

C2M/24/013 Intercooperation: Increasing cooperatives' legitimacy and societal contribution through cooperation among cooperatives

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.

Dataset name / ID	Description	New or reuse	Digital or Physical data	Data Type	File format	Data volume	Physical volume
		<i>Indicate: N(ew data) or E(xisting data)</i>	<i>Indicate: D(igital) or P(hysical)</i>	Indicate: Audiovisual Images Sound Numerical Textual Model Software Other (specify)		Indicate: <1GB <100GB <1TB <5TB >5TB NA	
Scoping review	Dataset consisted of former published relevant studies for a scoping review analysis	N	D	N, T	.enlx, .xlsx	<1GB	-
Semi-structured interviews1	Transcriptions of semi-structured interviews	N	D	A, T	.wav, .mp4, .docx, .nvp, .xlsx	<100GB	
Survey1	Quantitative data from survey	N	D	N, T	.xlsx, .spv, .sav, .dta	<1GB	

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:

No existing data will be reused

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 below)

Data will include interview data, with potential personal information (see question below). A PRET-SMEC approval will be asked in due time (during the first year of the project).

Will you process personal data? 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)

Data will include personal data, in particular name, position in the enterprise, tenure in the cooperative movement, which can lead to the identification of a particular person. Data will be pseudonymised. A PRET-SMEC approval will be asked in due time (during the first year of the project).

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.

- No

Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material or Data transfer agreements, Research collaboration agreements)? If so, please explain in the comment section to what data they relate and what restrictions are in place.

- No

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 in the comment section to what data they relate and which restrictions will be asserted.

- No

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).

All the essential information about the documentation of the research data will be clearly described with details in the metadata. For the qualitative data, as it is not intended to be publicly accessible due to privacy reasons, all the essential information will be documented in metadata, accompanied with a README.txt file describing the data collection procedure. For quantitative data, the pseudonymized dataset in the repository (RDR KU Leuven) will be accompanied with a README.txt file providing methodological, analytical, and procedural information (tools and software), and a codebook with names and definitions of variables and units of measurement.

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.

- Yes

The metadata of the project will be deposited and shared via KU Leuven Research Data Repository, following the DataCite metadata standard.

Data Storage & Back-up during the Research Project

Where will the data be stored?

- Sharepoint online

- Sharepoint on-premis

How will the data be backed up?

- Standard back-up provided by KU Leuven ICTS for my storage solution

Is there currently sufficient storage & backup capacity during the project?

If no or insufficient storage or backup capacities are available, explain how this will be taken care of.

- Yes

How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

KU Leuven ICTS security protocols grant secure data storage space with restricted access to unauthorized users.

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

For the needs of this project, KU Leuven ICTS provides sufficient and safe data storage and backup solutions without extra costs.

Data Preservation after the end of the Research Project

Which data will be retained for 10 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 preserved for 10 years according to KU Leuven RDM policy

Where will these data be archived (stored and curated for the long-term)?

- KU Leuven RDR

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?

We don't expect extra costs for the retention period.

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.

- Yes, as restricted data (upon approval, or institutional access only)

The data to be collected will be context specific and even when the datasets are pseudonymized, they may contain sensitive information, thus the use of the datasets has to follow certain restrictions. For the case of qualitative data, only the metadata will be accessible. For the case of quantitative data, their availability will be granted after official request.

If access is restricted, please specify who will be able to access the data and under what conditions.

The access to qualitative data is not permitted. The access to quantitative data will be permitted after a data-sharing agreement.

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

The qualitative dataset, although pseudonymized, cannot be shared due to privacy aspects. Anonymizing it fully will make the data too incomplete to be used in an appropriate way for scientific research.

Where will the data be made available?

If already known, please provide a repository per dataset or data type.

- KU Leuven RDR (Research Data Repository)

When will the data be made available?

- Upon publication of research results

Which data usage licenses are you going to provide?

If none, please explain why.

- Other (specify below)

The qualitative data will not be offered for reuse for privacy reasons.

The quantitative data usage will follow the CC-BY-NC-ND-4.0 license.

Do you intend to add a persistent identifier (PID) to your dataset(s), e.g. a DOI or accession number? If already available, please provide it here.

- Yes, a PID will be added upon deposit in a data repository

What are the expected costs for data sharing? How will these costs be covered?

There are no expected costs for data sharing.

Responsibilities

Who will manage data documentation and metadata during the research project?

The data manager is Yannis Perifanos.

Who will manage data storage and backup during the research project?

Yannis Perifanos

Who will manage data preservation and sharing?

Yannis Perifanos

Who will update and implement this DMP?

Yannis Perifanos