

1. General Information	
Name applicant	Dulce Santos
FWO Project Number & Title	1278922N Role of virus-derived DNA synthesis in the amplification of insect antiviral signals
Affiliation	<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:
2. Data description	
Will you generate/collect new data and/or make use of existing data?	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data

<p>Describe the origin, type and format of the data (per dataset) and its (estimated) volume</p> <p><i>If you reuse existing data, specify the source of these data.</i></p> <p><i>Distinguish data types (the kind of content) from data formats (the technical format).</i></p>		Origin	Type of data	Format	Size
	WP1.1	Identification and characterization of vDNA	long read DNA sequencing datasets	Fast5 and Fastq files	Depending on the required depth, still to be determined. Estimated in the range of 500GB-1TB per run. Estimated 6-12 runs.
	WP1.2	Functional analysis of the vDNA	(RT-q)PCR data	XLS and XLSX files	Maximum 15 MB.
	WP2	Characterization of MLV sRNA populations	sRNA sequencing datasets	Fastq files	100-300 MB per sample, estimated 12 samples.
	WP3	Identification and characterization of vDNA derived secondary sRNAs	sRNA sequencing datasets	Fastq files	100-300 MB per sample, estimated 8-24 samples.
	WP4.1	Novel identification of proteins binding to viral RNA	LC-MS datasets	RAW files	250-500 GB per sample, estimated 4 samples.
	WP4.2	Functional analysis of viral RNA-binding proteins	(RT-q)PCR data and sRNA sequencing datasets	XLS and XLSX files; Fastq files	Maximum 15 MB; 100-300 MB per sample, estimated 10-16 samples.
<p>In addition, relevant results will be reported in manuscripts and conferences (DOC, DOCX, TXT, PPT, PPTX, XLS, XLSX and PDF files; <5MB). Physical data such as RNA, DNA, antibodies and protein samples will be stored in appropriate conditions in the lab.</p>					

3. Ethical and legal issues

<p>Will you use personal data? If so, shortly describe the kind of personal data you will use AND add the reference to your file in your host institution's privacy register.</p> <p><i>In case your host institution does not (yet) have a privacy register, a reference is not yet required of course; please add the reference once the privacy register is in place in your host institution.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <ul style="list-style-type: none"> - Privacy Registry Reference: - Short description of the kind of personal data that will be used:
<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, add the reference to the formal approval by the relevant ethical review committee(s).</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <ul style="list-style-type: none"> - Reference to ethical committee approval:
<p>Does your work possibly result in research data with potential for tech transfer and valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please comment:</p>
<p>Do existing 3rd party agreements restrict dissemination or exploitation of the data you (re)use? If so, to what data do they relate and what restrictions are in place?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please comment:</p>

4. Documentation and metadata

<p>What documentation will be provided to enable understanding and reuse of the data collected/generated in this project?</p>	<p>For each experiment, an explanatory document will be prepared and stored. This document will include the experimental details of each dataset, the software (version) and hardware used to generate it, as well as the means to open/process it.</p>
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Will a metadata standard be used? If so, describe in detail which standard will be used. If not, state in detail which metadata will be created to make the data easy/easier to find and reuse.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify: A strict set of procedures will be followed. Specifically, a text file per experiment will always be provided, with the precise information regarding the organization and naming of the dataset files. The metadata (including project, experiment and date) will be contained within the filenames and folders' structure. For each experiment, an explanatory document will be stored, which includes detailed information on experimental design, sampling and employed research methods. All researchers in the lab are also obliged to take detailed written notes about their work (chronologically ordered) in their individual lab notebook, which is to be kept in the lab.
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5. Data storage & backup during the FWO project

Where will the data be stored?	Before being published, the data will be kept on a Network Attached Storage (NAS) system available at our lab. After this, it will be transferred to a secured server system at KU Leuven, where it will be preserved for at least 10 years after the project expires. Moreover, upon publication, datasets will be made public via online repositories. The biological samples will be stored accordingly (e.g. 4°C, -20°C or -80°C).
How will the data be backed up?	The data stored on the lab NAS is regularly backed up to an external device using Synology backup software (frequent incremental backups and periodic total backups). The backup location is separated from the main storage space.
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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please specify: Our lab has recently set up a NAS system, dedicated solely to data storage. We therefore have plenty of storage capacity for the foreseeable future.

<p>What are the expected costs for data storage and backup during the project? How will these costs be covered?</p> <p><i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i></p>	<p>Since the hardware is already available and local, we do not expect significant storage costs.</p>
<p>Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</p>	<p>The security of the data stored on our lab server is ensured by both physical and digital barriers: the data are physically located inside a restricted access area (badge required) and locked in place. The servers are only reachable via SSH through a LAN that is restricted to the lab.</p>

6. Data preservation after the end of the FWO project

FWO expects that data generated during the project are retained for a period of minimally 5 years after the end of the project, in as far as legal and contractual agreements allow.

<p>Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).</p>	<p>All data will be stored for at least 10 years and uploaded to internationally-recognised repositories upon their publication.</p>
<p>Where will these data be archived (= stored for the long term)?</p>	<p>The data will be stored on central servers at our institutions for at least 10 years. For long term storage (archiving), the data will be placed on external archiving-drives and kept in an optimal environment. All publications will be in accordance with the Open Access rules of the FWO and KU Leuven. Upon publication, we will upload the datasets to internationally-maintained repositories.</p>

<p>What are the expected costs for data preservation during these 5 years? How will the costs be covered?</p> <p><i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i></p>	<p>Since the hardware is already available and local, we do not expect significant storage costs.</p>
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7. Data sharing and reuse	
Are there any factors restricting or preventing the sharing of (some of) the data (e.g. as defined in an agreement with a 3 rd party, legal restrictions)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify:
Which data will be made available after the end of the project?	All data will be made publicly available upon publication.
Where/how will the data be made available for reuse?	<input checked="" type="checkbox"/> In an Open Access repository <input type="checkbox"/> In a restricted access repository <input checked="" type="checkbox"/> Upon request by mail <input type="checkbox"/> Other (specify):
When will the data be made available?	Upon publication.
Who will be able to access the data and under what conditions?	Data will be securely shared between the project's collaborators by granting joint access to each others' servers, in consultation with the respective ICT departments.

<p>What are the expected costs for data sharing? How will these costs be covered?</p> <p><i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i></p>	<p>We do not expect extra cost for data sharing between collaborators. The costs of high publication processing fees in open access journals will be accommodated in the project budget.</p>
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8. Responsibilities	
Who will be responsible for the data documentation & metadata?	Since this is my post-doctoral project, I will be the researcher responsible for data documentation and metadata during the project period, in consultation with our ICT department. After this, the project supervisor (principal investigator (PI) of our lab) will take this responsibility.
Who will be responsible for data storage & back up during the project?	Since this is my post-doctoral project, I will be the researcher responsible for data storage and back up during the project period, in consultation with our ICT department. After this, the project supervisor (PI of our lab) will take this responsibility.
Who will be responsible for ensuring data preservation and sharing?	Since this is my post-doctoral project, I will be the researcher responsible for ensuring data preservation and sharing during the project period, in consultation with our ICT department. After this, the project supervisor (PI of our lab) will take this responsibility.
<p>Who bears the end responsibility for updating & implementing this DMP?</p> <p><i>Default response: The PI bears the overall responsibility for updating & implementing this DMP</i></p>	Since this is my post-doctoral project, I bear the overall responsibility for updating and implementing this DMP, during the project period. After this, the project supervisor (PI of our lab) will take this responsibility.