

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	Esther Lamberts 0009-0008-1296-0072
Contributor name(s) (+ ORCID) & roles	Gewoon Hoogleraar Dr. Kaat Wils https://orcid.org/0000-0002-9828-3760 Dr. Tinne Claes https://orcid.org/0000-0001-6531-8827
Project number ¹ & title	3H240540, Transnational trans histories: networks of healthcare provision in a new perspective (U.S., Canada, Belgium, 1960-200)
Funder(s) GrantID ²	1136125N (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>Despite the increasing societal attention for trans topics, it remains an overlooked subject in historiography. Although we know that trans healthcare became a transnational phenomenon decades ago, a comprehensive understanding of how trans-Atlantic and transnational transgender healthcare came into existence is lacking. This research project seeks to address this gap by exploring three transnational routes of transgender healthcare from 1960 to 2000. This period was characterized by the growing recognition of transsexualism and the emergence of private practitioners specialized in gender-affirming surgeries, but until now has received limited historical attention. Applying an innovative geographical approach, this project scrutinizes the concurrent existence of three geographically distinct routes to private plastic surgeons: those leading to Dr. Biber in Trinidad (US), Dr. Menard in Montreal (CA), and Dr. Seghers in Brussels (BE). Through critical discourse analysis, narrative analysis of archival sources, and oral history interviews, I will investigate how individuals, healthcare providers, and activists exchanged ideas and information about trans identity and healthcare across borders and oceans. How were these various routes connected to each other, how did information about them circulate, and how and why did people decide to travel to them? By answering these questions, this project will deepen our understanding of the complexities within transnational trans history.</p> <p>A primary objective of this research project is to illuminate trans people's experiences with the absence or presence of health care. Despite historians' frequent calls for patients' voices to be heard, health care providers and medical institutions remain the dominant actors in medical history. The narratives of trans people are therefore not optional additions in this project, but are considered crucial to a full understanding of the history of trans health care. This research focuses on how trans patients experienced health care, how their experiences evolved and how their interactions with other key players in this research, whether health care providers, scientists or trans organizations. A second objective is to determine how medical knowledge and experiences were disseminated within the trans community, through self-help and activist groups. While information about surgical options with Dr. Seghers, Dr. Biber and Dr. Menard may not have been readily apparent to the general public, it was actively shared and disseminated within the trans and LGBT+ community. of the health care provider. The third goal of this project focuses on the historical developments of treatment options, emphasizing the role of the healthcare professional. In the postwar period, it was difficult to find a physician or health care professional willing to treat trans people at all. With the demise of Johns Hopkins Hospital and other university programs in the U.S., more and more trans persons turned to private physicians. To gain more</p>
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	insight into the developments of trans care among private physicians, interviews will also be conducted here.
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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 type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:		<input 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	
1. Archival material	Sources	Generate new data	physical				Multiple archival materials preserved in the archives
2. Photographs of physical sources	Sources	Generate new data	Digital	Images (mostly of textual data)	.Jpg	<100 GB	/

³ Add rows for each dataset you want to describe.

3. Oral sources	Sources	Generate new data	Digital	Sound, MP3	MP3	<100 GB	/
4. Transcription of interviews	Output	Generate new data	Digital	Textual	.docx	<100 GB	/
5. Published sources	Sources	Reuse existing data	Digital or physical,	Textual or physical. Digital copies of physical pages or online publications	Pdf., jpg, or online available	<100 GB	Multiple books and articles (preserved in libraries)
6. Informed consent forms	Output	Generate new data	Physical or Digital	Textual or physical	Pdf.	<100 GB	/
7. Biographical references	Output, Biographic metadata of the literature I will collect during my research	Generate new data	Digital	Textual data stored in software, Zotero	Data stored in a Zotero Database, can be exported in various data formats, like BibTex or JSON	<100 GB	/
8. Notes	Notes about research	Generate new data	Physical or Digital	Textual	md.	<1GB	Paper notebook

<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>NA</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: Still in revision G-2024-8736</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-2024-8736</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

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 checked="" type="checkbox"/> No If yes, please explain:

3. Documentation and Metadata

<p>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).</p> <p>RDM guidance on documentation and metadata.</p>	<ol style="list-style-type: none"> 1. Folder structure for word document, excel ect. 2. A Read me document serves as a sort of guidebook that collects information about my workflow, where information is stored ect. 3. Zotero, a reference and bibliography manager, is used to collect and tag secondary sources. I am able to attach pdf and notes in Zotero. 4. I make use of Obsidian to take structured notes of my research, about primary and secondary sources as well as meetings ect. 5. I will be using Tropy, an archival image manager tool, to manage photos or digitalised primary sources. In this tool I am able to add metadata (title, date, creator, archive info ect) and tags to group items together. 6. Notes on paper, personal notes from archival visits, ideas, interviews ect.
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<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>The metadata standard Dublin Core as provided in Zotero will be used for the literature. The metadata standard in Trophy (also Dublin Core) will be used for the digital reproductions of the archival sources</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created: /</p>
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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 checked="" type="checkbox"/> Personal network drive (I-drive): KU Leuven OneDrive <input type="checkbox"/> Teams <input type="checkbox"/> Sharepoint online <input type="checkbox"/> Sharepoint on-premis <input checked="" type="checkbox"/> Large Volume Storage (TBD with supervisors) <input type="checkbox"/> ManGO <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 & 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</p> <p>During the project, I will make use of the KU Leuven OneDrive cloud service provided by the Faculty of Arts at KU Leuven. My data will probably be less than 50GB in total. This is the amount that I can store for free in data repositories.</p> <p><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><u>Guidance on security for research data</u></p>	<p>To ensure that the data are securely stored and not accessed or modified by unauthorized persons, several security measures are in place. At KU Leuven, two-factor authentication (2FA) is used to access systems, providing an extra layer of protection beyond a standard password. In addition, both the computers and the storage drives (e.g., OneDrive or internal network drives) are protected by strong passwords. This combination of measures ensures that only authorized individuals can access the data, safeguarding both their confidentiality and integrity.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>During the project, I will make use of the OneDrive cloud service provided by the Faculty of Arts at KU Leuven. This storage space is safe and automatically backed up, and allows for extra protection of sensitive data. After the project, I will make use of 'Archive storage' at KU Leuven. The cost for this (€75/500GB per year) will be covered with the bench fee. I will be responsible for the preservation of data during the project; afterwards, my supervisor Kaat Wils will take over this responsibility. She already will be given access to the OneDrive containing all data during the project (apart from sensitive data).</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 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>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</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>During the project, I will make use of the OneDrive cloud service provided by the Faculty of Arts at KU Leuven. This storage space is safe and automatically backed up, and allows for extra protection of sensitive data. I do not expect to exceed 50 GB of storage. Under 50 GB, use of KU Leuven RDR is free. After the project, I will make use of 'Archive storage' at KU Leuven. The cost for this (€75/500GB per year) will be covered with the 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: HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EU-REPO/#INFO-EU-REPO-ACCESSRIGHTS</i></p>	<p> <input type="checkbox"/> Yes, as open data <input type="checkbox"/> Yes, as embargoed data (temporary restriction) <input checked="" type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only) <input type="checkbox"/> No (closed access) <input type="checkbox"/> Other, please specify: </p> <p>CCBY for all data that can be legally shared with other researchers. All data that cannot be shared in CCBY for privacy reasons (GDPR), ethical reasons or because of an internal prohibition of data sharing in a specific archive will be omitted.</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>Access to the research data—such as archival materials, interview, transcripts, metadata, notes, and images—is still under discussion and will depend on specific legislation of the archive and also on de guidelines from the SMEC.</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 <input type="checkbox"/> Yes, intellectual property rights <input checked="" type="checkbox"/> Yes, ethical aspects <input type="checkbox"/> Yes, aspects of dual use <input type="checkbox"/> Yes, other <input type="checkbox"/> No </p> <p>If yes, please specify: The possibility of sharing (digitalisation of) historical source material depends on the policies and legislations of the archives. The possibility of sharing the interviews, transcripts ect depends on the guidelines from the SMEC and de privacy legislation (GDPR)</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 <input type="checkbox"/> Other data repository (specify) <input type="checkbox"/> Other (specify)</p>
<p>When will the data be made available?</p>	<p><input checked="" type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input checked="" type="checkbox"/> Other (specify)</p> <p>Bibliographic collections can be made available throughout my research and be updated when necessary.</p>
<p>Which data usage licenses are you going to provide? If none, please explain why.</p> <p><i>A DATA USAGE LICENSE INDICATES WHETHER THE DATA CAN BE REUSED OR NOT AND UNDER WHAT CONDITIONS. IF NO LICENSE 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></p> <p>Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.</p>	<p><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)</p>
<p>Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.</p> <p><i>INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.</i></p>	<p><input checked="" type="checkbox"/> Yes, a PID will be added upon deposit in a data repository <input type="checkbox"/> My dataset already has a PID <input type="checkbox"/> No</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>I will explore the options of the bench fee or funds of the Research group to cover the costs for data sharing if that would be needed but normally I will make use of the KU Leuven RDR, which is free if I don't exceed the 50 GB of data sharing.</p>

7. Responsibilities

Who will manage data documentation and metadata during the research project?	Esther Lamberts, the researcher.
Who will manage data storage and backup during the research project?	According to KU Leuven policy, both the PhD researcher (Esther Lamberts, the researcher) and the supervisor (Kaat Wils en Tinne Claes) have a responsibility to ensure that a PhD project involves good research data management. The KU Leuven ICTS services will also manage it.
Who will manage data preservation and sharing?	Esther Lamberts, the researcher, in collaboration with my supervisors.
Who will update and implement this DMP?	Esther Lamberts, the researcher. I am the only researcher on my project. I will write my DMP together with my supervisor.