

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	Wanjing Jiang
Contributor name(s) (+ ORCID) & roles	
Project number ¹ & title	3H230619 Overstaying Immobility: undocumented domestic worker activists in Belgium
Funder(s) GrantID ²	FWO
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

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.

Please provide a short project description	<p>Building on existing literature in mobility studies and the renewed focus on immobility, this project uses anthropological methods to study empirically how immobility is chosen, forced and subsequently contested in migration. Immobility refers to the spatial condition of staying put, the experience when waiting indefinitely, and the feeling of being stuck. Aiming to nuance the existing overlooked literature on immobility, this project bridges with citizenship studies and adopts an extra focus on undocumented activism as a method to contest systematic forces on immobility. The community of overstayed domestic worker activists in Brussels is chosen as the case study because of the researcher's existing network, the lack of scholarly attention on Belgium's undocumented domestic workers and Brussels' relevance for undocumented activism. This project adopts anthropological methods of long-term participant observation, in-depth interviews, and collaborative (auto)ethnographies, combined with qualitative policy analysis, to achieve three objectives. The three objectives are to 1) theorise overstayers' reasons for choosing overstaying immobility, 2) identify regimes' socio-legal policies that force overstaying immobility and 3) measure overstayers' activist strategies to contest the forced overstaying immobility.</p>
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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.

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
		<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input checked="" type="checkbox"/> Physical	(scanned) Hand-written notes; literature review (reuse existing data); Recorded audio of in-depth interviews; Transcribed interview into word documents; (typed) notes and ethnography	.pdf .m4p or ma4 .docx	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	2 hand-written note books of 50 pages

³ Add rows for each dataset you want to describe.

<p>GUIDANCE:</p> <p><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>RDM Guidance on data</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>I will reuse existing literature from published journal to support my research findings. I am not sure yet which existing literature will be used in my research findings.</p>
<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.</p>	<p><input checked="" 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 type="checkbox"/> No Additional information: G-2023-7341-R2(MAR)</p>
<p>Will you process personal data⁴? 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).</p>	<p><input checked="" type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input type="checkbox"/> No Additional information: G-2023-7341-R2(MAR)</p>
<p>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.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment:</p>

⁴ See Glossary Flemish Standard Data Management Plan

<p>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.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:</p>
<p>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.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:</p>

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.*](#)

The project involves sensitive data of undocumented people in Belgium. Their personal data that might reveal their identity (includ.names and birth dates) will be strictly protected.

This research involves interviewing of and fieldnote-taking about migrant domestic workers who have experience overstaying in Belgium. It will involve pseudonymisation of qualitative data. The principle is to strictly keep their direct identified information between me and the interlocutors, and to make their identities as untraceable as possible to third parties. At the beginning of my data collection, I will inform them with an information letter that their traceable personal details (direct identifier), such as legal names, birthplace, birthdates, and concrete residential location, will not be used in this research. If such information shows up in the recorded interviews, they will be erased or falsified upon transcription. I will recommend them to give me false personal information, especially pseudonym. Considering that some of them might want to use their legal name for this research because they might think it would help them with future regularization, I will inform all participants and ensure that all their names will be pseudonymised again after data collection. I will retrieve indirect personal information relevant to their migration trajectories and experiences without revealing their sensitive personal information such as legal names and residencies.

To further secure their privacy, all collected audio recordings will be immediately erased after transcription and within 48 hours after the interview is conducted. The audio recording will be stored in and deleted from my encrypted laptop and KU Leuven Onedrive. My hand-written fieldnotes will also be destroyed after being transferred to a Word document in my encrypted laptop. The fieldnotes document, the transcription of interviews and my interlocutors' other personal data will be stored in my laptop, KU Leuven One Drive, and a hard drive encrypted by KU Leuven ITCS. The pseudonimisation process will be finalised during transcription and field-note digitalisation. During the analysis and writing up, all data will be saved on my work laptop, KU Leuven OneDrive, and an encrypted hard drive. By the date of my thesis defense, I will delete all my interlocutors' contact details, and will follow my promoter's advice to store or destroy all the rest of the data (e.g. interview transcriptions and field notes), depending on the political and academic situation by the end of this project.

My interlocutors' contact information will only be saved in my encrypted personal phone with a pseudonomised name. I will be the only one who knows the passwords to my phone. Their contact data

	<p>will only be used for communication between them and me, and will be deleted after this research is finished, by the day of my thesis defence. I will know whom the name in my thesis refers to because this research requires 18 months of participant observation with my interlocutors. I will not investigate whether the names given or used by the interlocutors are their legal names. Note that some interlocutors use multiple names and it is already difficult to identify them by the name they commonly use. However, other interlocutors in the field or anyone who are familiar with the pseudonymised subject could possibly recognize their identities through the combination of the migration trajectories, country of origins, and other details.</p> <p>This research also involves interviewing of professionals who specialise on policies that affect migrant domestic workers' conditions in Belgium. I will pseudonymise their names but give credits to their organisation, especially when the organisations are well-known in the public sector. Upon request and after consultation with my supervisor, I may give credit to the professional in my acknowledgement part.</p> <p>After data generation, the thesis and articles will be published and identifiable by DOI.</p>
<p>Will a metadata standard be used to make it easier to find and reuse the data?</p> <p>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.</p> <p><i>REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.</i></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</p>

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

<p>Where will the data be stored?</p> <p><i>Consult the interactive KU Leuven storage guide 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 checked="" type="checkbox"/> Personal back-ups I make (specify) I will scan all my hand-written fieldnotes and back up my interview recordings to KU Leuven one drive, an encrypted hard drive set up by KU Leuven ICTS and my Bitlocker encrypted work computer. <input type="checkbox"/> Other (specify) </p>
<p>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.</p>	<p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If no, please specify: Considering my fieldwork includes fieldnotes, recorded and transcribed interviews, KU Leuven ICTS will provide me with sufficient 50 GB data storage and backup capacities. </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><u>Guidance on security for research data</u></p>	<p>All the digital access are strictly limited to the researcher's KU Leuven account, which KU Leuven ITCS has and will set up based on their security training. The KU Leuven OneDrive can be accessed from the KU Leuven university network, which is available by an encrypted VPN-connection or web interface. They require authentication the researcher herself, which can only be approved from an installed app that requires her username and password in KU Leuven, as well as her Face ID.</p> <p>Moreover, the researcher's work laptop is strictly set up by KU Leuven ICTS, based on strict security standard that limits the access to the researcher and certain ICTS supervisor, upon request of the researcher and in case of emergency.</p> <p>During collection, data will be backed up on my work laptop and secured with Windows Bitlocker, with copies uploaded to OneDrive and a hard drive encrypted by KU Leuven ITCS. Before transcription, only the researcher knows where the hand-written fieldnote is kept. The fieldnotes are written in a code-switching Chinese, French and English, which makes it difficult for anyone other than the researcher to understand.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>Free access to KU Leuven 50 GB storage is provided by ITCS. Cost for an encrypted hard drive will be approx.. 100 Euros, and a work computer will be approx. 500 Euros. They will be covered by my FWO bench fee.</p>

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>Guidance on data preservation</p>	<p> <input type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy <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 <input checked="" type="checkbox"/> Certain data cannot be kept for 10 years (explain) </p> <p>I will store the data only under my interlocutors' consent. Because my data will be collected from undocumented people and the EU's General Data Protection Regulation (GDPR) protects my interlocutors' privacy. Under GDPR, informed consent must specify the duration of data retention, the methods of data collection, and the conditions for sharing the data or not. If informal consent were not to be met, we should respect undocumented people's choices to not store their data for any specific period of time. In this research, I will delete my interlocutors' data after the research is finished (by the date of my thesis defence), because future misuse of undocumented people's data might bring unflavourable legal and social consequences on my interlocutors and research institute.</p>
<p>Where will these data be archived (stored and curated for the long-term)?</p> <p><i>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.</i></p>	<p> <input checked="" type="checkbox"/> KU Leuven RDR <input type="checkbox"/> Large Volume Storage (longterm for large volumes) <input checked="" type="checkbox"/> Shared network drive (J-drive) <input checked="" type="checkbox"/> Other (specify): encrypted personal computer and recording device; physical notebook. </p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>Unknown. They will be covered by my bench fee.</p>

6. Data Sharing and Reuse

<p>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.</p> <p><i>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:</i> https://wiki.surfnet.nl/display/STANDARDS/INFO-EU-REPO/#INFO-EURO-ACCESSRIGHTS</p>	<p><input type="checkbox"/> Yes, as open data</p> <p><input type="checkbox"/> Yes, as embargoed data (temporary restriction)</p> <p><input checked="" type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only)</p> <p><input type="checkbox"/> No (closed access)</p> <p><input type="checkbox"/> Other, please specify:</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>The researcher (Wanjing Jiang) will have access to the data during the research period. Considering potential publication requirement, data access will be given to the journals only after ethical and security consultation with KU Leuven PRET and the promoter (Noel B. Salazar).</p>
<p>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.</p>	<p><input type="checkbox"/> Yes, privacy aspects</p> <p><input type="checkbox"/> Yes, intellectual property rights</p> <p><input checked="" type="checkbox"/> Yes, ethical aspects</p> <p><input type="checkbox"/> Yes, aspects of dual use</p> <p><input type="checkbox"/> Yes, other</p> <p><input type="checkbox"/> No</p> <p>If yes, please specify:</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p><input checked="" type="checkbox"/> KU Leuven RDR</p> <p><input type="checkbox"/> Other data repository (specify)</p> <p><input type="checkbox"/> Other (specify)</p> <p>More details will be provided in the future.</p>

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 RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.	<input 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 checked="" 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
What are the expected costs for data sharing? How will these costs be covered?	N/A

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Wanjing Jiang

Who will manage data storage and backup during the research project?	Wanjing Jiang
Who will manage data preservation and sharing?	Wanjing Jiang
Who will update and implement this DMP?	Wanjing Jiang