over 6,000 civilians and the education and health systems' crisis. From the outset of this civil war, the highly institutionalized mediation proposals and efforts of the Roman Catholic Church (RCC) have proven ineffective. Why has this been the case? This project critically examines the dominant ecclesiologies that have thus far shaped the RCC's political mediation and seeks to renegotiate the role of the RCC in the conflict from the margins. It interrogates the ambiguities inherent in any ecclesial engagement in peacebuilding and nation-building within this type of political crisis. Through an ethnographic study involving ordinary civilians and their ecclesial practices, and whose findings are critically correlated with the RCC's official theopolitical discourse within a theoretical framework formed by Hartmut Rosa's theory of resonance and the minor literature of Guattari and Deleuze, this PhD project thus suggests the emergence of a minor and resonant ecclesiology as a paradigm in which the nature and theopolitical role of the Church are rethought and rendered more complex. At the same time, it envisions a new model of integrative mediation, along with pathways for peacebuilding and nation-building.

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*
Dataset Name	Description	New or Reused	Digital or Physical	Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
		☐ Generate new data ☐ Reuse existing data	☐ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☐ Textual ☐ Model ☐ Software ☐ Other:		☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
LIT	Relevant literature for the research	Reuse existing data	Digital and physical	NA	.pdf or .epub for file; .docx and .md for annotations	< 1 TB	NA
ICF	Informed consent form	Generate new data	Physical				1 ICF's sheet of paper /participants (n=70)
IF	Information letter	Generate new data	Physical				1 IF's sheet of paper /participants (n=70)

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

AI	Audio files of the interviews (n=70)	Generate new data	Digital	Audio	.wav	< 100 GB	
QL	Question list	Generate new data	Digital	Textual	.docx .pdf	< 1 GB	
TI	Transcript interviews(pseudonymized transcripts of audio files of the interviews)	Generate new data	Digital	Textual, numerical,observational	.rtf .docx .pdf	< 1 GB	
N	Notes taken during data collection	Generate new data	Digital	Textual	.docx .pdf	< 1 GB	
QDA	Qualitative data analysis documents in Nvivo	Generate new data	Digital	Observational	.nvp	< 100 GB	
PQ	Paper questionnaires (questionnaires to be filled in by participants)	Generate new data	Physical				70 copies

GUIDANCE: *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.* *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.	The data reused in this research are exclusively drawn from published books, journals, reports, and theses/dissertations. These sources are available in digital formats (.html, .pdf, or .docx) or as hard copies. To locate physical copies of books, I utilize the KU Leuven Libraries' search tool, Limo. Additionally, I employ Limo and Google Scholar to identify relevant articles and books. Furthermore, I conduct searches for pertinent articles in the ATLA Religion Database, JSTOR, and ProQuest Central.
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: ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☐ No Additional information: Potential ethical concerns may arise regarding the personal data of the religious education teachers who will be interviewed, including their name, age, gender, education, political stance, and religious and philosophical views. However, these data will not be included in the analysis of the interviews or in the final text of the articles or dissertation.

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) ☐ No Additional information: The diversity of the data to be analyzed will largely depend on the semi-structured interviews conducted with members of small Christian communities. These interviews may yield a wide range of information, including, but not limited to, religious, political, and philosophical perspectives, as well as assessments of both the presence and role of the Church in the context of the Cameroon Anglophone conflict, the peacebuilding process, and nation-building efforts. Before engaging with the substantive content of the interviews, I will collect personal data such as name, age, gender, education and training, family composition, and professional occupation. These personal data will be subject to stringent data protection measures. All direct identifiers will be systematically removed and replaced with unique, randomly generated tokens through a tokenization process. This method ensures that sensitive data are substituted with non-reversible tokens, preventing any potential re-identification of individuals without secure decryption keys.
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:

[4] See Glossary Flemish Standard Data Management Plan

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*.	All published data, including journals, books, reports, and theses, along with their metadata, are systematically documented and stored using Zotero and its built-in storage. The metadata can be exported as a .csv file for further use. Regarding interview documentation, key materials such as the list of questions and topics, consent forms, and information letters will be provided. These documents can be compiled into a .pdf file. Additionally, documentation containing the key characteristics of interview participants, along with the date, time, and location of the interviews, will be securely stored in a password-protected MS Excel (.xlsx) file. For the analyzed interview data, a codebook and a readme.txt file will be provided to ensure transparency and facilitate data interpretation.
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: When necessary, I will use the Dublin Core metadata standard. 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 data will be collected in video, audio, and PDF formats. It is anticipated that data not containing personal information, as well as video files, can be stored within the 2TB cloud storage provided by KU Leuven's OneDrive, which is available free of charge to KU Leuven staff and students. Video files and data containing personal information will be securely stored on the SharePoint Online site, which is free for KU Leuven staff and offers substantial storage capacity (5TB).

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*	Access to files containing personal data and interview videos is restricted exclusively to the researcher, Jérome Emmanuel Bountsebe Ekassi. To ensure the protection of strictly confidential data, KU Leuven for Business implements multifactor authentication as an additional security measure.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	OneDrive is available free of charge to students and staff at KU Leuven, while the SharePoint Online site is provided free of charge for KU Leuven staff. In the unlikely event that additional storage space is needed, the costs will be covered using the researcher's FWO bench fee.

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)

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?	No costs are expected for data storage, as OneDrive for Business is available free of charge to KU Leuven staff and students. However, if a paid storage service becomes necessary during the data retention period, the researcher's bench fee will be used to cover the costs.

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.	Access to the data will be restricted solely to the researcher until its publication. Upon publication, the data will be made publicly accessible.

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: The interview process may involve the collection of confidential data, including name, age, gender, education and training, and professional occupation.
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) The analyzed data from the empirical research will be made available through KU Leuven's Research Data Repository (RDR). Additionally, articles resulting from the analyzed data will be accessible via KU Leuven's Lirias (Leuven Institutional Repository and Information Archiving System).
When will the data be made available?	☒ Upon publication of research results ☐ Specific date (specify) ☐ Other (specify) The analyzed data will be made publicly available immediately upon the completion of the project.

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?	No costs are expected for most data repositories. However, if a paid service becomes necessary for data sharing, the researcher's bench fee will be used to cover the costs.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	The researcher, Jérome Emmanuel Bountsebe Ekassi, will be responsible for managing data documentation and metadata throughout the research project.
Who will manage data storage and backup during the research project?	The researcher, Jérome Emmanuel Bountsebe Ekassi, will oversee data storage and backup during the research project.

Who will manage data preservation and sharing?	During the project's duration, the researcher, Jérome Emmanuel Bountsebe Ekassi, will manage data preservation. Upon completion of the doctoral dissertation, Prof. Dr. Judith Gruber, the promoter, and Prof. Dr. Annemie Dillen, the co-promoter, will take over responsibility for data preservation. The researcher will also be responsible for data sharing.
Who will update and implement this DMP?	The researcher, Jérome Emmanuel Bountsebe Ekassi, will be responsible for updating and implementing the Data Management Plan (DMP).