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	**Lien Jansen - 0000-0002-2867-7908**
Contributor name(s) (+ ORCID) & roles	**Steven Van Hecke – Promotor (0000-0003-0215-5463)**
Project number & title	1113525N - Changing MEP Behaviour Towards EU enlargement with the Western Balkans: the Implications of the Russian Invasion in Ukraine (2019-2024).
Funder(s) GrantID [2]	FWO - 1113525N
Affiliation(s)	X KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: ROR identifier KU Leuven: 05f950310
Please provide a short project description	This project focuses on the impact of the Russian invasion of Ukraine on MEP behaviour (2019-2024) towards the Western Balkan countries. Since 24 February 2022, the so-called 'geostrategic awakening' of the European Union has triggered, among other things, a new focus on the enlargement with the countries of the Western Balkans, particularly evident in recent decisions to initiate the process of accession negotiations with North Macedonia, Albania and Bosnia and Herzegovina. While current research predominantly scrutinizes the Council and the European Commission, this project shifts its focus to the European Parliament. Compared to other EU institutions, the European Parliament has always been a front-runner in support for enlargement. The question is therefore in which way its position has changed. By integrating perspectives from parliamentary diplomacy, politicization and legislative behaviour studies, this project seeks to explain the impact of the Russian invasion on the Parliament's stance regarding enlargement in the Western Balkans. Enlargement is back— but has this also shifted dynamics within the European Parliament?

Add rows for each dataset you want to describe.
See Glossary Flemish Standard Data Management Plan
[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.

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

1. 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 [1].

				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
Literature review	Bibliographic references	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.pdf .docx	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/
Literature review	Notes	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.docx	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/
European Parliament Written Questions database	All submitted written questions concerning EU enlargement to the Western Balkan countries matched with the author's	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☒ Numerical ☒ Textual	.csv	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB	/

	characteristics (party, committee, delegations, nationality) compiled from the European Parliament website (Compiled/aggregated data)			☐ Model ☐ Software ☐ Other:		☐ NA	
Analysis party manifestos Europarties	Qualitative data analysis documents in NVivo	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.nvp	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/
Debates Committee Foreign Affairs	Quantitative and qualitative data analysis	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.csv .docx	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/
Results of votes	Results of votes of alle EU-enlargement related voting sessions compiled from information found on the European Parliament website	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.csv	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/

Speeches EP president	Qualitative data analysis documents in NVivo	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☒ Software ☐ Other:	.nvp	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/
Interviews MEPs: Informed consents	Informed consents participants	☒ 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	Paper
Interviews MEPs: Personal data (name, e-mail, profession…)	Personal data interviewees	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	. csv	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
Interviews MEPs: audio files	Audio files of the interviews (N = 15)	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☒ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☐ Textual ☐ Model ☐ Software	.wav	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/

				☐ Other:			
Interviews MEPs: transcripts of interviews	Pseudonymized transcripts of audiofiles of the interviews	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.docx	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/
Interviews MEPs: notes	Notes taken during data collection	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.docx	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	/

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.	Reused data will mainly constitute existing research and theories. These will be sourced from all kinds of journal/ interdisciplinary databases and will be identified via citations and reference lists in all the research papers and documents.

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: G-2023-7474 (MIN) ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☐ No Additional information:
Will you process personal data? 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: approved by SMEC G-2023-7474 (MIN). Name, e-mail, audiorecordings, work-related data. My interviewees work for a political a political party or are Members of the European Parliament. Therefore, the collected data will include their political preferences. Data will be pseudonymized.
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:

2. 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*.	First and foremost, a README text- (or Word-) file will be created according to the KU Leuven template. Consequently, the following information will be provided: GENERAL INFORMATION G01. Names of file(s) or dataset(s) that this README file describes G02. Date of creation/last update of the README file G03. Name and contact information of Principal Investigator G04. ORCID of Principal Investigator G05. Institution of Principal Investigator G06. Contact of other person at KU Leuven that has access to the dataset G07. Description of the dataset G08. Keywords (author defined) G09. Thesaurus or controlled vocabulary keywords G10. Thesaurus or controlled vocabulary used in this README G11. Language(s) used in the dataset G12. Other involved researchers PROJECT INFORMATION P01. Project information P02. Project abstract P03. Project funder: Name of funder, type of grant, grant number FILE OVERVIEW F01. Number of files described by the README-file F02. List with names of files, description, date of creation of file F03. File formats F04. Software used to generate the data F05. Software necessary to open the file F06. Relationship between the files F07. Which version of the dataset is this? Date of this version? F08. Information about the dataset versions and reason for updates

	F09. Naming conventions for file names STORAGE INFORMATION S01. Where are the data stored? S02. Links to other available locations of the dataset (e.g. repository) METHODOLOGICAL INFORMATION M01. Date (beginning-end) and place of data collection M02. Aim for which the data were collected M03. Data collecting method M04. Information about data processing methods M05. Information about the instrument, calibration M06. Quality assurance procedures M07. Information about limitations of the dataset, information that ensures correct interpretation of the dataset M08. People involved in the creation or processing of the dataset DATA ACCESS AND SHARING A01. Recommended citation for the dataset A02. License information, restrictions on use A03. Confidentiality information DATA SPECIFIC INFORMATION (ABOUT THE DATA THEMSELVES) D01. Full names and definitions for columns and rows D02. Explanation of abbreviations D03. Units of measurement D04. Symbols for missing data RELATIONSHIPS R01. Publications based on this dataset R02. This dataset derives from… (other dataset)

	R03. This dataset is related to… (documents, dataset) R04. References of publications used to create the datasets Additionally, excel codebooks will be created concerning the main datasets, explaining all the variables used (includes e.g., variable names and labels, origin of the scales that are used, link between the variables and the interview questions, etc.). Also the informed consent forms of the studies will be retained and stored.
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: A metadata standard is automatically applied when depositing data in a trusted data repository. As the PhD researcher will deposit the project data in the KU Leuven RDR or Lirias, the metadata will be created according to the "Metadata Model" of KU Leuven. With the metadata categories mentioned in the README-file and the RDR, the 15 principal elements of the Dublin Core Standard are also expected to be covered (Creator, Contributor, Publisher, Title, Date, Language, Format, Subject, Description, Identifier, Relation, Source, Type, Coverage, and Rights). Were any element to be missing, the PhD researcher will add it to the metadata. If no, please specify (where appropriate per dataset or data type) which metadata will be created:

3. 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 If no, please specify:

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 personal data of the entire project will be saved on the researcher's personal and secured KU Leuven OneDrive for Business drive. After pseudonymization, the non-pseudonymized data will be deleted from the drive. The researcher will grant access to these data through OneDrive to the project's promoter and supervisor – Steven Van Hecke - as to collaborate on the different studies. Paper data will be stored by the PhD researcher in a locked drawer or cupboard that can only be accessed by herself at the Public Governance Institute. After the project has been finished, all paper data will be handed over to the supervisor who will store these data in their office in a locked drawer or cupboard that can only be accessed by herself.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	No extra costs are expected. OneDrive is part of the Microsoft 365 Education A3 plan. The cost of the Microsoft 365 Education A3 licenses within the EES agreement is financed centrally for all KU Leuven students and the majority of active KU Leuven staff. We consider that there will be sufficient storage and backup capacity during the project. The standard offer of OneDrive for Business is 2 TB but can be extended to 5 TB upon motivated request. The potential costs will be covered by the FWO bench fee of the researcher.

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 additional costs will be necessary to preserve data on the secured drive for a period of 10 years.

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: Whenever the PhD researcher completes a research paper, the related data will be made available. This data will be deposited in the KU Leuven institutional research data repository, the RDR or Lirias. The data will be filed under restricted access rights. This means that files are restricted in access but do allow for access requests to be made. In light of a collaboration, the data will thus be shared with third party researchers upon requests (based on clear research questions and hypotheses). The data will also be shared with third parties that the PhD researcher and promotor themselves involve in the project or whenever the sharing of data is necessary for the successful completion of the project. After the PhD project finishes, the data will still be accessible upon request in view of collaborations and/or questions on the data regarding possible meta-analyses.
If access is restricted, please specify who will be able to access the data and under what conditions.	The access to the data is restricted to sharing upon request based on clear research questions and hypotheses. Given the nature of the request, the PhD researcher and/or promotor will decide to grant access to the data or not.
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: For the interviews, participants consent to using excerpts of the interview for scientific publication. Transcripts will first go through a process of pseudonymization and personal, field notes and codes cannot be shared to ensure privacy.

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?	None, as the university's own research data repository services will be used, this is free of charge.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	The PhD Researcher (Lien Jansen)
Who will manage data storage and backup during the research project?	The PhD Researcher (Lien Jansen)
Who will manage data preservation and sharing?	The PhD Researcher (Lien Jansen) – Promotor (Steven Van Hecke)
Who will update and implement this DMP?	The PhD Researcher (Lien Jansen)