FWO DMP Template - Flemish Standard Data Management Plan

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	Stefania Marzo 0000-0001-5543-0882 (Pl Leuven)			
	Stefano De Pascale 0000-0003-2455-9004 (PI VUB University of Brussels) Silvia Natale 0000-0001-9424-6367 (PI Univerity of Bern)			
Contributor name(s) (+ ORCID) & roles	Advisory Board:			
	David Britain (University of Bern)			
	Massimo Cerruti (University of Turin)			
Project number ¹ & title	MovIt Moving Italians			
Funder(s) GrantID ²	FWO Weave			
Affiliation(s)	X KU Leuven			
	☐ Universiteit Antwerpen			
	☐ Universiteit Gent			
	☐ Universiteit Hasselt			
	X Vrije Universiteit Brussel			
	X Other: University of Bern, University of Turin			
	Provide ROR ³ identifier when possible:			

¹ "Project number" refers to the institutional project number. This question is optional since not every institution has an internal project number different from the GrantID. 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.

³ Research Organization Registry Community. https://ror.org/

Please provide a short project description

When people migrate, their language moves with them. So far, sociolinguistics has focused primarily on the language of working class migrants, paying particular attention to non standard phenomena. Hardly any research has been conducted on the evolution of the standard language of highly educated speakers who leave the homeland.

This project addresses these research gaps by using a crowdsourcing application (SPEAK-IT!, developed by Daniel Wanitsch) to investigate how standard language norms acquired in the home country evolve in the repertoires of highly educated Italians living abroad. These 'elite' migrants represent an ideal test case, since they are assumed to master the two standard norms that characterize contemporary Italian: a literary standard and a so-called neostandard Italian. The emergence of the latter variety is to be understood against the background of de- and restandardization dynamics attested in many European standard languages. This project examines standard language change outside of Italy by comparing language production and language perception in terms of the duration of migration of the speakers. Data collected in Switzerland and Belgium will be combined with control data collected in Italy.

There will be an App developed by Daniel Wanitsch that facilitates data collection immensely. We will therefore rely on(a) questionnaire data and (b) more or less 180 75min interviews from our speakers, which amounts to 225 hours of recordings in total.

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 data⁴.

				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
Production (TALK)	Self-recorded interactions: we will select adult, native Italian speakers as participants and ask them to record themselves in conversation with other adults in spontaneous settings, by means of the app SPEAK-IT (in development) Tasks: among the speakers that contributed to the self-recorded interactions we will select a sample to whom we will ask to perform a task (description task) Recorded interviews: among the speakers that contributed to the self-recorded interactions we will select a sample with whom we will conduct sociolinguistic interviews (180 interviews of 75 minutes each = 225 hours of recording)	⊠ Generat e new data □ Reuse existing data	⊠ Digital □ Physical	 ☑ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☐ Other ☐ NA 	☐ .por ☐ .xml ☐ .tab ☐ .csv ☐ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☑ other: - WAV files (audio) ☐ NA	☐ < 100 MB ☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☑ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	Linux Server

⁴ Add rows for each dataset you want to describe.

Attitudes (EXPERIENCE)	Tasks and attitude data: experimental/survey-based Description: by means of questionnaires we will conduct language attitude measurements; by means of 'filler tasks' (dialectal geoguessing, lexical variation tests etc.) we will ensure that participants enjoy using the app and take the full set of attitude questions to completion.	⊠ Generat e new data □ Reuse existing data	⊠ Digital □ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☐ Other ☐ NA	 □ .por □ .xml □ .tab ⊠ .csv □ .pdf ⊠ .txt □ .rtf □ .dwg □ .tab □ .gml □ other: □ NA: 	☐ < 100 MB ⊠ < 1 GB ☐ < 100 GB ☐ < 1 TB ⊠ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	(MySQL database)
Transcribed and annotated corpus (TALK_ANN)	Transcriptions and annotations of the recordings will take place by using transcriptions tools like MAXQDA and Whisper Al. After transcription and annotation, Excel sheets will be created with detailed transcriptions of dataset 1 (TALK), annotated for several variables.	Generat e new data Reuse existing data	⊠ Digital □ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☐ Other ☐ NA	 □ .por ☑ .xml □ .tab □ .csv □ .pdf ☒ .txt □ .rtf □ .dwg □ .tab □ .gml ☒ other: xlsx □ NA: 	☐ < 100 MB ☑ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	

statistical analysis	Generat e new data Reuse existing data	⊠ Digital □ Physical	□ Observational □ Experimental □ Compiled/ aggregated data □ Simulation data □ Software □ Other □ NA	□ .por □ .xml □ .tab □ .csv □ .pdf □ .txt □ .rtf □ .dwg □ .tab □ .gml □ other: Computational scripts for R (statistics) □ NA:	<pre></pre>	
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.	All data a	are new				

Are there any ethical issues concerning the	🛛 Yes, human subject data
creation and/or use of the data	☐ Yes, animal data
(e.g. experiments on humans or animals, dual	☐ Yes, dual use
use)? If so, please describe these issues further	□ No
and refer to specific datasets or data types when appropriate.	If yes, please describe:
	We plan to collect linguistic (TALK) and attitudinal (EXPERIENCE) data from speakers, including specific
	types of data described below. Proposals for ethical approval are being prepared and submitted soon.
Will you process personal data ⁵ ? If so, briefly	⊠ Yes
describe the kind of personal data you will use.	□ No
Please refer to specific datasets or data types	If yes:
when appropriate. If available, add the reference	
to your file in your host institution's privacy	- Short description of the kind of personal data that will be used:
register.	
	For each data type (self-recordings, interviews, tasks and attitude experiments), the project team will produce detailed documentation consisting of metadata collected through the SPEAK-IT app. We will collect the following personal demographic metadata: Year of birth, gender, place of living during childhood, educational qualification, current place of living, citizenship and ethnic background (migration or not), place of birth and living of grand-parents/partners, social network, and language use at home, at work and among friends. Also, each respondent will receive a unique identifier.
	- Privacy Registry Reference:
	To be added as soon as approval is given.

⁵ See Glossary Flemish Standard Data Management Plan

Does your work have potential for commercial	☐ Yes
valorization (e.g. tech transfer, for example spin-	⊠ No
offs, commercial exploitation,)?	If yes, please comment:
If so, please comment per dataset or data type	
where appropriate.	
Do existing 3rd party agreements restrict	☐ Yes
exploitation or dissemination of the data you	⊠ No
(re)use (e.g. Material/Data transfer agreements,	If yes, please explain:
research collaboration agreements)?	
If so, please explain to what data they relate and	
what restrictions are in place.	
Are there any other legal issues, such as	⊠ Yes
intellectual property rights and ownership, to be	□ No
managed related to the data you (re)use?	If yes, please explain:
If so, please explain to what data they relate and	
which restrictions will be asserted.	The production data will be ideally exploited as a corpus.

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).

A comprehensive codebook is currently under development, which will be a detailed explanation of each socio-demographic parameter, linguistic variable, and linguistic annotation. For each data type (self-recordings, interviews, and tasks), the project team will produce detailed documentation consisting of metadata. This thorough documentation covers aspects like questionnaire design, stimuli used, demographics of the respondent population, and summaries of findings. The data will be incorporated into project outputs accessible to the public and disseminated upon depositing in a public repository (LaRS / SwissUBase and RDR Leuven) after project conclusion. These repositories assign metadata standardized according to Dublin Core, thus enable findability of the data.

In the aforementioned repositories a meticulous tree structure will serve as a navigational guide, leading users to the desired information in a self-explanatory manner. This structure will facilitating an intuitive understanding of the various components of the data. The metadata associated with each file will include essential details such as a unique identifier (unique ID), the name of the person responsible for collecting or contributing the data, the name of the survey and the conditions for accessing the relevant data – while being completely anonymised.

The process for the production dataset is slightly more complex, as each ID is also pseudonymized; this metadata set is keyed securely. In addition, the data collection protocol, analysis methods, and decisions made are documented in a readme file.

Will a metadata standard be used to make it ☐ Yes easier to find and reuse the data? \bowtie No If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used: If so, please specify which metadata standard will be used. If not, please specify which metadata will be created to make the data If no, please specify (where appropriate per dataset or data type) which metadata will be created: easier to find and reuse. Metadata that is relevant for this project (mainly about sociodemographic information of the participants) REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN will be kept in a separate csv-file that is generated from the MySQL database that is the initial storage for FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. the collected metadata. We will use pseudoanonymization in order to provide unique codes to each STANDARD LISTS WITH UNIQUE IDENTIFIERS. participant and his/her metadata.

	4. Data Storage & Back-up during the Research Project
Where will the data be stored?	 for the metadata and the questionnaire data: a MySQL-database hosted by the KU Leuven (https://icts.kuleuven.be/sc/hosting/hostinglinuxmysql); capacity: < 1 GB for the recordings: a Unix server hosted by the KU Leuven (https://icts.kuleuven.be/sc/storage/server-file-storage); capacity: 1 TB We will use the desktop file storage offered at KU Leuven, including central network folders KU Leuven OneDrive (this storage space is safe and automatically backed up). We will also use two external hard drives for local storage.

How will the data be backed up? during the first 5 years, including the years of the project, the data will be stored on the Unix server WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO (cfr. supra: https://icts.kuleuven.be/sc/storage/server-file-storage); automatic server backups are PREVENT DATA LOSS? DESCRIBE THE LOCATIONS, STORAGE MEDIA AND guaranteed at least once every 24h.; capacity: 1 TB PROCEDURES THAT WILL BE USED FOR STORING AND BACKING UP DIGITAL AND NON-DIGITAL DATA DURING RESEARCH. 6 after the first 5 years (up to a total 10 years) the data will be stored on a large volume storage server at the KU Leuven: REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP https://icts.kuleuven.be/sc/storage/grotevolumestorage; capacity: min. 5 TB PROCEDURES WHEN APPROPRIATE. after 10 years the storage options will be re-evaluated. Is there currently sufficient storage & backup capacity during the project? If yes, specify □ No concisely. If no or insufficient storage or backup If yes, please specify concisely: Yes capacities are available, then explain how this will be taken care of. During the first 5 years, including the years of the project, the data will be stored on a Unix server at KU Leuven (cfr. supra: https://icts.kuleuven.be/sc/storage/server-file-storage); automatic server backups are guaranteed at least once every 24h. If no, please specify:

⁶ Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

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. 6

All PCs purchased through the Faculty have Bitlocker pre-installed; servers and databases can only be accessed with personal login data that is provided by the KU Leuven to the researchers involved in the project.

SAFE STORAGE OF PSEUDONIMISED SPOKEN DATA

Spoken data:

- A list of names (boys and girls) is created. Each name on the list is assigned a random number between 1 and 90.
- The names of the respondents are assigned a random sequence number.
- The sequence numbers are linked, and thus a random (girl or boy) name is assigned to each respondent.

Storage mode: the PI keeps the key in a separate folder created specifically for this document. The keys are stored in a password-protected Word document. The key and the data are not in the same place.

The online questionnaires are anonymous and thus don't have to be pseudonomised or stored with a key.

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

The costs for storage and back up of the data, during the project, has been calculated to amount to 808.15 euros (this includes: KU Leuven's ICTS container hosting platform for the SPEAK-IT app, the 'Small Volume Server: Type 1' and the Linux MySQL database hosting service).

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).	It is intended that all data will be preserved for longitudinal research, that is, kept for more than 10 years. This approach is taken because the project marks the beginning of long-term research aimed at studying language change throughout the life span of speakers.			
Where will these data be archived (stored and curated for the long-term)?	Storage capacity up to 5 years after the end of the project is already budgeted, and the data will be stored on a Large Volume Storage/L-drive (capacity: 5 TB) at the KU Leuven (cost: 2.378,50 euros). After the fifth year, we will reconsider how the storage will be budgeted. However, the questionnaire and transcriptions occupy significantly less space than original recordings, and can therefore be kept on external harddrives property of the principal investigators of the project.			
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	€ 3,186.65; these costs are covered by the FWO-Weave grant that funds the project.			

6. Data Sharing and Reuse Will the data (or part of the data) be made available for reuse after/during the project? ⊠ Yes, in a restricted access repository (after approval, institutional access only, ...) Please explain per dataset or data type which ☐ No (closed access) data will be made available. ☐ Other, please specify: NOTE THAT 'AVAILABLE' DOES NOT NECESSARILY MEAN THAT THE DATA The raw unanonymised data will be preserved on the storage solution (L-drive). As soon as the data is fully SET BECOMES OPENLY AVAILABLE, CONDITIONS FOR ACCESS AND USE transcribed, it will be extracted from the server. Pseudonymized transcriptions will be published on the KU MAY APPLY. AVAILABILITY IN THIS OLIESTION THUS ENTAILS BOTH OPEN Leuven data repository RDR (https://www.kuleuven.be/rdm/en/rdr) and on the LaRS/SwissUbase & RESTRICTED ACCESS. FOR MORE INFORMATION: HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EUrepository in Switzerland. REPO/#INFOEUREPO-ACCESSRIGHTS If access is restricted, please specify who will be able to access the data and under what Principal investigators (Silvia Natale, Stefania Marzo, Stefano De Pascale) conditions. App developer (Daniel Wanitsch) two PhD students, to be appointed jobstudents who will work on the transcriptions (to be appointed)

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:
	After anonymization of the recordings, we will make sure that no traces of personal data are left in the transcripts.
Where will the data be made available? If already known, please provide a repository per dataset or data type.	On the KU Leuven data repository RDR (https://www.kuleuven.be/rdm/en/rdr) and on the LaRS/SwissUbase repository in Switzerland.
When will the data be made available? This could be a specific date (DD/MM/YYYY) OR AN INDICATION SUCH AS 'UPON PUBLICATION OF RESEARCH RESULTS'.	This initiative will be in place at the end of the project (2027), after the dissertation defense and publication of the first papers. This approach ensures academic integrity and strategic publication of research results, allowing for peer review and scholarly discourse prior to public access.

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. EXAMPLE ANSWER: E.G. "DATA FROM THE PROJECT THAT CAN BE SHARED WILL BE MADE AVAILABLE UNDER A CREATIVE COMMONS ATTRIBUTION LICENSE (CC-BY 4.0), SO THAT USERS HAVE TO GIVE CREDIT TO THE ORIGINAL DATA CREATORS." 7	Participants have the right to access their data at any time but have consented to the use of their data by the project leaders for research purposes. The data will be shares under the license CC-BY-NC 4.0 and the data is owned by the PIs and their respective institutions. Participants retain full access to their data if they wish.
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.	∀es □ No If yes:
What are the expected costs for data sharing? How will these costs be covered?	Data sharing costs, through the respective university repositories, is free of charge (and maintained by the universities).
	7. Responsibilities
Who will manage data documentation and	The PI's and the PhD students

metadata during the research project?

⁷ Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

Who will manage data storage and backup	The PI's and the PhD students
during the research project?	
Who will manage data preservation and	The PI's and the PhD students
sharing?	
Who will update and implement this DMP?	The PI's and the PhD students