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	Adriaan Demuynck – Orcid ID: 0000-0002-3678-9328
Contributor name(s) (+ ORCID) & roles	Raf Van Rooy (0000-0003-3739-8465) – promotor Reinhart Ceulemans (0000-0003-0552-7074) – copromotor Han Lamers (0000-0001-7965-8339) - copromotor
Project number [1] & title	11PU124N - The early modern city as literary domain: A systematic study of the city encomium and its transformations (ca. 1403–1585), with special reference to multilingual representations of urban spaces.
Funder(s) GrantID [2]	
Affiliation(s)	☒ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: ROR identifier KU Leuven: 05f950310

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[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	In the early modern period, laudations of cities became a popular literary genre that developed from a Latin prose genre to a multilingual poetical genre. These 'city encomia' have attracted some attention in the last decades, but only on a case study basis, without considering its broader transformations. This project will perform a large-scale, data-driven analysis of the forms and contents of the genre. Firstly, I will build a database of city encomia in print and manuscript from western and central Europe of the period 1403-1585. In the database, I will record metadata regarding authorship and characteristics of form and content. Secondly, using these new data, I will study the spread of the genre and its transformations, visualizing it on maps; compose a detailed typology of the genre; and determine the relation to the earlier traditions of city encomia: classical, western medieval, and the overlooked Byzantine tradition. Thirdly, the project will perform a case study on the network of English diplomat Daniel Rogers. I will prepare digital critical editions and study how urban spaces are represented in these texts in relation to different parameters like language choice, author motivation, and topoi used. This will finally lead to the encompassing analysis of the early modern city encomium, thus contributing to early modern literary studies, Neo- Latin and New Ancient Greek studies, classical and Byzantine reception studies, spatial and digital humanities.

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].

Dataset Name	Description	New or Reused	Digital or Physical	*Only for digital data* Digital Data Type	*Only for digital data* Digital Data Format	*Only for digital data* Digital Data Volume (MB, GB, TB)	*Only for physical data* 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	
XML-TEI texteditions	digital editions Rogers' *Urbes*	new data	digital	textual	.xml	< 1 GB	
database of city encomia	Filemaker database containing metadata of city encomia	new data	digital	textual/ numerical	.fmp; exportable in .csv	1< x > 100 GB	
lists of city encomia	existing lists of city encomia in secondary literature	reused data	physical	textual			Books
data from USTC (Universal Short	data about early modern printed books	reused data	physical	textual	.xml	< 1 GB	

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

Title Catalogue)	on the online database USTC					
visualisations on maps	visualizations of the database using QGIS	new data	digital	visual	.qgs	1< x > 100 GB
scans / reproductions	scans of early modern books / manuscripts	new data	digital	visual	.jpg	1< x > 100 GB
references in Zotero	references to secondary literare	new data	digital	textual		1< x > 100 GB
scans of secondary literature	scans of secondary literature	new data	digital	visual	.jpg	1< x > 100 GB
research notes in Zotero	research notes on secondary literature	new data	digital	textual		1< x > 100 GB

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.	

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:
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:
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:
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:

[4] See Glossary Flemish Standard Data Management Plan

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*.	I will store my data according to the principles of FAIR-data. I will document the information needed to understand and reuse my data in README.txt files, that will be shared alongside the repository of data of the database, map visualisations and XML-editions.
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: For the data of the database of city encomia, I will adhere to the metadata standard used for the larger DaLeT-database. The digital critical XML-edition, will follow the metadata standard of XML-TEI-editions. The metadata for the map visualizations will be stored along the metadata standard of QGIS 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: The Filemaker database will be integrated into the DaLeT-database, administered by promotor Raf Van Rooy
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 If no, please specify: All data will be stored on the OneDrive cloud storage of KU Leuven, which provides 2 TB/researcher. This will be sufficient for the project. The Filemaker database will be part of the larger database DaLeT, supported by research infrastructure STUDIUM.AI. My data will be stored as part of DaLeT.

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*	The data of the XML-TEI editions and the map visualizations will be stored on the personal OneDrive cloud storage, to which only the researcher and promotors have access. The data recorded in the database of city encomia will be stored on the servers of the database DaLeT, which is supported by the research infrastructure STUDIUM.AI and KU Leuven's central ICT-services. Only the researcher and the promotors will have access and rights to change data in the Filemaker database.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	All data will be stored on the OneDrive cloud storage of KU Leuven, which provides 2 TB/researcher. This will be sufficient for the project.

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): A digital copy of the dissertation will be stored and made accessible in Lirias, the database of publications by KU Leuven researchers.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	The data will be preserved by storing it on KU Leuven RDR. Every user can publish up to 50GB per year. I do not expect the data to exceed this limit. If not, costs for extra storage will be covered by the bench fee of the researcher.

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.	*n.a.*
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:
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)
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 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?	The data will be made available for reuse by publishing it on KU Leuven RDR. Every user can publish up to 50GB per year. I do not expect the data to exceed this limit. If not, costs for extra storage will be covered by the bench fee of the researcher.

7. Responsibilities

Who will manage data documentation and metadata during the research project?	The researcher, Adriaan Demuynck
Who will manage data storage and backup during the research project?	The researcher, Adriaan Demuynck
Who will manage data preservation and sharing?	The researcher, Adriaan Demuynck
Who will update and implement this DMP?	The researcher, Adriaan Demuynck