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	**Prof. dr. Giselinde Kuipers, ORCID: https://orcid.org/0000-0002-5767-1054**
Contributor name(s) (+ ORCID) & roles	**dr. Aurélie Van de Peer (postdoctoral researcher), ORCID: https://orcid.org/0000-0001-9821-9702**
Project number [1] & title	G034323N: Shame and sustainability in fashion: A new integrated perspective on the role of shame in the industrial fashion system and in the formation of fashion's communities of honor in the 21st century
Funder(s) GrantID [2]	D-2023-2187
Affiliation(s)	X <mark>KU Leuven</mark> ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: ROR identifier KU Leuven: 05f950310

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[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	Fashion revolves around shame. The evocation of time shame, the unpleasant feeling of being outmoded, is central to fashion. This project analyzes time shame as the basis of the emotional regimes of today's industrial fashion system by studying how this emotion aids the fashion industry in creating boundaries between industry and consumers, and between groups of consumers. The 21st century witnessed the rise of 'fashion's honor communities' that turn the mirror of shame towards industrial fashion in campaigning for sustainability. The developing honor communities thrive on 'moral shame'. Through 3 qualitative studies of the self-directed and vicarious moral shame circulating in these communities the project theorizes the concept of 'fashion's honor communities', maps their formation, describes the affects fortifying their cultural narratives of moral advancement and analyzes the pragmatic and ethical difficulties that limit their transformation into mature communities of honor. Next, the project unearths how the fashion industry responds to moral shame in 3 qualitative studies of fashion media and education. Thus, the project develops a new integrated perspective, connecting previously isolated traditions in fashion studies, that offer an empirically-grounded, original contribution to understanding sustainability in fashion studies and the role of normative emotions in shaping new cultural narratives that may morally advance the industrial fashion system. The empirical qualitative data that will be collected in this project are to be found in work Packages 2 & 3. In summary, the data employed in WP2 are: social media content of individuals and organizations within the sustainable fashion movement, field note observations, images and textual interview data (for the methods of participant observation and wardrobe studies) The data employed in WP3 are textual print, digital and social media content published during the pandemic, field note observations, images and textual interview data (for the methods of participant observation and an interview study)

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].

Work packages 2 & 3 in the project contain the empirical qualitative data gathering of the project. Work package 1 & 4 are the theoretical parts of the project.

				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
WP2	The main objective of WP2 is to map and theorize the formation of fashion's honor communities through three qualitative studies, using three different methodologies. Building on WP1, WP2 starts with the hypothesis that specific groups of consumers are in the process of turning 'the mirror of shame', which the fashion industry holds up to the wearers of fashionable clothes (investigated in WP3), towards that same industry's plenty moral						

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

	transgressions (Fletcher and Tham 2019).						
STUDY 1	Multimodal critical discourse analysis (CDA) of the social media content in fashion's honor communities	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☒ Audiovisual ☒ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☒ Software ☐ Other:	Images & videos: of individuals and organizations within fashion's communities of honor (on social media) Textual: corpus of social media texts Software: digital dataset of the corpus of texts and images in NVivo + coding of the textual and visual data in Nvivo	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
STUDY 2	Participant observation during the organization of the FairFashionFest edition 2024 (Ghent, Belgium)	☒ Generate new data ☐ Reuse existing data	☒ Digital ☒ Physical	☐ Audiovisual ☒ Images ☒ Sound ☐ Numerical ☒ Textual ☐ Model ☒ Software ☐ Other:	Images: possible photographic material collected during the observations Sound: recorded interviews with participants, later transcribed and put in Nvivo Textual: written field notes, later transcribed and put in Nvivo Software: transcribed field notes and interviews coded in Nvivo	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	Written field notes of observations (later transcribed in Word doc and inputted in Nvivo software) + ephemera of the Fair Fashion Fest and the preparations for the festival (such as leaflets, posters etc.)

STUDY 3	Wardrobe analysis of fair fashion consumers	☒ Generate new data ☐ Reuse existing data	☒ Digital ☒ Physical	☐ Audiovisual ☒ Images ☒ Sound ☐ Numerical ☒ Textual ☐ Model ☒ Software ☐ Other:	Images: possible photographic material during the interviews (of the clothe sin the wardrobe, people not recognizable in photos) Sound: recorded interviews with respondents, later transcribed and put in Nvivo Textual: written field notes after interviews, later transcribed and put in Nvivo Software: transcribed field notes and interviews coded in Nvivo	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	Written notes after observation (later transcribed in Word doc and inputted in Nvivo software)
WP3	Inside the reactions of the current industrial fashion system to the mirror of shame						
STUDY 1	corpus of fashion media texts published during the COVID-pandemic	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☒ Software ☐ Other:	Textual: corpus of fashion media texts published during march 2020-march 2021 Software: corpus put in Nvivo & coded in Nvivo	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
STUDY 2	Participant observation	☒ Generate new data ☐ Reuse existing data	☒ Digital ☒ Physical	☐ Audiovisual ☒ Images ☒ Sound	Images: possible	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB	Written field notes of

	within higher fashion education			☐ Numerical ☒ Textual ☐ Model ☒ Software ☐ Other:	photographic material collected during the observations Sound: recorded interviews with participants, later transcribed and put in Nvivo Textual: written field notes, later transcribed and put in Nvivo Software: transcribed field notes and interviews coded in Nvivo	☐ < 5 TB ☐ > 5 TB ☐ NA	observations (later transcribed in Word doc and inputted in Nvivo software) + ephemera of the fashion design school (such as leaflets, posters, printed curricula etc.)
STUDY 3	Interview study of the objects of shame in fashion students and recent fashion graduates	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☒ Sound ☐ Numerical ☒ Textual ☐ Model ☒ Software ☐ Other:	Sound & textual: ad verbatim transcribed interview materials during semi-structured interview study with fashion Students Software: transcribed interviews coded in Nvivo		

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.	We are not reusing existing data, only gathering new data
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.	☒ Yes, human subject data; provide SMEC or EC approval number: In WP 2 (study 1, 2 & 3) we work with human subject data. The ethical approval for these studies shortly will be requested at the host institution KU LEUVEN. First, the ethical approval for the participant observations of the Fair Fashion fest (WP2), the participant observation of higher fashion education (WP3) and the wardrobe studies (WP2) and interview study (WP3) will be requested. Next, the ethical approval for the multimodal CDA analysis of social media texts and images will be requested Depending on the qualitative study, we will collect information on gender, age, professional background, educational background, emotions that have to do with making and wearing clothes. The plans for processing these data have been screened for compliance with GDPR regulations, and will be submitted for approval by the ethics review board (SMEC) at KU Leuven. ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☒ No: in WP3, study 1 Additional information:

Will you process personal data[4]? 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).	☒ Yes (provide PRET G-number or EC S-number below) We will collect for the different qualitative studies name, surname and personal e-mail address, with the goal to be able to share the published research results with the respondents, if desired. All personal data will be pseudonymized. The G-number will be provided once the studies are under ethical review at the KU Leuven. ☐ No Additional information:
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:
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:

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[4] See Glossary Flemish Standard Data Management Plan

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: In some cases, the data we analyze may be copyright-protected, e.g. newspaper articles, images or videos with copyright. Such copyrighted materials will primarily be stored in the NVivo software, hosted by the KU Leuven, which is only accessible after double authentication by the lead researchers of the project. If materials we employ are stored in the publicly accessible databases, we will either make sure we comply with regulations for fair use, or use links, or ask for permission, depending on what seems feasible. Note that for social media content, copyright regulations are at times rather unclear, variable across countries, and changeable. In case of doubt we will consult legal specialists.

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). *RDM guidance on documentation and metadata.*	For every study in WP2 and WP3 we will create a separate folder (under the larger header of WP2 & WP3) on a shared and double authentication protected drive of the KU Leuven (i.e. J-drive or Sharepoint). In these folders the following documents and data will be available: - Brainstorm and research design (reflective notes): word.docx - Data management plan: word.docx - Log book of the timing and to-do's for every study in the two WP's: word.docx - Ethical approval for every study by ethical committee KU Leuven with documents such as informed consent briefs and introduction letters: pdf - Methodological guides such as interview protocols (for WP2, study 3 and WP3, study 3), participant observation schemes, developed codebooks: word.doxc - The clean pseudonymized interview and observation data: word.docx - The list of fashion (social) media texts (not the actual texts due to copyright) made available for other researchers - Note: The folder will never contain sensitive (identifiable) participants information such as names, contact details, audio-files of the (wardrobe) interviews, etc.
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: If no, please specify (where appropriate per dataset or data type) which metadata will be created:

4. Data Storage & Back-up during the Research Project

Where will the data be stored? *Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.*	☒ Shared network drive (J-drive): Data from interviews and observations will be pseudonymized via this participant number and securely stored on a shared and encrypted network J-drive, and is only accessible to involved researchers using their employee ID ☒ Personal network drive (I-drive): Restricted and sensitive data (e.g. personal information, contact information, the informed consent, etc.) will be stored separately on an encrypted password-protected personal I-drive of the KU Leuven for the duration of this project, and can only be accessed by the main researchers of this project ☐ OneDrive (KU Leuven) ☒ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ Digital Vault ☐ Other:
How will the data be backed up? *What storage and backup procedures will be in place to prevent data loss?*	☒ Standard back-up provided by KU Leuven ICTS for my storage solution ☐ Personal back-ups I make (specify) ☒ Other (specify): Paper data (informed consents; personal and field notes) will be archived in a locked closet in the office of the postdoctoral researcher at CeSo (KU Leuven)
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: we do not foresee that the gathered data will exceed 5 GB ☐ No If no, please specify:

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.* *Guidance on security for research data*	Both the I-drive and J-drive are fully encrypted and password-protected (only accessible to involved researchers using their employee ID) + paper documents are kept in the office of the postdoctoral researcher in a locked closet, only the postdoc has the key to this closet.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	If it happens to be the case that we need more storage for our data, we need to extend the storage capacity. Costs will be covered by the research budget of this FWO-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...). *Guidance on data preservation*	☒ All data will be preserved for 10 years according to KU Leuven RDM policy ☐ 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 ☐ Certain data cannot be kept for 10 years (explain) Note: the raw audiofiles of the (wardrobe) interviews & of interviews conducted as part of the participant observation studies will be deleted after publication of the scientific articles, because at that point only the pseudonymized interviews are necessary for the development of the project. Moreover, after publication of the research articles, personal and field notes on paper will be destroyed, because they were saved together with the interview transcripts in word files.

Where will these data be archived (stored and curated for the long-term)? *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.*	☒ KU Leuven RDR ☐ Large Volume Storage (long term for large volumes) ☒ Shared network drive (J-drive) ☐ Other (specify):
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	Collected data will be stored for on KU Leuven's K-Drive for 10 years. Storing 1TB on the K-Drive costs approximately 200 Euro per year (https://ppw.kuleuven.be/ppw-dict/dictservicecatalog/access-to-shared-network-drivesand-printers-file-and-print). Costs will be covered by the research budget of this FWO project.

6. Data Sharing and Reuse

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. *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, as open data ☐ Yes, as embargoed data (temporary restriction) ☒ Yes, as restricted data (upon approval, or institutional access only) ☐ No (closed access) ☒ Other, please specify: The summary of the fashion media corpus in WP2 (study 1) and WP3 (study 1), but not the actual texts due to copyright issues, will be made freely available to for instance other researchers. This list will be made publicly available after the end of the project and once all publications building on these data have been peer-reviewed and published.

If access is restricted, please specify who will be able to access the data and under what conditions.	For the two interview studies (in-depth interview study in WP3 & wardrobe study in WP2) and for the discourse analysis studies in WP2 and WP3 access will be considered after a request is submitted explaining the planned reuse. Only uses for research purposes will be allowed and commercial reuse will be excluded. Researchers have to comply with the confidentiality rules for the given data, in particular for the interview material. Pseudonymized data will only be made available upon publication of all results on this part of the data. The field and reflective notes of the participant observation studies will not be available, considering the difficulty to keep parts of information revealing the identity of respondents. The corpus of media texts in WP2 & WP3 cannot be made available considering copyright issues with the selected media texts, but the list of texts included will be made freely available.
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: copyright on (social) media texts
Where will the data be made available? If already known, please provide a repository per dataset or data type.	☒ KU Leuven RDR (only for the list of texts included in the corpus of fashion media texts in WP2 & WP3) ☐ Other data repository (specify) ☒ Other (specify): the selected data (see above) will be made available after request and motivation per e-mail

When will the data be made available?	☒ Upon publication of research results ☐ Specific date (specify) ☐ Other (specify)
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.* *Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.*	☐ CC-BY 4.0 (data) ☒ Data Transfer Agreement (restricted data) ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☐ Other (specify)
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, a PID will be added upon deposit in a data repository (only for the list of texts included in the corpus of fashion media texts in WP2 & WP3) ☐ My dataset already has a PID ☐ No
What are the expected costs for data sharing? How will these costs be covered?	**None**

7. Responsibilities

Who will manage data documentation and metadata during the research project?	The postdoctoral researcher (Aurélie Van de Peer) will manage the data documentation on a daily basis.

Who will manage data storage and backup during the research project?	The postdoctoral researcher (Aurélie Van de Peer) will manage the data storage and back up on a daily basis.
Who will manage data preservation and sharing?	The supervisor (prof. Giselinde Kuipers) will manage the data preservation after completion of the project, dr. Van de Peer and prof. Kuipers during the project and the data sharing is managed by both researchers mentioned.
Who will update and implement this DMP?	The supervisor bears the end responsibility of updating & implementing this DMP.