DMP title

Project Name Sexting and adolescents!? Who dares to address this controversial topic? Empowering parents using a sex-positive intergenerational co-learning approach (FWO DMP) - DMP title

Project Identifier U0138895

Grant Title 11I0922N

Principal Investigator / Researcher Silke Van Dijck

Institution KU Leuven

1. General Information

Name applicant

Silke Van Dijck

FWO Project Number & Title

Application number: 11I0922N

‘Sexting and adolescents!?’ Who dares to address this controversial topic? Empowering parents using a sex-positive intergenerational co-learning approach

Affiliation

- KU Leuven

Interfaculty Institute for Family and Sexuality Studies, Department of Neurosciences, KU Leuven

2. Data description

Will you generate/collect new data and/or make use of existing data?

- Generate new 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).

Study	Raw vs Processed	Type of data	Format	Volume	Origin (how created)
Study A: Focus groups	**RAW**	Audio recording of focus groups	.mp3	We plan to do 12-18 focus groups, each with a duration of 60-90 minutes, so <1GB (= 32 hours audio recording)	1.) 9-12 focus groups with adolescents age 15-18 2.) 3-6 focus groups with parents of adolescents age 15-18
		Personal notes taken during interviews	Paper and pencil	Notes from 12-18 focus groups (1 to 6 pages per focus group), +/- 70 pages	Notes made during face-to-face focus groups including environmental information, body language, groups dynamics, personal thoughts and reflections of the moderator and observator during the discussion

	Processed	Transcripts	.docx	Transcripts of 12-18 focus groups (estimated length per focus group is 30-50 pages) < 20 MB	Transcription of the audio-recordings of the focus groups
		Personal Notes	.docx	30- 50 pages, < 1 MB	Notes on paper will be reconsidered and summarized in an word document
		Nvivo output (codes and summarizing graphs)	.nvp .png	<40 MB	Transcripts will be imported in Nvivo (qualitative analysis program) and will be coded according to thematic analysis
Study B: Laboratory Observation Study	**Raw**	Video (+ audio) tapes	.MP4	30 minutes of video-recording from 60 dyads (parent + adolescent), in total 30 hours of recording, < 1 TB	Video recording of conversations between parents and adolescents in our laboratory
		Online questionnaires	.xls .sav	Data from 120 respondents, <10 mb	Online questionnaires completed at home through Qualtrics before the laboratory observations
		Paper questionnaires	On paper	Data from 120 respondents, <1000 pages	Questionnaires completed just before and during observations in the laboratory
		Personal notes	.docx	< 200 pages	Observations of the researcher during data collection
	processed	Questionnaires	.sav	Dataset and statistic output from 120 participants	Data from the online and on paper questionnaires will be collected in one datafile in SPSS
		Codes/analysis of video-tapes	.docx	<1GB	Video-tapes will be coded manually by researchers/coders
Study C: Q-methodology	**RAW**	Pictures of the Q-sort	.jpg .png	60 pictures of Q-sorts, <300 mb	Participants have to sort quotes on a board, afterwards we take a picture

		Q-sort on paper	On paper	60 pages	The numbers of the statements will be written down on a preprinted grid, to have a double check
		Audio-recording	.mp3	60 interviews with a duration of 30 minutes, in total 30 hours of recording, < 1 GB	Participants will be asked to explain their Q-sort
	processed	Analysis reports	.sta .dat .lis .docx	<5mb	Analysis of Q-sorts will be done through PQMethod
Study D: Questionnaire	**RAW Processed**	Online questionnaire	.xls .sav	Questionnaires of at least 200 participants, <50 mb	Generated though Qualtrics
Study E: pilot intervention study				This study design depends on the previous findings of study A, B, C and D and will be constructed later on	

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.

- Yes

Privacy Registry Reference:
PRET application G-2021-4400

Short description of the kind of personal data that will be used:
This research has two target groups: adolescents and parents of adolescents.
Gathering a broad range of data is specific to qualitative research. Depending on the design of each study, we will collect ordinary personal data: identification information (name, e-mail address), personal details (age, gender, birthdate, marital status, nationality), leisure activities and interests, education and training, occupation and professional activities and video- and audiotapes. Besides that, we will collect special categories of personal data too. Since our research topic “sexting” is connected to sexual activities, we are sure that data regarding sexual intercourse, sexual ideas, and sexuality in general will be discussed.

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)

- Yes

Privacy Registry Reference: PRET application G-2021-4400

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?

In general, for each study we will create and provide (out of software) metadata that will facilitate the interpretation of our datasets and our way of working during recruitment and analysis. Our FWO and SMEC applications and DMP are general metadata that will be saved and updated as necessary. Meetings and brainstorms are captured in reports.

Which metadata will be kept specifically per study can be found in the list below:

Study A - focus group study:

EC application: The informed consent procedure, the recruiting procedure and the pseudonymization procedure are described in our Ethical committee application.

The focus group protocol documents the concrete steps within the physical preparation of the focus group (setting, materials etc.). The protocol also includes a step-by-step description of the informed consent procedure and a detailed description of the questions to be asked during the focus group (= the focus group guide).

Recruitment materials

Recruitment logbook that covers the concrete steps taken during recruitment

Codebook the final codes used as a result from our thematic analysis

ReadMefile within Nvivo

Metadata out of Nvivo

Study B - laboratory-observation study:

EC: informed consent procedure, recruiting procedure, pseudonymization procedure

Protocol: description of the laboratory setting and the instructions/guidance for observational tasks

Recruitment materials

Recruitment logbook that covers the concrete steps taken during recruitment

Variable logbook with description of the variables and their levels, names etc.

Codebook description with how to code the video’s, codes that are used

Analysis logbook for data preparation (e.g. cleaning) and data analyzing

Metadata out of SPSS

Study C – Q-methodology:

EC: informed consent procedure, recruitment procedure, pseudonymization procedure

Protocol description of the Q-study and Q-set, setting, materials etc. A step-by-step description of the informed consent procedure and the guidance during the sorting procedure and a detailed description of the question to be asked in the short interview after the sorting procedure.

Recruitment materials

Recruitment logbook that covers the concrete steps taken during recruitment

Personal data file: that links the Q-sorts to the participants

Metadata out of PQMethod

Study D – questionnaire:

EC: informed consent procedure, recruitment procedure

Recruitment materials

Recruitment logbook that covers the concrete steps taken during recruitment
Variable logbook with description of the variables and their levels, names etc.
Analysis logbook for data preparation (e.g. cleaning) and data analyzing
ReadMeFile in SPSS
Metadata out of SPSS

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

see previous question

5. Data storage and backup during the FWO project

Where will the data be stored?

Data and metadata will be stored on a password-protected secure KU Leuven Onedrive and account only available through an authorized personal KU Leuven-account. Hereby, access will be limited to the researchers and master students who are working on the project in the context of their Masters thesis.
Also the password-protected secure KU Leuven network drive (J-drive) only available through an authorized personal KU Leuven-account can be used if necessary.

The personal data and the pseudonymized data will be stored in a different map on the KU Leuven server or the KU Leuven OneDrive and will be secured both by a different password.

Data on paper, such as informed consents, will be archived in a locked closet in the office of Silke Van Dijck at the institute of family and sexuality studies.

How is backup of the data provided?

Both, the KU Leuven OneDrive and the KU Leuven network drive, ensure automatic back-ups.

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

A KU Leuven OneDrive Account comes with 2 TB storage and is centrally financed up to 5 TB storage per personal account. We do not expect to exceed this storage capacity. If so, costs for extra storage capacity will be covered by the PhD student’s bench fee our credits of the research unit.

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

The OneDrive storage for every KU Leuven-account is centrally financed. If we need to extend the current storage capacity of our institute, we will do so by contacting the ICTS-service of Biomedical sciences. The costs will be covered by the PhD student’s bench fee and/or the credit of the supervisor/institute.

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

Access will only be possible for personal KU Leuven-accounts (with a two-step authentication) which are linked to the research project. This access will be limited to the researchers (Silke Van Dijck, Paul Enzlin, Karla Van Leeuwen) and master students who are working on the project in the context of their masters thesis.

Data on paper will be archived at our institute which is only accessible with an authorized KU Leuven badge. Furthermore, the door of our office is locked with a key and the concerned closet will be key-closed too. This last key will be only accessible for the PhD-student, Silke Van Dijck.

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 pseudonymized data (such as transcripts, anonymized questionnaire data etc.) will be archived for at least 10 years, conform the KU Leuven RDM policy. In the light of ethical concerns, we will delete all audiotapes and personal data of participants (such as names, e-mail addresses etc.), when the project is finished and after publication of our findings. Only the videotapes will be retained after the project with permission of the participants. Data will be kept as proof of our research integrity and in case we would like to redo analysis on the same data.

Where will the data be archived (= stored for the longer term)?

As the end of my 4 years project approaches, I will contact the ICTS service of Biomedical sciences. In consultation with them and with the concrete amounts of our datasets in mind, we will make this decision. With the knowledge we have at the moment we would opt to use server-back-end storage.

What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?

Depending on the amount of our datasets the expected costs are different. Type 1 primary storage will cost 54 euro per 100 GB or 270 euro per TB.

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?

In the light of ethicial concerns we will delete all audiotapes after transcription, when the project is finished and after publication of our findings.

With permission of the participants we will keep the videotapes after the end of the project. Data will be kept as prove of our research integrity and in case we would like to redo analysis on the same data. Since this is personal data it will only be made available within our own research group.

All other pseudomynized data can be made available.

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

- Upon request by mail

If researchers want to get access to our data, they need to do an official request through e-mail in which they explain their planned reuse. If accepted, that will be shared through a secured transfer system.

When will the data be made available?

Data will only be shared (1) after the end of this project (2) when our findings on that part of the data are already published.

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

We will only allow access and reuse of our data in the perspective of research goals. Any commercial goal will not be accepted. This consideration is made based on the research plans of the requesting party explained in an official request e-mail.

What are the expected costs for data sharing? How will the costs be covered?

We do not expect any costs for data sharing.

8. Responsibilities

Who will be responsible for data documentation & metadata?

The PhD-student, Silke Van Dijck, and the Promotor, Prof. dr. Paul Enzlin, will be responsible.

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

The PhD-student, Silke Van Dijck, will be responsible.

Who will be responsible for ensuring data preservation and reuse ?

The promotor of this project, Prof. dr. Paul Enzlin, will be responsible.

Who bears the end responsibility for updating & implementing this DMP?

During the PhD-project Silke Van Dijck will stand in for updating & implementing the DMP.
After the project the promotor, prof. dr. Paul Enzlin, bears the end responsibility for overall data management in the long term.