FWO DMP Template - Flemish Standard Data Management Plan

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	**Prof. dr. Ann Heylighen (supervisor)** ORCID: http://orcid.org/0000-0001-6811-3464
Contributor name(s) (+ ORCID) & roles	**Prof. dr. Andrea Jelic (co-supervisor)** ORCID: http://orcid.org/0000-0001-7372-522X **Prof. dr. Ruth Heying (co-supervisor)** ORCID: http://orcid.org/0000-0003-0743-0823 **Prof. dr. Els Ortibus (co-supervisor)** ORCID: http://orcid.org/0000-0002-1020-4408 **dr. Pleuntje Jellema (researcher)** ORCID: http://orcid.org/0000-0002-9717-3535 **dr. Piet Tutenel (researcher)** ORCID: http://orcid.org/0000-0002-7678-277X
Project number[1] & title	Project number: G0G5221N Title: BUILD CARE: Building Support for Children and Families Affected by Stroke
Funder(s) GrantID[2]	SAP project code: 3E220213
Affiliation(s)	☐ **KU Leuven** ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: Provide ROR[3] identifier when possible:

[1] "Project number" refers to the institutional project number. This question is optional since not every institution has an internal project number different from the GrantID. 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.

[3] Research Organization Registry Community. https://ror.org/

Please provide a short project description	Childhood stroke alters the life of children and their families as care continues for many years after stroke onset. We aim to, for the first time, investigate the role of the built environment in the everyday life of children and families affected by this rare disease. We will examine both the informal (i.e. home, neighbourhood, school) and formal (i.e. hospital, rehabilitation clinic, outpatient clinic) care environments. Existing research on adult stroke shows that the built environment plays a major role in patients' everyday life and recovery. In the everyday life of children with arterial ischemic stroke, whose formal and informal care continues for many years after stroke onset, this role has been greatly overlooked. The experiences of families are explored using an ethnographic research approach, employing semi-structured interviews and participatory activities specifically designed to engage children. In addition, 'go-along interviews' with healthcare professionals in formal care facilities capture places and processes of care for children with stroke and examine what spatial aspects support or hinder their recovery and well-being. Alongside interviews, floor plans of formal care facilities are evaluated. To improve the everyday experiences of affected families, design recommendations are developed for informal and formal care environments. The recommendations for formal care facilities are discussed with design practitioners, the recommendations for home modifications evaluated by affected families in a survey distributed through Patient Advocacy Organisations (PAOs). The research, which is supported by the Horizon2020 European Joint Programme Rare Diseases, is conducted by Pleuntje Jellema and Piet Tutenel, supervised by and in collaboration with prof. Ann Heylighen and prof. Andrea Jelic —all members of Research[x]Design – and in collaboration with prof. Ruth Heying and prof. Els Ortibus. **This DMP will focus mainly on data collected, stored and shared by KU Leuven researchers.** The broader BUILD CARE project is a collaboration between KU Leuven, TU Wien (Austria), Medical University of Vienna (Austria) and TU Dresden (Germany) and involves researchers from the fields of architecture, health economics, and cognitive neuroscience. The Project Coordinator of **the broader project is Maja Kevdzija, Assistant Professor, TU Wien (DMP FWF project number: I 5886 Internationale Projekte)**. Prof. Maja Kevdzija is responsible for data management, implementing the DMP, and ensuring it is reviewed and revised when needed under the guidance of the Research Data Management Team at TU Wien. The Data Protection Officer at TU Wien is Mag. Christina Thirsfeld.

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[4].

				Only for digital data	*Only for digital data*	*Only for digital data*	*Only for physical data*
Dataset Name	Description	New or Reused	Digital or Physical	Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\BuildCare-0027\06_WP0	- (online and other) testimonials, autobiographies, documentaries and other videos based on experiences of families affected by childhood stroke. (Data type 1)	☒ Generate new data ☒ Reuse existing data	☒ Digital ☒ Physical	☒ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☒ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☒ other: jpeg, docx, xls, ppt, mp3, mp4, avi ☐ NA	☐ < 100 MB ☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	Hand-made notes/drawings (e.g. on paper), kept under lock. Relevant notes/drawings will be digitalized as pdf.
SET-DEP-ARCH-LEU-AIDA-Projects-	*15 families will participate: 1 numbered folder per family + subfolders per data*	☒ Generate new data ☐ Reuse existing data	☒ Digital ☒ Physical	☒ Observational ☐ Experimental ☐ Compiled/ aggregated data	☐ .por ☐ .xml ☐ .tab ☐ .csv	☐ < 100 MB ☐ < 1 GB ☒ < 100 GB ☐ < 1 TB	Hand-made notes/drawings (e.g. on paper), kept under lock.

[4] Add rows for each dataset you want to describe.

AE0008\BuildCare-0027\06_WP1	*type* - notes, audio & transcripts from interviews (data type 2) - notes, drawings, audio and pictures from site visits (data type 3) - documents (plans, models, pictures, reports) provided by families/designers (data type 4)			☐ Simulation data ☐ Software ☒ Other ☐ NA	☒ .pdf ☒ .txt ☐ .rtf ☒ .dwg ☐ .tab ☐ .gml ☐ other: jpeg, docx,xls, ppt, mp3, mp4, avi ☐ NA	☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	Relevant notes/drawings will be digitalized as pdf.
SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\BuildCare-0027\06_WP2	*5-10 care professionals: 1 numbered folder per participant (subfolders per data type) or per focus group.* - notes, audio and transcripts of semi-structured interviews (data type 5)	☒ Generate new data ☐ Reuse existing data	☒ Digital ☒ Physical	☒ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☒ .txt ☐ .rtf ☒ .dwg ☐ .tab ☐ .gml ☐ other: jpeg, docx, xls, ppt, mp3, mp4, avi	☐ < 100 MB ☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	Hand-made notes/drawings (e.g. on paper), kept under lock. Relevant notes/drawings will be digitalized as pdf.

	- notes, audio and transcripts of 1 focus group (data type 6) - documents (plans, models, pictures, reports) provided by initiators and designers of the care professionals' workplaces. (data type 7)				☐ NA		
SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\BuildCare-0027\06_WP4	*10-15 design practitioners: 1 numbered folder per focus group* - notes, audio and transcripts of focus group interviews with design practitioners (data type 8)	☒ Generate new data ☐ Reuse existing data	☒ Digital ☒ Physical	☒ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☒ .txt ☐ .rtf ☒ .dwg ☐ .tab ☐ .gml ☐ other: jpeg, mp3, mp4, avi ☐ NA	☐ < 100 MB ☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	Hand-made notes/drawings (e.g. on paper), kept under lock. Relevant notes/drawings will be digitalized as pdf.

Guidance: *Data can be digital or physical (for example biobank, biological samples, …). Data type: Data are often grouped by type (observational, experimental etc.), format and/or collection/generation method.* *Examples of data types: observational (e.g. survey results, sensor readings, sensory observations); experimental (e.g. microscopy, spectroscopy, chromatograms, gene sequences); compiled/aggregated data[5] (e.g. text & data mining, derived variables, 3D modelling); simulation data (e.g. climate models); software, etc.* *Examples of data formats: tabular data (.por,. spss, structured text or mark-up file XML, .tab, .csv), textual data (.rtf, .xml, .txt), geospatial data (.dwg,. GML, ..), image data, audio data, video data, documentation & computational script.* *digital data volume: Please estimate the upper limit of the volume of the data per dataset or data type.* *physical volume: Please estimate the physical volume of the research materials (for example the number of relevant biological samples that need to be stored and preserved during the project and/or after).*	
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.	SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP0 In dataset WP0 (data type 1) we investigate how the built environment features in existing (online and other) testimonials, autobiographies, documentaries and other videos based on experiences of families affected by childhood stroke. With regard to document inventory of data a readme file will be drawn up that keeps track of where information was found (e.g. links to internet pages, scanned articles, design media etc). All files will be accompanied by a readme file.
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, please describe these issues further and refer to specific datasets or data types when appropriate.	☒ Yes, human subject data ☐ Yes, animal data ☐ Yes, dual use ☐ No If yes, please describe: We gained ethical clearance from the KU Leuven Social and Societal Ethics Committee (SMEC) (G-2021-4469-R2(MIN)). Because we work also with patients from UZ Leuven we are in the process of gaining ethical clearance from UZ Leuven (S67320). All participants receive and information sheet and will be asked for consent/assent. Children receive an

[5] These data are generated by combining multiple existing datasets.

	age-appropriate information sheet. Their legal representatives receive a detailed information sheet that describes the aims, methods, and implications of the research, the nature of the participation, and any benefits, risks, or discomfort that might ensue. Sheets will explicitly state that participation is voluntary and that the child has the right to refuse to participate and to withdraw participation at any time and without any consequences. They will state how data will be collected, protected, and reused subsequently. Children's assent will be obtained and the legal representatives will be asked for written informed consent prior to the child's inclusion in the research (for participating and data processing). If signed on paper: the original documents will be kept under lock. If signed digitally: they will be stored on one of KU Leuven password protected servers. All documents signed on paper will be digitalized and equally stored on the KU Leuven server. These aspects refer to datasets: SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP1 SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP2 SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP4 Related to datasets SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP0 - In case of authorship and/or intellectual property rights, permission to use certain fragments (documentaries, autobiographies, plan materials) will be sought from their author(s). - In case we want to use information from these secondary materials for a different purpose than what the makers had intended, permission to do so will be sought from their author(s) (for publication purposes).

Will you process personal data[6]? If so, briefly describe the kind of personal data you will use. Please refer to specific datasets or data types when appropriate. If available, add the reference to your file in your host institution's privacy register.	☒ Yes ☐ No If yes: - Short description of the kind of personal data that will be used: - Identification data: For children (Names, Sex, Year of Birth, Year of Stroke, Level of Impairment) (data type 2) For parent(s) (Names, Sex, Year of birth, Educational attainment, Occupation according to ISCO-08) (data type 2) For professional care workers (Names) (data type 5) For professional designers (Names) (data type 8) - Characteristics of a person's living context (data types 2,3,5,6) - Audio recordings (data types 2,3,5,6,8) - Pictures made during site visits or gathered by participants (data types 3,4,7) - Drawings and notes made during interviews/site visits (data type 2,3,4,5,6,7,8) Apart from the identification data mentioned above no personal data will be collected directly; no sensitive data categories will be collected from healthcare professionals, architects and designers. However, the possibility exists that we collect special categories of personal data indirectly. Other 'atypical' data can also be personal data if they can lead to the identification of a person, for example (blurred) pictures, transcripts of interviews or a description of a participants' observation during site visits. - Privacy Registry Reference: G-2021-4469-R2(MIN)

[6] See Glossary Flemish Standard Data Management Plan

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.	☒ Yes ☐ No If yes, please comment: All developed recommendations will be shared with all interested parties in an online 'Knowledge-sharing Platform'. The Platform is hosted by TU Wien for at least four years after the project's completion and will be further developed in the consortium's subsequent projects. The project results will inform the accommodation, design and delivery of care and improve the everyday life of children and families affected by childhood stroke. The data (type 1,2,3,4,5,6,7) we collect could be valorized in the context of Scenario-Based Design (e.g., as a basis for persona's and scenario's). If so, LRD will be contacted to offer guidance.
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.	☒ Yes ☐ No If yes, please explain: This project involves a vulnerable group (children with stroke and their families) and therefore entails more than minimal risk according to the ESRC. It is necessary to involve children participants, as persons experiencing a rare disease whose everyday life and experiences are the project's main subject. Personal identifiers will be known only to the directly involved researchers and all data will be pseudonymized. Prior to children participants' inclusion, their legal representatives are asked for written informed consent. Pseudonymized data: in transcripts, notes, file names, etc., participants are replaced by pseudonym or code; only the researcher(s) conducting the fieldwork know participants' identity. Photos and other materials with recognizable people are used only for research purposes and edited for publications so that no individuals can be identified. Visual materials (i.e. annotated photos, floor plans) are integrated into pilot applications with participants' informed consent. As such materials are intrinsic to design practice it is possible that people familiar with certain buildings or spaces will recognize (depictions of) these. Confidentiality and sensitivity of the research data (children participants) is the main criterion for not being fully open. We may share research methods (e.g. interview guide) and document the coding process in an open-access format with DOI in TU Data.

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.	☒ Yes ☐ No If yes, please explain: Data gathered by KU Leuven researchers will be shared within the consortium by uploading it to TUproCloud, TU Data or TU files. However, property rights or ownership of a result does not change by uploading it to TUproCloud, TU Data or TU files. Related to datasets SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP0 + \06_WP4 - In case of authorship and/or intellectual property rights, permission to use certain fragments (documentaries, autobiographies) will be sought from their author(s). - In case we want to use information from these secondary materials for a different purpose than what the makers had intended, permission to do so will be sought from their author(s) (for publication purposes).

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).	Details on (the setting of) the observations and site visits (data type 3; but also 4,7), interviews (data type 2, 5), focus groups (data type 6, 8), and the informed consent process will be documented in a Word document and saved in the project folder SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027. In addition, steps taken to remove direct identifiers in the data will also be described. To enable reuse, metadata, research methods (e.g. interview guide) and the coding process will be shared in an open-access format with DOI in TU Data. As the project involves a vulnerable group, the research data cannot be fully open.

Will a metadata standard be used to make it easier to **find and reuse the data**? 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. *Repositories could ask to deliver metadata in a certain format, with specified ontologies and vocabularies, i.e. standard lists with unique identifiers.*	☒ Yes ☒ No If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used: **For the broader project**: files produced during the project will be tagged (according to which WP they belong) to ease their discovery and access. All results uploaded to TUproCloud are structured by using metadata (the contributors' names, keywords, date, location, kind of document, license, and methodology of data collection). **DDI standard will be used for describing the data produced**. Considering the language of textual metadata items, English is preferred. Property rights or ownership of a result do not change by uploading it to TUproCloud, TU Data or TU files. In order to better organise the data, the file naming convention will be used to enable titling of folders, documents and records in a consistent and logical way. The data will be available under filename composed of the project acronym. Reports will be stored under corresponding names. Furthermore, specific project/data identifiers will be assigned. To enable reuse, research methods (e.g. interview guide) and the coding process will be shared in an open-access format with DOI in TU Data. If no, please specify (where appropriate per dataset or data type) which metadata will be created: **For the KU Leuven part**: in the context of the research group the project inscribes itself in (RxD), steps have been taken during 2020 and 2021 to build up an inventory with different data sets, attaching keywords and categories to each of them. As the present study progresses, as well as in its completion, for the data produced by KU Leuven we will order **and categorize the data sets according to how the group has done it**. This way data sets will be findable, accessible, and reusable. Where it concerns camera captures, video- or audio-recordings, a readme file will be added outlining the basic features of the device (e.g. brand or when it was purchased (if known)) and/or other contextual factors considered relevant. For some recording devices, a metadata file is created automatically. The metadata file will be stored on the same folder as the recording(s). For safety and ethical reasons, recordings will not be stored in the device itself, but on one of KU Leuven's password protected servers (I and/or J Drive).

	At the end of each fieldwork (or whenever it is esteemed that a significant amount of data has been collected), we will create a data spread sheet that will subsequently be transferred/added to the research group's data inventory file. This process will aid making the data findable, accessible, interoperable, and reusable - according to the FAIR principles. Data sets will be made identifiable by attaching simple and clear names to files and folders. If processed, the file's name will contain the initials of the researchers' who processed it. The last version of a document (in case there are multiple of a kind) will be clearly indicated through its name and location in a special folder.

4. Data Storage & Back-up during the Research Project	
Where will the data be stored?	All **data collected by KU Leuven** researchers will be kept in a single location for the duration of the research project, namely a shared folder accessible only to the researchers (Pleuntje Jellema and Piet Tutenel) and (co-)supervisor prof. Ann Heylighen and prof. Andrea Jelic, and managed by the ICTS of KU Leuven - J:\SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027. Because the network drive is password-protected, no one other than the research team has access to the data. Paper data (such as notes, drawings, …) will be stored in the office of the researchers in a locked drawer or cupboard that can only be accessed by the researchers. **For the broader project** data are stored and shared on TUproCloud (TU Wien server offering Sync and Share for Projects), which supports secure data exchange with project partners. See **DMP FWF project number: I 5886 Internationale Projekte, TU Wien.**

How will the data be backed up? *What storage and backup procedures will be in place to prevent data loss? Describe the locations, storage media and procedures that will be used for storing and backing up digital and non-digital data during research.*[7] *Refer to institution-specific policies regarding backup procedures when appropriate.*	Automatic back-up is ensured by using KU Leuven's J-Drive.
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 ☐ No If yes, please specify concisely: **For KU Leuven:** The Department of Architecture has a 2 TB storage capacity + 5 TB for archiving available. This capacity can be extended, if needed. **For the broader project:** data stored on TUproCloud (TU Wien server offering Sync and Share for Projects), which supports secure data exchange with external project partners. TU Wien covers the costs of using TUproCloud (0.03 €/GB/quarter). If no, please specify:

[7] Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons? *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.* [7]	**Data gathered by KU Leuven** researchers will be pseudonymized and stored on encrypted KU Leuven drives. In the event that third parties illegally try to gain access to the data, the identity of the participants can be indirectly traced by means of the pseudonymization codes. To reduce this risk, the pseudonymization codes will be deleted after the ending of the project. As mentioned before, paper data (such as notes, drawings) will be stored in the office of the researchers in a locked drawer or cupboard that can only be accessed by the researchers. **For the broader project:** For TUproCloud technical and organisational measures taken ensure a level of security appropriate to the risk, including: (a) the pseudonymization and encryption of personal data; (b) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services; (c) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident; (d) a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing (see Art 32 GDPR). The Data Protection Officer is Mag. Christina Thirsfeld, TU Wien.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	We do not expect extra costs for data storage. In case we need to extend the storage capacity, costs will be covered by the budget of the project.

5. 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 collected by KU Leuven** researchers will be stored for 20 years. Field notes and/or drawings on paper will be scanned. Once the notes have been saved electronically, paper notes and drawings will be destroyed. **For the broader project:** the costs of data storage/repository charges will be covered by TU Wien during the project and 10 years after the project completion.

Where will these data be archived (stored and curated for the long-term)?	As stated before, the Department of Architecture has a 5 TB archiving capacity. This capacity can be extended, if needed.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	We do not expect extra costs for data storage.

6. Data Sharing and Reuse

ill 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. *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/#INFOEUREPO-ACCESSRIGHTS*	☐ Yes, in an Open Access repository ☒ Yes, in a restricted access repository (after approval, institutional access only, …) ☐ No (closed access) ☐ Other, please specify: **For KU Leuven:** All data will only be made available for follow-up research within the Research[x]Design group after approval by prof. Ann Heylighen. **For the broader project**: Within the consortium, pseudonymized data are shared with the explicit request to treat these confidentially and revert to the data management procedures outlined in the joint controllership agreement. These data are stored and shared on TUproCloud (TU Wien server offering Sync and Share for Projects), which supports secure data exchange with external project partners. After completion, collected qualitative data (interview transcripts, visual material created by the participants) are digitally stored for at least 10 years after any publication based upon them (in TU Data & TU files, covered by TU Wien) to enable additional analyses. They are assigned metadata, to be shared with DOI in TU Data, with the Project Coordinator's contact information, and available only to the Project Coordinator and Principal Investigators or by individual arrangement. To use them, the Project Coordinator's permission has to be requested. Ethical and legal considerations agreed upon for the project apply to any future use. As the project involves a vulnerable group, the research data cannot be fully open. The assigned metadata, research methods and the documentation of the coding process will be shared in an open-access format with DOI in TU Data (TU Wien's open-access institutional repository) with CC BY-ND license.

If access is restricted, please specify who will be able to access the data and under what conditions.	Only uses for research purposes within Research[x]Design will be allowed in agreement with Ann Heylighen. Researchers have to comply with the confidentiality rules for the given data. **For the broader project:** metadata, to be shared with DOI in TU Data, with the Project Coordinator's contact information, and available only to the Project Coordinator and Principal Investigators or by individual arrangement. To use them, the Project Coordinator's permission has to be requested. Ethical and legal considerations agreed upon for the project apply to any future use.

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.	☒ Yes, privacy aspects ☒ Yes, intellectual property rights ☒ Yes, ethical aspects ☐ Yes, aspects of dual use ☐ Yes, other ☐ No If yes, please specify: SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP0: - In case of authorship and/or intellectual property rights, permission to use certain fragments (documentaries, autobiographies) will be sought from their author(s). SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP1: - In case of authorship and/or intellectual property rights, permission to use/publish certain documents (e.g. architectural plans or drawings) will be sought from their author(s). - As the project involves a vulnerable group, the research data cannot be fully open. SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP2: - In case of authorship and/or intellectual property rights, permission to use/publish certain documents (e.g. architectural plans or drawings) will be sought from their author(s). - As the project involves a vulnerable group, the research data cannot be fully open. SET-DEP-ARCH-LEU-AIDA-Projects-AE0008\Build Care-0027\06_WP4 - In case of authorship and/or intellectual property rights, permission to use/publish certain documents (e.g. architectural plans or drawings) will be sought from their author(s). The assigned metadata, research methods and the documentation of the coding process will be shared in an open-access format with DOI in TU Data (TU Wien's open-access institutional repository) with CC BY-ND license.

Where will the data be made available? If already known, please provide a repository per dataset or data type.	Due to the nature of the data collected, they will not be made publicly available in an unrestricted manner.
When will the data be made available? *This could be a specific date (dd/mm/yyyy) or an indication such as 'upon publication of research results'.*	**N/A**
Which data usage licenses are you going to provide? If none, please explain why. *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.* *Example Answer: E.g. "Data from the project that can be shared will be made available under a Creative Commons Attribution license (CC-BY 4.0), so that users have to give credit to the original data creators."* [8]	Assigned metadata, research methods and the documentation of the coding process will be shared in an open-access format with DOI in TU Data (TU Wien's open-access institutional repository) with CC BY-ND license.

[8] Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here. *INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.*	☒ Yes ☐ No If yes: **For the broader project:** Collected qualitative data are digitally stored for at least 10 years after any publication based upon them (in TU Data & TU files, covered by TU Wien) to enable additional analyses. They are assigned metadata, to be shared with DOI in TU Data. The research methods and the documentation of the coding process will be shared in an open-access format with DOI in TU Data (TU Wien's open-access institutional repository) with CC BY-ND license.
What are the expected costs for data sharing? How will these costs be covered?	TU Wien covers the costs (if any) for data sharing.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	**For KU Leuven: Pleuntje Jellema** **For the consortium: Maja Kevdzija, Assistant Professor, TU Wien**
Who will manage data storage and backup during the research project?	**For KU Leuven: Pleuntje Jellema** **For the consortium: Maja Kevdzija, Assistant Professor, TU Wien**
Who will manage data preservation and sharing?	**For KU Leuven: Ann Heylighen** **For the consortium: Maja Kevdzija, Assistant Professor, TU Wien**
Who will update and implement this DMP?	**Pleuntje Jellema**