

## 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	Lieke van Deinsen <a href="http://orcid.org/0000-0001-6732-602X">http://orcid.org/0000-0001-6732-602X</a>
Contributor name(s) (+ ORCID) & roles	
Project number <sup>1</sup> & title	3H230748 Partners in Innovation. Women Publishers as Knowledgeable Agents in the Low Countries' Book Trade (1550-1750).
Funder(s) GrantID <sup>2</sup>	G031924N
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
Please provide a short project description	<p>The prototypical image of the knowledgeable agent has long been that of a man. By addressing the historical roots of this gender bias, this project reveals a different lineage. Based on case-studies of female entrepreneur-publishers, recent scholarship has suggested that the role of women in the knowledge production was more significant than hitherto accepted. However, as these female publishers were hidden behind imprints like “printed by widow and heirs”, a full understanding of their impact on the production and transfer of knowledge is conspicuously lacking. This project pioneeringly analyses the roles of Netherlandish women publishers as knowledgeable agents in the early modern knowledge economy: Who were the women participating as publishers in the business of knowledge? What was the nature and extent of their own portfolio? How were they represented as knowledgeable agents, and how did they impact the knowledge production? By addressing these questions for four key printing centres in intellectual and commercial hubs in the Low Countries (Leuven, Leiden, Antwerp, Amsterdam), this project will revise the persistent male-dominated understanding of knowledge production in the early modern era. As such, Partners in Innovation, helps to create openended visions of knowledge production and transfer in past and present.</p>

<sup>1</sup> “Project number” refers to the institutional project number. This question is optional. Applicants can only provide one project number.

<sup>2</sup> 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 <sup>3</sup>.

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
STCN	Bibliographical records of books published in the Low Countries (North)	<input 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:	.csv	<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	
STCV	Bibliographical records of books published in the Low Countries (South)	<input 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:	.csv	<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	
USTC	Bibliographical records of books published in the Low Countries (North & South)	<input 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	.csv	<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	

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<sup>3</sup> Add rows for each dataset you want to describe.

				<input type="checkbox"/> Software <input type="checkbox"/> Other:			
ODIS-Fiches (KADOC)	Biographical information / Visualise the network between authors, printers, publishers and books in early modern Leuven & Antwerp	<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:	ODIS-fiches	<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	
Ecartico	Linked-data Biographical Information	<input 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:	.csv	<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	
Photo reproduction + digital copies of (paratextual) early modern books	Digital reproductions of early modern books published by women publishers	<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:	Compilation (pdf / jpg)  (Delpher / google. books / archive. org + photo' s made in heritage collections)	<input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	

<p><i><b>GUIDANCE:</b></i>  <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><a href="#"><u>RDM Guidance on data</u></a></p>							
<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.</p>				<p>The project builds upon large-scale bibliographical and biographical inventories on early modern book production in the Low Countries.</p> <p>For the Southern Netherlands, this project builds upon existing databases preserved in the online ODIS infrastructure aimed at construing early modern printers and scholarly networks, most notably that of Dieter Cammaerts and Violet Soen, <i>Manuale Lovaniense</i> (2021); and Heleen Wyffels, Violet Soen and Johan Verberckmoes, <i>Impressae</i> (2020). The reconstructed networks presented in ODIS will firstly be used to quickly become familiar with the contours of the social relations in the Southern Netherlands (Antwerp/Leuven). Yet, the ODIS platform is designed as a living networking tool rather than a static representation. To this end, it makes it possible for researchers to extend upon existing databases, which in turn transforms the reconstructed network. Thereby, this project transforms the existing scholarly network created in ODIS. This data will be complimented with a data dump from the Short Title Catalogue Flanders (STCV), a .csv version of the relevant information has been provided by the current co-ordinator Heleen Wyffels.</p> <p>For the Northern Netherlands, the project will combine the bibliographical information included in the STCN (in collaboration with the current STCN team, incl. Eric Vos, Esther van Gelder and Sylvia van Zanen) and the USTC (Arthur der Weduwen), and connected (in collaboration with the CREATE-team) to Ecartico (KNAW/Huygens ING, Leon van Wissen, Judith Brouwer, Harm Nijboer).</p>			



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 <sup>4</sup> ? 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 type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

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<sup>4</sup> See Glossary Flemish Standard Data Management Plan

### 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.\*](#)

Through the means of a README.text file, we will make the collected data as comprehensible as possible for future researchers. The majority of the transferable data will be biographical and bibliographical information that is set to be incorporated in the ODIS networking tool, as well as in the different STC's. This will be realized in close collaboration with the two coordinators of these datasets, resp. Heleen Wyffels (STCV) and Esther van Gelder (STCN). In order to meet the international standard unique identifiers will be used, both on the level of the books (STC-IDs) and agents (VIAF)

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:  
 The bibliographical guidelines of the STC's will be followed. See the STCV and STCN handbooks.

If no, please specify (where appropriate per dataset or data type) which metadata will be created:

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

<p>Where will the data be stored?</p> <p><i>Consult the <a href="#">interactive KU Leuven storage guide</a> to find the most suitable storage solution for your data.</i></p>	<p> <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 type="checkbox"/> Large Volume Storage  <input type="checkbox"/> Digital Vault  <input type="checkbox"/> Other:         </p>
<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>	<p> <input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution  <input type="checkbox"/> Personal back-ups I make (specify)  <input type="checkbox"/> Other (specify)         </p>
<p>Is there currently sufficient storage &amp; 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 checked="" type="checkbox"/> Yes  <input type="checkbox"/> No         </p> <p>If no, please specify:</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><a href="#">Guidance on security for research data</a></p>	<p>All data will be stored at dataserver facilities at KULEuven. These dataservers are highly secured.</p>

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	All costs of the storage above are covered by the faculty
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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><a href="#">Guidance on data preservation</a></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><a href="#">Dedicated data repositories</a> 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 <a href="#">interactive KU Leuven storage guide</a>.</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 type="checkbox"/> Other (specify):</p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>A cost estimate will be made with regard to the long-term storage of data on the faculty's network drives. In light of the type of data to be stored, this cost can be safely assumed to be relatively small and fundable out of the project budget</p>

## 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](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:

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:

Where will the data be made available? If already known, please provide a repository per dataset or data type.	<input checked="" type="checkbox"/> KU Leuven RDR <input checked="" type="checkbox"/> Other data repository (specify) incorporated in the STCN/STCV <input type="checkbox"/> Other (specify)
When will the data be made available?	<input checked="" type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input type="checkbox"/> Other (specify)
Which data usage licenses are you going to provide? If none, please explain why.  <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> Check the <a href="#">RDR guidance on licences</a> for data and software sources code or consult the <a href="#">License selector tool</a> to help you choose.	<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)
Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.  <i>INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.</i>	<input type="checkbox"/> Yes, a PID will be added upon deposit in a data repository <input type="checkbox"/> My dataset already has a PID <input checked="" type="checkbox"/> No The data will be incorporated in existing databases.
What are the expected costs for data sharing? How will these costs be covered?	A cost estimate will be made with regard to the long-term storage of data on the faculty's network drives. In light of the type of data to be stored, this cost can be safely assumed to be relatively small and fundable out of the project budget

## 7. Responsibilities

Who will manage data documentation and metadata during the research project?	The affiliated Research of the Project; lead by the PI
Who will manage data storage and backup during the research project?	The PI
Who will manage data preservation and sharing?	The PI
Who will update and implement this DMP?	The PI