

FONDS VOOR WETENSCHAPPELIJK ONDERZOEK - RESEARCH FOUNDATION FLANDERS (FWO): FWO DMP (FLEMISH STANDARD DMP) – MEMEZE (G0AC524N) DMP

QUESTIONNAIRE

Describe the datatypes (surveys, sequences, manuscripts, objects ...) the research will collect and/or generate and /or (re)use. (use up to 700 characters)

The project will produce the following data: 1) Raw measurement data; 2) Experimental results and interpreted data ; 3) Scholarly outputs including reports, manuscripts, presentations, and posters, and 4) visualizations of the results, transforming complex datasets into intuitive graphics

Specify in which way the following provisions are in place in order to preserve the data during and at least 5 years after the end of the research? Motivate your answer. (use up to 700 characters)

Data and metadata will be stored in a structured project folder accessible only to project team members (SharePoint). Experimental data (NMR, X-ray, experimental protocols) data will be managed according to NMRCoRe DMP. Upon project completion, all research data will be archived by KU Leuven IT services (shared network drive, ICTS, KU Leuven). Research data utilized in or supporting published manuscripts will be publicly shared by archiving in the KU Leuven Research Data Repository (RDR) and will be retained for 10 years following the project, in accordance with the RDM policy.

What's the reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years? (max. 700 characters)

- Not applicable

Are there issues concerning research data indicated in the ethics questionnaire of this application form? Which specific security measures do those data require? (use up to 700 characters)

- No

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1. 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
		Indicate: <i>N</i> (ew data) or <i>E</i> (xisting data)	Indicate: D (igital) or P (hysical)	Indicate: Audiovisual Images Numerical Textual Model Software Other (specify)		Indicate: <1GB <100GB <1TB <5TB >5TB NA	
Analytical data	Chemical / spectroscopic raw data	N	D	N	ascii; binary	<1GB	
Experimental results	interpreted data	N	D	T/N/I	ascii; binary; graphics; tabular; text	<1GB	
Technical drawings	Technical drawings	N	D	I	Graphics	<1GB	
Reports Manuscripts	presentation and discussion of results	N	D	T/N/I	ascii; binary; graphics; tabular; text	<1GB	

Visualisation	Visualization of results	N	D	AI	Graphics	<1GB	
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Are there any ethical issues concerning the creation and/or use of the data (e.g. experiments on humans or animals, dual use)? Describe these issues in the comment section. Please refer to specific datasets or data types when appropriate.

- No

Will you process personal data? If so, briefly describe the kind of personal data you will use in the comment section. Please refer to specific datasets or data types when appropriate.

- No

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/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.

- Yes
Instrument developments with potential for valorization
IP will be protected in collaboration with KU Leuven LRD. 12 months after the initial filing related data will be made public

2. 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).

Analytical and raw data will be indicated in the files / folders containing the Experimental results (e.g., tab sheet with list of source files interpreted). A dedicated .xls file will list all different source files and correlate to the measured and interpreted sample(s). A short description will be added for each (group of) files listed. Reports are kept together with the above (in a shared storage place / folder).

Will a metadata standard be used to make it easier to find and reuse the data? If so, please specify (where appropriate per dataset or data type) which metadata standard will be used. If not, please specify (where appropriate per dataset or data type) which metadata will be created to make the data easier to find and reuse.

- Yes
RDR KU Leuven

3. DATA STORAGE & BACK-UP DURING THE RESEARCH PROJECT

Where will the data be stored?

Memeze Teams site at KU Leuven
Long term storage on shared network drive (ICTS; KU Leuven)

How will the data be backed up?

Standard back-up provided by KU Leuven ICTS

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

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

Data is stored in the teams site Memeze, only team members have access to the site.

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

Long-term storage on KU Leuven network storage amounts to 105 Eur/year per TB. This cost is covered by the project

4. 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 preserved for 10 years according to KU Leuven RDM policy

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

shared network drive (KU Leuven; ICTS)

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

105 Euro per year, covered by project

5. DATA SHARING AND REUSE

Will the data (or part of the data) be made available for reuse after/during the project? In the comment section please explain per dataset or data type which data will be made available.

- Yes, in a restricted access repository (after approval, institutional access only, ...)
During project, current data restricted to members of research groups involved in research project
- Other, please specify:
As open data on harvard dataverse or kuleuven rdr for datasets. published in peer reviewed journals

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 in the comment section per dataset or data type where appropriate.

- No

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); harvard dataverse

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.

CC BY-NC 4.0

Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, you have the option to provide it in the comment section.

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?

Not applicable

6. RESPONSIBILITIES

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

Memeze PhDs and Postdocs
Project PIs : C. Kirschhock, B. Jacoby, E. Breynaert

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

ICTS KU Leuven

Who will manage data preservation and sharing?

Project PIs : C. Kirschhock, B. Jacoby, E. Breynaert

Who will update and implement this DMP?

Project PIs : C. Kirschhock, B. Jacoby, E. Breynaert,

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GDPR

Have you registered personal data processing activities for this project?

- Not applicable

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(FWO): FWO DMP (FLEMISH STANDARD DMP) - DPIA**

DPIA

Have you performed a DPIA for the personal data processing activities for this project?

- Not applicable