Mediate - SBO project 2024-2028
Application 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 research project will both reuse existing data and generate new data. We will be working with personal data.

1. Literature. This includes: academic literature, grey literature and policy documents. This literature will be consulted physically or digitally, via open access or online access through the Limo platform of KU Leuven. The online literature will be consulted in pdf format and stored on OneDrive (KU Leuven/UGent) or via Zotero.
2. Oral sources. These include interviews and participatory moments. Interviews will be uploaded as .mp3 files and transcipts in Word format (.docx) on OneDrive (KU Leuven/UGent).
3. Personal data. Personal data of research participants (i.e. interviewees and participants in participatory moments) will include name, email address, phone number and will be stored in a .csv file on OneDrive (KU Leuven/UGent).

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)

1. Designation of responsible person: Prof. dr. Huib Huyse
2. Storage capacity/repository
    - during the research: Onedrive (KU Leuven/UGent), Zotero
    - after the research: Onedrive (KU Leuven/UGent) - Archive

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)

No reasons.

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)

Personal data is used during the project. Contact information of individual persons or representatives of organisations will be collected. All data will be kept on OneDrive servers (KU Leuven/UGent), protected by two-factor identification needed from all researchers.

Which other issues related to the data management are relevant to mention? (use up to 700 characters)

No other issues.

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FWO DMP (Flemish Standard DMP)

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	Description	New or reused	Digital or Physical	Only for digital data Digital Data Type	Only for digital data Digital Data format	Only for digital data Digital data volume (MB/GB/TB)	Only for physical data Physical volume
		Please choose from the following options: • Generate new data • Reuse existing data	*Please choose from the following options:* • Digital • Physical	*Please choose from the following options:* • Observational • Experimental • Compiled/aggregated data • Simulation data • Software • Other • NA	*Please choose from the following options:* • .por, .xml, .tab, .csv,.pdf, .txt, .rtf, .dwg, .gml, … • NA	*Please choose from the following options:* • <100MB • <1GB • <100GB • <1TB • <5TB • <10TB • <50TB • >50TB • NA	
Literature	Reviewing academic literature, grey literature and policy documents.	Reuse existing data	Digital	Observational	.pdf, .docx, .csv, .pptx		
Interview	Interviewing intermediary actors.	Generate new data	Digital	Observational	.mp3, .docx, .pptx, .nvp		
Personal data	Personal data of interviewees	Generate new data	Digital	Observational	.csv		

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:

The existing data includes literature that will be collected from online library databases, such as Limo, Web of Science and Scopus. As literature will be collected through all phases of the project, persistent identifiers can not be provided.

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

Personal data is collected. A PRET application will be submitted before collection of data starts.

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.

- Yes

When conducting interviews personal data such as name, profession, email address, phone number will be collected. Interviews will be recorded and transcribed.
Names of interviewees will be pseudonymised, unless it is relevant/necessary to use the name of the interviewee and the interviewee consents to using their personal data. Data that might reveal the identity of the respondents will be replaced with less 'revealing' information.
KU Leuven data: the file where the pseudonyms are linked to the personal data and identifiers will be stored separately on the KU Leuven servers.
UGent data: the file where the pseudonyms are linked to the personal data and identifiers will be stored on the UGent server (central network drive) in an encrypted file.
A PRET application will be submitted before the data collection starts.

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.

- No

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).

A data list for data collection will be created. It will provide an overview of the interviews and gives key characteristics for each data item in the collection, e.g. characteristics of interviewees, details of the interview. Each item will have a unique identifier. Through a clear folder structure located on One Drive, existing data and developed material will be organised in order to simplify retrieving and consulting the overall documentation. Produced material will adopt meaningful file naming.

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.

- No

3. Data storage & back-up during the research project

Where will the data be stored?

KU Leuven Onedrive (two-factor authentication requested)
For data generated by Ghent University researchers: Ghent University OneDrive (two-factor authentication requested)

How will the data be backed up?

Standard back-up provided by KU Leuven resp.
For data generated by Ghent University researchers: automatic syncing with OneDrive cloud (two-factor authentication requested) + manual back-ups on UGent network drives

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?

All digital data will be kept on the Onedrive servers, protected by two-factor identification needed from all KU Leuven and UGent researchers.
The back-ups on the UGent central network drives are protected by the same two-factor identification procedures as the Onedrive (UGent account). In addition, connection to the server via secure VPN is needed. The UGent reference file with pseudonyms stored on the central network drives will be password-protected.
Onedrive folders and documents will only be shared with researchers involved in the study. When needed, sharing of data and/or documents with others will occur only with restricted access (through email) and editing rights (read-only).

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

We expect that the storage of the data will not exceed the storage space provided by OneDrive.

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 KUL and UGent RDM policy.

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

Onedrive KUL - Archive.
Responsible: prof. Huib Huyse

Data generated by UGent researchers will additionally be stored on the UGent OneDrive as administered by the Financial Law Institute (prof. H. De Wulf) of UGent

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

Data storage is not expected to exceed the possibilities provided by the standard KUL and UGent storage solutions and thus will not involve additional costs.

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, …)

Interview data of KU Leuven will be made available through [The KU Leuven institutional data repository RDR](#)
For Ghent University data: a certified external data repository will be selected in dialogue with the UGent data stewards. The repository will specialize in qualitative and transcribed data, e.g. the [DANS Data Station Social Sciences and Humanities](#) or the [Qualitative Data Repository](#)

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

For the duration of the project, the data will be shared by the promotors, co-promoters, and researchers that are part of the consortium. All additional requests for access to the data will be discussed with and evaluated by prof. dr. Huib Huyse, and will be subject to data sharing agreements.

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.

- Yes, Privacy aspects

Sharing of personal data and interview data that contain personal data will be restricted by privacy aspects which will be discussed in more depth in our PRET application (KU Leuven).

Where will the data be made available? If already known, please provide a repository per dataset or data type.

[The KU Leuven institutional data repository RDR](#)
For Ghent University data: a certified external data repository will be selected in dialogue with the UGent data stewards. The repository will specialize in qualitative and transcribed data, e.g. the [DANS Data Station Social Sciences and Humanities](#) or the [Qualitative Data Repository](#)

When will the data be made available?

At the time of publication

Which data usage licenses are you going to provide? If none, please explain why.

None. Requests for access by outsiders need approval from the promotor, and will always be subject to a data sharing agreement.

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

Automatic through [The KU Leuven institutional data repository RDR](#)
For Ghent Univeristy: automatic through the selected data repository

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

There are no expected costs for data storage and backup.

6. Responsibilities

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

Lara Helsen

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

Lara Helsen

Who will manage data preservation and sharing?

Huib Huyse and Lara Helsen

Who will update and implement this DMP?

Huib Huyse and Lara Helsen