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	**Rowan Bayliss Hawitt** – ORCID: 0000-0002-7297-5128
Contributor name(s) (+ ORCID) & roles	**Rowan Bayliss Hawitt** (0000-0002-7297-5128) – FWO Junior Postdoctoral Researcher **Cassandre Balosso-Bardin** (0000-0001-5372-1950) – Promoter, KU Leuven
Project number [1] & title	3H240299 – 'Sonic transitions: Music, sound, and energy industries in Scotland, 1850 to the present day'
Funder(s) GrantID [2]	FWO Grant Number 1230425N
Affiliation(s)	KU Leuven
Please provide a short project description	This project is the first detailed investigation of the role of music and sound in Scotland's ongoing energy transitions. Energy use and generation are not merely technological issues, but social and cultural ones which play out dramatically in places like Scotland, a country with enormous quantities of fossil fuels and renewable resources. While the emerging field of the energy humanities offers inroads to understanding the sociocultural dimensions of energy, music and sound have been almost entirely overlooked. This is despite the fact that – for nearly two centuries – shifting relationships with energy have been expressed through music and sound in Scotland. My research addresses these 'sonic transitions' by making full use of underused archival materials, as well as ethnography with local communities. It therefore fills a significant knowledge gap between the energy humanities, ethnomusicology, and sound studies. Spanning historical and contemporary arenas, I will examine how those involved in fossil fuel industries articulate(d) their experiences sonically. I will also uncover how alternative energy economies and musical practices (from traditional song, popular music, classical music, to contemporary art music) inform one another. By interrogating Scotland's sonic entanglements with petro-capitalism and its alternatives, this research contributes vital new insights into how culture can help to shape and support a more sustainable world.

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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.

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**
All Work Packages: Bibliographic References	Bibliographic references managed in Zotero software	Reused	Digital	Textual	.pdf .docx	< 1 GB	
WP1, WP3: Archival documents	Scans of documents (music manuscripts, newspapers, plays, poetry)	Reused	Digital	Images	.pdf .jpeg	< 100 GB	
WP1, WP3: Archival sound recordings	Transcriptions of selected passages (of music and/or speech)	Reused	Digital	Textual Software (music transcribed into Sibelius software)	.docx .sib	< 100 GB	
WP2, WP3, WP4: Interviews	Participants' informed consent	New	Digital and Physical	Textual	.docx Paper	< 1 GB	c.15 signed forms

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

WP2, WP3, WP4: Interviews	Audio of interviews (c.15)	New	Digital	Sound	.wav	< 100 GB	
WP2, WP3, WP4: Interviews	Transcripts of audio from interviews (c.15)	New	Digital	Textual	.docx	< 100 GB	
WP2, WP3, WP4: Fieldnotes	Handwritten notes taken during fieldwork, then transcribed digitally	New	Physical and Digital	Textual	Paper .docx	< 100 GB	Personal notebooks
WP2, WP3, WP4: Photographs	Photographs taken (with consent) during fieldwork	New	Digital	Images	.jpeg	< 100 GB	
WP2, WP3, WP4: Sound recordings	Sound recordings (taken with consent) during fieldwork	New	Digital	Audiovisual	.mp3	< 100 GB	
All work packages: Social media posts	Public posts on social media, including musicians' promotional videos	Reused	Digital	Images Audiovisual	.jpeg .mp4	< 100 GB	

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 sources for archival documents, archival sound recordings, and social media posts will be maintained throughout my project. As I do not have access to all of them yet, I have not listed them here.
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-2024-8752-R2(MIN)** ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☐ No Additional information: Approval granted 07/02/2025
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: **G-2024-8752-R2(MIN)**
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:

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[4] See Glossary Flemish Standard Data Management Plan

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: - Some of the oral histories held in the University of Edinburgh's School of Scottish Studies Archives will only be released to researchers in 2026 – I will complete the necessary paperwork to access these sources, and ensure I am following the University's requirements for anonymity. - For the use of audio recordings and musical performances on social media, author permission will always be sought.

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.*	<u>Archival research:</u> All sources consulted will be logged in Excel spreadsheets, and full citation details maintained in Zotero. A different spreadsheet will be used for each archive location, and all item details recorded carefully (including name, folder information). Scans, PDFs, and photographs will be connected to my research notes using Evernote. <u>Qualitative research:</u> For each Work Package, a log of fieldsites, fieldtrips, and interviews will be maintained in Excel spreadsheets, documenting the date, location, and people involved during data collection. Fieldnotes from each site will be transcribed and linked to these logs. Audio interviews will also be transcribed into Word documents, with the date, location, and name of interviewee(s) noted. When analysing qualitative material from fieldwork and interviews, data-driven patterns and themes will be coded, and these codes detailed in a codebook in Excel. I may use Nvivo to do so.
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: If no, please specify (where appropriate per dataset or data type) which metadata will be created: One generic spreadsheet will give information about the overall study. If Nvivo is used, metadata for the qualitative research will be generated through this.

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) ☐ Teams ☒ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ ManGO ☐ 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) – **password-protected hard drive** ☐ 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*	I will make use of the Onedrive cloud service provided by the Faculty of Arts: this storage space is safe and automatically backed up. My laptop will have Bitlocker pre-installed as additional safety measure to protect the data. My personal back-up will be on a password-protected hard drive.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	

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?	

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 – **lists of archival material (including location, summary of contents)** ☐ Yes, as embargoed data (temporary restriction) ☐ Yes, as restricted data (upon approval, or institutional access only) ☒ No (closed access) – **interview transcripts (although participants can request pseudonymisation, some interview content may reveal their identities)** ☐ Other, please specify:

If access is restricted, please specify who will be able to access the data and under what conditions.	
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: Some more recent archival material (e.g. oral histories) requires the permission of informants or their family members, and so cannot be shared in raw form. Some of my interview participants may request to be pseudonymised or anonymised – while this is feasible for discussion of the data in publications, full interview transcripts may reveal their identities. So, in line with my ethics procedures, this data cannot be shared.
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) – **the project end-date (30/09/2027)** ☐ 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?	

7. Responsibilities

Who will manage data documentation and metadata during the research project?	**Rowan Bayliss Hawitt**

Who will manage data storage and backup during the research project?	**Rowan Bayliss Hawitt**
Who will manage data preservation and sharing?	**Rowan Bayliss Hawitt and Cassandre Balosso-Bardin**
Who will update and implement this DMP?	**Rowan Bayliss Hawitt**