

FWO DMP Template

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.

1. General Information	
Name applicant	Brigitte Meijns
FWO Project Number & Title	G063422N In search of a true <i>vita canonica</i> . Normative texts and their manuscripts as alternative witnesses for the emergence of the canonical reform movement (9th-11th century)
Affiliation	<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:
2. Data description	
Will you generate/collect new data and/or make use of existing data?	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data

<p>Describe the origin, type and format of the data (per dataset) and its (estimated) volume</p> <p><i>If you reuse existing data, specify the source of these data.</i></p> <p><i>Distinguish data types (the kind of content) from data formats (the technical format).</i></p>	<p>Manuscripts (digitized)</p> <ul style="list-style-type: none"> • <u>Origin</u>: digital reproductions of manuscripts will be retrieved through open access libraries or will be purchased from the archives • <u>Format</u>: pdf • <u>Estimated volume</u>: 10 GB <p>Manuscripts (photographed)</p> <ul style="list-style-type: none"> • <u>Origin</u>: photographs of manuscripts will be taken in the archives with a smartphone • <u>Format</u>: jpg • <u>Estimated volume</u>: 10 GB <p>Manuscripts (analog)</p> <ul style="list-style-type: none"> • <u>Origin</u>: in case manuscripts aren't digitized and there is no permission to photograph specific manuscripts, these manuscripts will be consulted and studied in the archives • <u>Format</u>: N/A • <u>Estimated volume</u>: N/A <p>➔ <u>Information about reusing existing data</u>: all manuscripts used for this research project were produced by people who have been deceased for many centuries. If we are able to study these manuscripts through digitized versions (data types 'digitized' and 'photographed'), these versions were previously created by (staff of) the archives that preserve the manuscripts.</p> <p>Codicological descriptions and content analyses</p> <ul style="list-style-type: none"> • <u>Origin</u>: codicological descriptions and content analyses of the manuscripts will be made in Microsoft Word • <u>Format</u>: docx • <u>Estimated volume</u>: 100 MB <p>➔ <u>Information about reusing existing data</u>: most probably we will be able to make use of existing codicological descriptions and content analyses to get an overview on the content of the</p>
---	--

	<p>manuscripts. These existing descriptions were created by others and are part of catalogues in the archives that preserve the manuscripts.</p> <p>Spreadsheet</p> <ul style="list-style-type: none"> • <u>Origin</u>: spreadsheet of the manuscripts, the codicological descriptions and content analyses will be created in Microsoft Excel • <u>Format</u>: xlsx • <u>Estimated volume</u>: 100 kB <p>Personal notes</p> <ul style="list-style-type: none"> • <u>Origin</u>: personal notes on the conducted research will be taken in Microsoft Word • <u>Format</u>: docx • <u>Estimated volume</u>: 100 MB
--	---

3. Ethical and legal issues	
<p>Will you use personal data? If so, shortly describe the kind of personal data you will use AND add the reference to your file in your host institution's privacy register.</p> <p><i>In case your host institution does not (yet) have a privacy register, a reference is not yet required of course; please add the reference once the privacy register is in place in your host institution.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <ul style="list-style-type: none"> - Privacy Registry Reference: - Short description of the kind of personal data that will be used:
<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, add the reference to the formal approval by the relevant ethical review committee(s).</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <ul style="list-style-type: none"> - Reference to ethical committee approval:

<p>Does your work possibly result in research data with potential for tech transfer and valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment:</p>
<p>Do existing 3rd party agreements restrict dissemination or exploitation of the data you (re)use? If so, to what data do they relate and what restrictions are in place?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please comment:</p> <p>There might be restrictions in sharing digitized or photographed versions of manuscripts (e.g. having to pay reusing rights in case we would like to share a manuscript as an image in a publication).</p>

4. Documentation and metadata

<p>What documentation will be provided to enable understanding and reuse of the data collected/generated in this project?</p>	<p>A readme.txt-file will be created with basic information on the dataset (e.g. types of data, collection of the data, structure of the dataset). Furthermore, a .docx-file will be created with a regularly updated research log, in order to document the research based on the dataset.</p>
---	---

<p>Will a metadata standard be used? If so, describe in detail which standard will be used. If not, state in detail which metadata will be created to make the data easy/easier to find and reuse.</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify: The data will be collected in one folder: 'Manuscripts'. In this folder, the manuscripts will be structured in subfolders, based on the archive identifier of the manuscript (e.g. 'Lat. 4334'). This subfolder will contain the digitized or photographed version of the manuscript (e.g. 'Lat. 4334 – digitized.pdf') and its codicological description with content analysis (e.g. 'Lat. 4334 – codicological description.docx'). To create an overview of the dataset, an .xlsx-file will be created in the main folder 'Manuscripts'. This spreadsheet will contain following metadata: 1) Archive identifier 2) Archive 3) Item type 4) Date 5) Place of origin 6) Date of access 7) Codicological description (to be answered with 'ok' if the researcher has completed the codicological description with content analysis) 8) Extra </p>
--	---

5. Data storage & backup during the FWO project

Where will the data be stored?	The data will be stored in a personal cloud on the KU Leuven's OneDrive for Business.
--------------------------------	---

How will the data be backed up?	A cloud ensures automatic backups every time data are changed or added to the research.
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 no, please specify: KU Leuven's OneDrive for Business provides 2 TB of storage for free.
What are the expected costs for data storage and backup during the project? How will these costs be covered? <i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i>	There are no expected costs for data storage during the project.
Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?	The researcher (Lene ten Haaf) is the only person with access to the personal cloud in which the data will be stored, since the cloud is secured with a personal password, only known by the researcher. For practical reasons, however, the researcher uses the OneDrive application, which makes the OneDrive documents easily accessible on her computer (since the cloud documents are stored on the hard disk of the computer as well) instead of always having to work in an internet browser. This means that logging into the researcher's computer account makes the research data accessible. To prevent this from happening, the researcher locks her personal account with her KU Leuven account. At the same time, using the OneDrive application means that stealing the hard disk might be a means to getting access to the data. Therefore, the hard disk is sealed with Bitlocker, which makes the hard disk only accessible through using a personal code, only known by the researcher.

6. Data preservation after the end of the FWO project

FWO expects that data generated during the project are retained for a period of minimally 5 years after the end of the project, in as far as legal and contractual agreements allow.

Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).	All data will be preserved for several reasons: the data will form the basis of the researcher's PhD and the data might be reused by other researchers of the research unit. At this moment, there are no clear reasons why the data should not be preserved (e.g. legal or ethical restrictions or preservation issues due to the type of data).
Where will these data be archived (= stored for the long term)?	The dataset will be archived in KU Leuven's RDR (Research Data Repository).
What are the expected costs for data preservation during these 5 years? How will the costs be covered? <i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i>	This repository can store up to 50 GB per year for free. It is expected that the data of this research project won't exceed this limit.

7. Data sharing and reuse

Are there any factors restricting or preventing the sharing of (some of) the data (e.g. as defined in an agreement with a 3 rd party, legal restrictions)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: There might be restrictions for sharing the digitized or photographed versions of manuscripts in a data repository. If it turns out that manuscripts cannot be shared, it should still be allowed to share descriptions of these data (e.g. the spreadsheet of the manuscripts) in order to make the data accessible to a certain extent for other researchers.
Which data will be made available after the end of the project?	All data will be made available, except for data that aren't allowed to be shared (see previous question).
Where/how will the data be made available for reuse?	<input checked="" type="checkbox"/> In an Open Access repository <input type="checkbox"/> In a restricted access repository <input type="checkbox"/> Upon request by mail <input type="checkbox"/> Other (specify):
When will the data be made available?	At the end of the research project.
Who will be able to access the data and under what conditions?	Data that are shared in Open Access will be available for everyone who visits the KU Leuven's RDR.
What are the expected costs for data sharing? How will these costs be covered? <i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i>	This repository can store up to 50 GB per year for free. It is expected that the data of this research project won't exceed this limit.

8. Responsibilities

Who will be responsible for the data documentation & metadata?	Lene ten Haaf (PhD student) will be responsible for the data management during the project.
Who will be responsible for data storage & back up during the project?	Lene ten Haaf (PhD student) will be responsible for the data management during the project.
Who will be responsible for ensuring data preservation and sharing?	Lene ten Haaf (PhD student) will be responsible for the data management during the project.
Who bears the end responsibility for updating & implementing this DMP? <i>Default response: The PI bears the overall responsibility for updating & implementing this DMP</i>	Brigitte Meijns (supervisor) has the end responsibility for the data management during the project and after the end of the project.