

## 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	Grant Holder: Philip Choi ORCID: 0000-0003-0374-7380
Contributor name(s) (+ ORCID) & roles	
Project number <sup>1</sup> & title	Project Number: 1208021N Project Title: Hearing, Assenting, and Acting: Later Medieval Accounts of Testimonial Belief and Knowledge, 1300-1550
Funder(s) GrantID <sup>2</sup>	Fonds voor Wetenschappelijk Onderzoek (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: Provide ROR <sup>3</sup> identifier when possible:
Please provide a short project description	My project aims to provide a comprehensive study of epistemological discussions on testimonial belief and knowledge in the Later Middle Ages (1300-1550), a period that has gone unnoticed in the standard history of epistemology. Understanding rich accounts of the nature of testimonial belief and knowledge in this period will allow us to have a more correct and complete history of epistemology of testimony.

<sup>1</sup> "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.

<sup>2</sup> 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.

<sup>3</sup> Research Organization Registry Community. <https://ror.org/>

## 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<sup>4</sup>.

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
Manuscripts	This project will collect and use medieval and early modern manuscripts that are relevant to the central topic of the research project	<input type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Observational <input type="checkbox"/> Experimental <input type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input checked="" type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input checked="" type="checkbox"/> .pdf <input type="checkbox"/> .txt <input type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input type="checkbox"/> other: <input type="checkbox"/> NA	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	
Research outputs	This project will produce outputs in the form of digital articles	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> .pdf	<input checked="" type="checkbox"/> < 1 GB	

<sup>4</sup> Add rows for each dataset you want to describe.

<p><b>GUIDANCE:</b></p> <p>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.</p> <p>EXAMPLES OF DATA TYPES: OBSERVATIONAL (E.G. SURVEY RESULTS, SENSOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); COMPILED/AGGREGATED DATA<sup>5</sup> (E.G. TEXT &amp; DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.</p> <p>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 &amp; COMPUTATIONAL SCRIPT.</p> <p>DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.</p> <p>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).</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>The following two resources will be used for the collection of medieval and early modern manuscripts:</p> <ol style="list-style-type: none"> <li>1. Google Books (<a href="https://books.google.com">https://books.google.com</a>)</li> <li>2. Medieval Philosophy Digital Resources (<a href="https://capricon.bc.edu/siepm">https://capricon.bc.edu/siepm</a>)—managed by Jean-Luc Solère (Boston College) for Société Internationale pour l’Étude de la Philosophie Médiévale (SIEPM)</li> </ol>
<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, please describe these issues further and refer to specific datasets or data types when appropriate.</p>	<p> <input type="checkbox"/> Yes, human subject data  <input type="checkbox"/> Yes, animal data  <input type="checkbox"/> Yes, dual use  <input checked="" type="checkbox"/> No         </p> <p>If yes, please describe:</p>

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<sup>5</sup> These data are generated by combining multiple existing datasets.

<p>Will you process personal data<sup>6</sup>? 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.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No  If yes:</p> <ul style="list-style-type: none"> <li>- Short description of the kind of personal data that will be used:</li> <li>- Privacy Registry Reference:</li> </ul>
<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>
<p>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.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No  If yes, please explain:</p>
<p>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.</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No  If yes, please explain:</p>

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<sup>6</sup> See Glossary Flemish Standard Data Management Plan

### 3. Documentation and Metadata

<p>Clearly describe what approach will be followed to capture the accompanying information necessary to keep <b>data understandable and usable</b>, 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>I will follow KU Leuven's FAIR data principles (<a href="https://www.kuleuven.be/rdm/en/guidance/fair">https://www.kuleuven.be/rdm/en/guidance/fair</a>), so that my research outputs can be more findable, accessible, interoperable, and reusable. This can be done by depositing and publishing my research outputs in KU Leuven Research Data Repository, by following the metadata standards of KU Leuven, and by specifying a license by virtue of which users can have a clear understanding of the extent to which they are allowed to do with my research outputs (e.g., a Creative Commons Attributions License 4.0).</p>
<p>Will a metadata standard be used to make it easier to <b>find and reuse the data</b>?</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>I will use the metadata standards of KU Leuven (<a href="https://www.kuleuven.be/rdm/en/guidance/documentation-metadata/metadata-standards">https://www.kuleuven.be/rdm/en/guidance/documentation-metadata/metadata-standards</a>).</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</p>

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

<p>Where will the data be stored?</p>	<p>Each dataset will be stored in a separate folder in the following three places:</p> <ol style="list-style-type: none"> <li>1) KU Leuven Onedrive</li> <li>2) My personal iCloud drive</li> <li>3) My personal external hard drive</li> </ol>
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<p><b>How will the data be backed up?</b></p> <p><i>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.<sup>7</sup></i></p> <p><i>REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.</i></p>	<p>Both KU Leuven Onedrive and my personal iCloud provide regular automatic backups (<a href="https://www.kuleuven.be/rdm/en/guidance/storage#back-ups">https://www.kuleuven.be/rdm/en/guidance/storage#back-ups</a>).</p>
<p><b>Is there currently sufficient storage &amp; 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.</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>If yes, please specify concisely:          KU Leuven Onedrive provides a 2TB online data storage for research, which is sufficient for my research.          If no, please specify:</p>
<p><b>How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</b></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.<sup>7</sup></i></p>	<p>In addition to automatic backups provided by KU Leuven Onedrive, I will make my own backups of important research data in my personal iCloud and external hard drive. Other paper-based data and documentation will be stored in clearly labeled folders in my office. All data will be handled in accord with KU Leuven's security guidelines (<a href="https://www.kuleuven.be/rdm/en/guidance/storage#security">https://www.kuleuven.be/rdm/en/guidance/storage#security</a>).</p>
<p><b>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</b></p>	<p>Not applicable</p>

<sup>7</sup> Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/>

### 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 datasets described in the section 2 above, i.e., Manuscripts and research outputs
Where will these data be archived (stored and curated for the long-term)?	KU Leuven research data repository
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	Not applicable



## 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 &amp; RESTRICTED ACCESS. FOR MORE INFORMATION:</i> <a href="https://wiki.surfnet.nl/display/STANDARDS/INFO-EU-REPO/#INFOEUREPO-ACCESSRIGHTS">HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EU-REPO/#INFOEUREPO-ACCESSRIGHTS</a></p>	<p><input checked="" type="checkbox"/> Yes, in an Open Access repository</p> <p><input type="checkbox"/> Yes, in a restricted access repository (after approval, institutional access only, ...)</p> <p><input type="checkbox"/> No (closed access)</p> <p><input type="checkbox"/> Other, please specify:</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</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</p> <p><input type="checkbox"/> Yes, intellectual property rights</p> <p><input type="checkbox"/> Yes, ethical aspects</p> <p><input type="checkbox"/> Yes, aspects of dual use</p> <p><input type="checkbox"/> Yes, other</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please specify:</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p>KU Leuven research data repository</p>

<p><b>When will the data be made available?</b></p> <p><i>THIS COULD BE A SPECIFIC DATE (DD/MM/YYYY) OR AN INDICATION SUCH AS 'UPON PUBLICATION OF RESEARCH RESULTS'.</i></p>	<p>Upon publication of research results</p>
<p><b>Which data usage licenses are you going to provide? If none, please explain why.</b></p> <p><i>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.</i></p> <p><i>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." <sup>8</sup></i></p>	<p>Data from the project that can be shared will be made available under a Creative Commons Attributions License (<a href="https://creativecommons.org/licenses/by/4.0">https://creativecommons.org/licenses/by/4.0</a>), which permits use, sharing, adaptation, distribution and reproduction in any medium or format, as long as users give appropriate credit to the original author(s) and the source, provide a link to the Creative Commons license, and indicate if changes were made.</p>
<p><b>Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.</b></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 type="checkbox"/> Yes  <input checked="" type="checkbox"/> No  If yes:</p>
<p><b>What are the expected costs for data sharing? How will these costs be covered?</b></p>	<p>Not applicable</p>

<sup>8</sup> Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/>

## 7. Responsibilities

Who will manage data documentation and metadata during the research project?	I will be responsible for the management of data documentation and metadata.
Who will manage data storage and backup during the research project?	I will be responsible for data storage and backup.
Who will manage data preservation and sharing?	During the research project period (August 2022—February 2025), I will be responsible for data preservation and sharing. After this period, my supervisor at KU Leuven, Prof. Russell Friedman, will take over this responsibility.
Who will update and implement this DMP?	I will update and implement this data management plan.