

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	Elisabeth Niederdöckl https://orcid.org/0000-0002-9635-5599
Contributor name(s) (+ ORCID) & roles	Barbara Baert Supervisor Ku Leuven Vincent Debiais Supervisor EHES
Project number ¹ & title	1143823N - Portable Altars and the Aesthetical changes within 11th-12th centuries reforms of the Church. The Sublime Revelation of the Invisible Presence.
Funder(s) GrantID ²	
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 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	<p>This interdisciplinary research on portable altars from the XI-XII centuries is expected to give a greater sensibility regarding their conception, perception, and use within the theological and historical changes affecting the medieval Church. This analysis is expected to give a greater understanding regarding the research field of medieval material culture studies, sound studies, medieval understanding of abstraction, and space studies. The novel semantic significance asserted by medieval theological writings to portable altars will help in reconsidering their various employment and meaning throughout the liturgical year. Finally, this analysis analyzes if portable altars may be part of a tradition pledging for the centrality of the Roman Church, which party exists till nowadays. Overall, central to this study will be the question regarding the visualization of the secularization of the sublime, therefore the rendering of the divine invisible presence.</p> <p>First, the selected portable altars will be analyzed from a theological and historiographical point of view. The results of the latter analysis will allow envisioning portable altars use within the ecclesiastical year, therefore questioning their variable perception. Lastly, their use has to be linked to the priests and their usage of liturgical vessels in general (such as Gospel Books, Chalices, and Patens).</p>
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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 data⁴.

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
Budde	Collection of all existing portable altars. Textual description, data regarding generalities	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Observational <input type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input 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 checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input 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	
Luginbil	Added portable altars which were not listed by Budde.	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Compiled	<input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 1 GB	
Rupert von Deutz de	Description XI-XII century	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Compiled/Textual	<input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 1 GB	

⁴ Add rows for each dataset you want to describe.

divinis officiis	liturgy and includes observations on plainchant.						
Honorius Augustodunensis, Gemma Animae	The non-scholastic version of Rupert of Deutz, therefore, used for a broader perception of the internal liturgical changes of XI-XII centuries.	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Compiled/Textual	<input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 1 GB	
Gerhoch von Reichersberg	Description XI-XII centuries Central European Liturgical celebrations	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Compiled/Textual	<input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 1 GB	
Wibaldus of Stavelot, Codex Epistolari	For a precise study of the emblematic example Stavelot Portable Altar	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Compiled/Textual	<input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 MB	

	(Brussels, MAH)						
Vulgata	For the Iconography	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Compiled/ Textual	<input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 MB	
Patrologia Latina (Serie A&B)	For the Iconography and contextualization of the objects understanding	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Compiled/ Textual	<input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 MB	
Kunstgewerbemuseum Berlin	Welfenschatz collection of the existing portable altars which will be studied first-hand	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Physical				First-hand study on the Objects Data will be collected on their generalities as weight and measurements of important details which have never been collected before

<p>GUIDANCE:</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 DATA⁵ (E.G. TEXT & 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 & 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>Patrologia Latina (Serie A&B)URL: https://www.libraries.rutgers.edu/databases/patrologia_latina ; Vulgata: URL: https://vulgate.org; Rupert of Deutz: https://books.google.be/books/about/Patrologia_Latina_168_R_D_D_Ruperti_Abba.html?id=Mk1FzgEACAAJ&redir_esc=y; Honorius Augustodunensis: http://www.documentacatholicaomnia.eu/04z/z_1080-1137_Honorius_Augustodunensis_Gemma_Animae_MLT.pdf.html; Wibaldus of Stavelot: https://viaf.org/viaf/213109960/ ; Gerhoch von Reichersberg: https://www.geschichtsquellen.de/autor/2376 ; Kunstgewerbemuseum: https://www.medieval.eu/highlights-from-the-guelph-treasure-welfenschatz-self-treasure/; Budde: https://www.worldcat.org/title/altare-portale-kompendium-der-tragaltare-des-mittelalters-600-1600/oclc/611258410?referer=di&ht=edition; Luginbil: https://medievalportablealtars.com/the-database/</p>

⁵ These data are generated by combining multiple existing datasets.

<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 If yes, please describe: </p>
<p>Will you process personal data⁶? 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: <ul style="list-style-type: none"> - Short description of the kind of personal data that will be used: - Privacy Registry Reference: </p>
<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>

⁶ See Glossary Flemish Standard Data Management Plan

<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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3. Documentation and Metadata

<p>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).</p>	<p>Notebooks and txt documents will be regularly compiled and organised to make them accessible to supervisors and other students. These Documentations will be stored and might be published if relevant.</p>
<p>Will a metadata standard be used to make it easier to find and reuse the data?</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: Library cataloguing system (author, title, subject, year). Version control is integrated.</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

Where will the data be stored?	OneDrive for Business Cloud Storage
<p>How will the data be backed up?</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.⁷</i></p> <p><i>REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.</i></p>	Version management is available. Up to 100 versions per file.
Is there currently sufficient storage & backup capacity during the project? If yes, specify concisely. If no or insufficient storage or backup capacities are available, then explain how this will be taken care of.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify concisely: 2TB If no, please specify:

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

<p>How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</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. ⁷</i></p>	<p>OneDrive for Business is suitable for strictly confidential data, as long as multifactor authentication with the KU Leuven Authenticator app is activated. Access via web browser and sync app. Extensive possibilities to collaborate within and outside KU Leuven.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>Free for staff and students of KU Leuven</p>

5. Data Preservation after the end of the Research Project

<p>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...).</p>	<p>none</p>
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Where will these data be archived (stored and curated for the long-term)?	Publications
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	The storage is granted by KU Leuven. No additional data storage is needed. Publications will grant the access to additional data which might be interesting to make accessible.

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 & RESTRICTED ACCESS. FOR MORE INFORMATION: HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EU-REPO/#INFOEU-REPO-ACCESSRIGHTS</i></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>When will the data be made available?</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>Which data usage licenses are you going to provide? If none, please explain why.</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."</i>⁸</p>	<p>The data from the project will be published under the licence of the researchers name, the institutions, and the institution giving the grant</p>
<p>Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.</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>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>None</p>

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

7. Responsibilities

Who will manage data documentation and metadata during the research project?	Elisabeth Niederdöckl
Who will manage data storage and backup during the research project?	Elisabeth Niederdöckl
Who will manage data preservation and sharing?	Elisabeth Niederdöckl
Who will update and implement this DMP?	Elisabeth Niederdöckl