

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	Benjamin Ory 0009-0000-0038-0232
Contributor name(s) (+ ORCID) & roles	
Project number ¹ & title	1219125N “Connecting Research and Practice: Cataloguing, Curating, and Contextualizing Performances of Early Music, 1915–1960”
Funder(s) GrantID ²	FWO 1219125N
Affiliation(s)	<input checked="" type="checkbox"/> 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: 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	<p>Although it is acknowledged that important performances of medieval and Renaissance music took place throughout Europe during the early twentieth century, these concerts have attracted relatively little attention from scholars. Existing historiographies have centered on the knowledge transfer that took place through informal performances in academic seminars that enabled students and professors alike to acquaint themselves with unfamiliar repertoires. But this project argues that public performances also played an important role in the evolution of music-historical narratives, the formation of an early music canon centered around music by a group of musicians from modern-day Belgium and France, and the development of music and the discipline of music history.</p> <p>To better understand the emergence of the early music performance tradition, this project will systematically collect and curate all this information in a way that moves beyond narrative descriptions of a few individual concerts. It will track programs of medieval and Renaissance music performed between 1915 and 1960 in Belgium, the Netherlands, and Germany. Data collected through directed archival research will be catalogued and curated in an online database. In doing so, we can better understand the genesis of the modern early music movement and the ways in which early scholars and performers continue to influence the field today.</p>
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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	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
Database	Qualitative and quantitative data about concerts of early music. This data is collected from archival sources and stored in Google Sheets and in a JSON format on GitHub.	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	The data is stored in a relational database. This data is exported using Google App Scripts as JSON data and is uploaded to the project's website hosted on GitHub.	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Archival Notes and Photos	Qualitative descriptions from archival visits and photographs taken in archives	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input checked="" type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	The data is stored as Microsoft Word document and JPEG images.	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	

³ Add rows for each dataset you want to describe.

Website	The website for the project	<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"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input checked="" type="checkbox"/> Software <input type="checkbox"/> Other:	The website uses the markdown language Jekyll, JavaScript, HTML, and CSS. Additional packages include Leaflet.	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
<p>GUIDANCE: <i>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 be described under documentation/metadata.</i></p> <p>RDM Guidance on data</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.		I am reusing data from archival documents found in university and state archives. These documents are not published or digitized, so there is no persistent identifier.					
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.		<input type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: <input type="checkbox"/> Yes, animal data; provide ECD reference number: <input type="checkbox"/> Yes, dual use; provide approval number: <input checked="" type="checkbox"/> 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).	<input type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: Images from libraries, university archives, and state archives are only made, stored, or shared with permission of the relevant institution.

3. Documentation and Metadata

⁴ See Glossary Flemish Standard Data Management Plan

<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><i>RDM guidance on documentation and metadata.</i></p>	<p>Archival images and notes are organized into folders and subfolders, with qualitative descriptions made for each archival visit. Concert programs found during these archival visits are then exported into PDF form and given a unique ID (e.g., CON-1925_05_25a), which becomes the file name. Further details about the archival source for each program are provided in the database.</p> <p>Details about the database, including documentation for the project, technical document describing the JavaScript development, and README.txt files for the GitHub repository will be compiled as part of the project.</p>
<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>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</p>

4. Data Storage & Back-up during the Research Project

<p>Where will the data be stored?</p> <p><i>Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.</i></p>	<div data-bbox="721 151 2123 470"> <input type="checkbox"/> Shared network drive (J-drive) <input type="checkbox"/> Personal network drive (I-drive) <input checked="" type="checkbox"/> OneDrive (KU Leuven) <input type="checkbox"/> Sharepoint online <input type="checkbox"/> Sharepoint on-premis <input checked="" type="checkbox"/> Large Volume Storage <input type="checkbox"/> Digital Vault <input checked="" type="checkbox"/> Other: </div> <div data-bbox="721 502 2123 742"> <p>The primary storage locations for the project include the researcher's personal laptop computer, backed up on an external hard-drive, Google Drive (backed up monthly onto a second external hard-drive), and GitHub, for which a remote repository exists on the researcher's personal computer. Monthly backups of the researcher's in-progress data will be made using KU Leuven OneDrive; each year the GitHub repository will be backed up using KU Leuven RDR.</p> </div>
<p>How will the data be backed up?</p> <p><i>WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?</i></p>	<div data-bbox="721 748 2123 885"> <input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution <input checked="" type="checkbox"/> Personal back-ups I make (specify) <input type="checkbox"/> Other (specify) </div> <div data-bbox="721 901 2123 1013"> <p>Project data will be backed up to the user's KU Leuven OneDrive Account and RDR. Additional backups will be made to external hard-drives, to Google Drive, and to GitHub.</p> </div>

<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If no, please specify:</p> <p>This project will require a Cloud Storage option for public display of images of concert programs, once the respective archives have given permission. The researcher is looking for server space for that the programs can be recalled and displayed on the website directly. The researcher is in ongoing discussions with the research data management support staff at the Faculty of Arts, Nele Noppe and Leah Budke; he will attend an upcoming drop-in session with ICT support; and he will get in touch with KU Leuven ManGO about data management. Possible commercial options—should KU Leuven direct server storage not be possible—would include Cloudflare Images, Cloudinary, AWS, and Microsoft Azure.</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.</i></p> <p><u>Guidance on security for research data</u></p>	<p>All accounts used by the user are password protected with unique passwords and use two-factor authentication. External hard-drives are kept in a secure location at home.</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>

5. Data Preservation after the end of the Research Project

<p>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> <p>Guidance on data preservation</p>	<p><input checked="" type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Certain data cannot be kept for 10 years (explain)</p>
<p>Where will these data be archived (stored and curated for the long-term)?</p> <p><i>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.</i></p>	<p><input checked="" type="checkbox"/> KU Leuven RDR</p> <p><input type="checkbox"/> Large Volume Storage (longterm for large volumes)</p> <p><input type="checkbox"/> Shared network drive (J-drive)</p> <p><input checked="" type="checkbox"/> Other (specify):</p> <p>Data will also be archived on GitHub, and an archive of the GitHub repository will be available on KU Leuven RDR.</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 data generated by this project during the retention period will be covered by the researcher's FWO bench fee.</p>

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:</i></p> <p>https://wiki.surfnet.nl/display/STANDARDS/INFO-EU-REPO/#INFO-EUROPE-ACCESSRIGHTS</p>	<p><input checked="" type="checkbox"/> Yes, as open data</p> <p><input type="checkbox"/> Yes, as embargoed data (temporary restriction)</p> <p><input type="checkbox"/> Yes, as restricted data (upon approval, or 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 checked="" 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 type="checkbox"/> No</p> <p>If yes, please specify:</p> <p>Images for which permissions are not granted by the respective institutions cannot be shared.</p>

<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p> <input checked="" type="checkbox"/> KU Leuven RDR <input checked="" type="checkbox"/> Other data repository (specify) <input checked="" type="checkbox"/> Other (specify) </p> <p>The data will be made available on the website (https://concertsdatabase.org), through the GitHub repository (https://github.com/benory/EMCD-website). A copy of the GitHub repository will be available on KU Leuven RDR.</p>
<p>When will the data be made available?</p>	<p> <input type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input checked="" type="checkbox"/> Other (specify) </p> <p>The data will be periodically made available during the project. Images will be made available as soon as permissions from archives are granted.</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>Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.</p>	<p> <input checked="" type="checkbox"/> CC-BY 4.0 (data) <input type="checkbox"/> Data Transfer Agreement (restricted data) <input type="checkbox"/> MIT licence (code) <input type="checkbox"/> GNU GPL-3.0 (code) <input type="checkbox"/> Other (specify) </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 checked="" type="checkbox"/> Yes, a PID will be added upon deposit in a data repository</p> <p><input type="checkbox"/> My dataset already has a PID</p> <p><input type="checkbox"/> No</p> <p>Upon publication to KU Leuven RDR, the dataset will be given an DOI.</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>Costs for data sharing will be covered by the researcher's FWO bench fee.</p>

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Benjamin Ory (the researcher)
Who will manage data storage and backup during the research project?	Benjamin Ory (the researcher)
Who will manage data preservation and sharing?	Benjamin Ory (the researcher)
Who will update and implement this DMP?	Benjamin Ory (the researcher)