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	Manuel Aalbers, https://orcid.org/0000-0001-6640-0988
Contributor name(s) (+ ORCID) & roles	Barbara Audycka-Zandberg, co-applicant at the University of Warsaw, https://orcid.org/0000-0003-2923-9042
Project number[1] & title	CELSA/22/011 Housing Financialization in European Cities: Case Studies of Brussels and Warsaw
Funder(s) GrantID[2]	KU Leuven
Affiliation(s)	X KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: Provide ROR[3] identifier when possible:

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[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	The project aims to analyze the growing role of financial markets and practices in shaping the local housing environment. This process, called financialization, has been a subject of academic research after the 2008 global housing crisis, which affected many European households. Despite the regulatory measures taken to mitigate it, financialization continues to expand to new regions and new types of tenure. Global financial actors influence the prices of housing units, which rise faster than incomes and make households increasingly dependent on mortgage loans. But recently they also entered the rental market as landlords, acquiring hundreds of units in large cities, and often benefiting from tax exemptions and a friendly legal environment. The negative effects of financialization and its role in reducing housing affordability have been pointed out by both the academic community and the reports of the European Commission and the United Nations. In the project, we will analyze the ongoing financialization in two capital cities: Brussels and Warsaw. Our first goal is to identify the scope and effects of housing financialization in the cities, and the main actors involved in this process. In addition, we will analyze the policy and civil society responses, including local regulatory measures taken to increase housing affordability, and existing and proposed alternatives to financialized housing models. To reach these objectives, we will analyze publicly available statistics, review national and local regulation and policy documents, and conduct semi-structured interviews with the representatives of business, local government and civil society. The project will provide an insight into the financialization process in two European cities and identify both common patterns and local diversity. It is designed to serve as a pilot study for a larger international project, either within the Transformations or Democracy themes of the EU's Horizon program or within MSCA Doctoral Networks.

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[4].

				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
Qualitative data: semi-structured interviews	Interviews with policy, civil society and industry stakeholders	Generate new data	Potentially digital	Either observational (notes) or sound (audio recording)	Most likely .mp3 or similar, provided interviewees give permission to be recorded; in case they do not, we will take notes	< 1 GB	
Re-use of publicly available statistics	Real estate data from government statistics offices as well as public data from private real estate agencies	Reuse existing data	Digital	Compiled/ aggregated data	Webpages, .pdf, .xls or other formats	< 100 MB	
Policy	Government	Reuse existing data	Digital	Other: reports	Mostly in .pdf	Potentially < 100	

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

documents	documents containing policies, plans, problem analysis, etc.					MB but definitely < 1 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.	See table.

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[5] These data are generated by combining multiple existing datasets.

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, please describe these issues further and refer to specific datasets or data types when appropriate.	☐ Yes, human subject data ☐ Yes, animal data ☐ Yes, dual use ☒ No If yes, please describe:
Will you process personal data[6]? If so, briefly describe the kind of personal data you will use. Please refer to specific datasets or data types when appropriate. If available, add the reference to your file in your host institution's privacy register.	☐ Yes ☒ No If yes: - Short description of the kind of personal data that will be used: - Privacy Registry Reference:
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:

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[6] See Glossary Flemish Standard Data Management Plan

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:

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).	Recorded interviews will be labelled and stored, but will not be made available to others unless specific requests to share the data reach the PI of the project. It is not common in qualitative research to share qualitative data with other researchers, and where qualitative data is shared, it is typically only shared after a request has been filed and researchers have agreed on how the data can be used.
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: No metadata will be created.

4. Data Storage & Back-up during the Research Project	
Where will the data be stored?	Data will be stored on a secured cloud provided by SET-IT (I-Drive), according to the rules of the Division of Geography and Tourism. Back-up will be executed regularly and a copy will be additionally saved on the researcher's personal encrypted hard-drive.
How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS? DESCRIBE THE LOCATIONS, STORAGE MEDIA AND PROCEDURES THAT WILL BE USED FOR STORING AND BACKING UP DIGITAL AND NON-DIGITAL DATA DURING RESEARCH.[7]* *REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.*	Backups will be done on a daily basis on the secure cloud issued by KU Leuven (I-Drive and OneDrive). On a monthly basis, the researchers will back up the data on a personal encrypted hard drive. Backups are synced automatically. Additional back-ups will be executed by the researchers on their personal password-protected hard drives.
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 yes, please specify concisely: The storage and backup capacity are already provided by our SET-IT. 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. [7]*	Data will be stored on the internal KU Leuven servers (I-Drive), with the possibility of a back-up copy on a password-protected encrypted hard drive owned by the researchers.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	The costs for the storage are already paid through the allocation of funds to SET-IT.

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…).	All data will be kept for 10 years.
Where will these data be archived (stored and curated for the long-term)?	The data will be stored on the storage system offered by the KU Leuven SET-IT for 10 years.

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	The amount of the data collected to successfully complete this research project will be smaller than 1 GB. The costs for the storage are already paid through the allocation of funds to SET-IT. If necessary, the PI has budget to cover data preservation after the end of the project and within the 10-year period. Considering the size, this should not be a very expensive affair.

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, in an Open Access repository ☐ Yes, in a restricted access repository (after approval, 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.	Anyone interested can contact the PI. As common in qualitative research, data iare not shared unless: a) a request has been filed; and b) an agreement has been reached on how the data can be re-used.
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.	N/A

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'.*	Only if requested and when an agreement can be reached on re-use.
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." [8]*	That depends on the request to re-use the data.
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 ☒ No If yes:
What are the expected costs for data sharing? How will these costs be covered?	N/A

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[8] Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	The researchers, under supervision of and in consultation with the PI, are responsible for data documentation.
Who will manage data storage and backup during the research project?	The researchers, under supervision of and in consultation with the PI, are responsible for data storage and backup.
Who will manage data preservation and sharing?	The PI is responsible for data preservation and sharing.
Who will update and implement this DMP?	The PI bears the end responsibility of updating & implementing this DMP.