DATA MANAGEMENT PLAN

ADMIN DETAILS

Project Name: RASPERA - Recalling and Anticipating Specific Positive Events to boost Resilience in Adolescents
Principal Investigator / Researcher: Filip Raes
Institution: KU Leuven

1. GENERAL INFORMATION

Name applicant
Prof. dr. Filip Raes (applicant)

FWO Project Number & Title
FWO Rode Neuzen Project G0D5522N
“Recalling and Anticipating Specific Positive Events to boost Resilience in Adolescents” -- RASPERA

Affiliation
KU Leuven
Faculty of Psychology and Educational Sciences

2. DATA DESCRIPTION

Will you generate/collect new data and/or make use of existing data?
Generate new data

Describe in detail the origin, type and format of the data (per dataset) and its (estimated) volume. This may be easiest in a table (see example) or as a data flow and per WP or objective of the project. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).
Observational data (via self-report questionnaires) will be initially collected mainly in Microsoft Excel and MS Word formats, and at a later stage - for archiving purposes - also as CSV files. We expect the total volume not to exceed 1 GB. There are three waves of data collection: pre- and post-intervention, and one follow-up.

3. LEGAL AND ETHICAL ISSUES

Will you use personal data? If so, shortly describe the kind of personal data you will use. Add the reference to your file in KU Leuven's Register of Data Processing for Research and Public Service Purposes (PRET application). Be aware that registering the fact that you process personal data is a legal obligation.
Yes.

Privacy Registry Reference: G-2022-5340

Restricted and personal information: This includes all sensitive information. In this study we will collect the following: datafile linking participants' name to participant ID, month and year of birth, contact information, signed informed consent forms. Those data will be considered as restricted throughout the entire project. This means that this restricted information will be stored (excl. informed consent forms, see further) at a restricted area of the personal, shared J-drive or a shared OneDrive for Business folder, which can only accessed by the involved researchers (via professional KU Leuven account). All drives are managed by ICTS personnel, bound by the KUL ICT code of conduct. Offline copies of restricted data and the informed consent forms will be separately archived in a locked room.

Confidential data: This contains moderately sensitive information. In this study we collect the following, age, demographic data, all other data coming from questionnaires. This data will be pseudo-anonymized and be stored on the J-drive or in a shared OneDrive for Business folder according to the storage guidelines of the Faculty of Psychology and Educational Sciences. To allow for secure storage, management and sharing of files and to avoid loss of data and/or conflicting versions, we will use a shared drive. It allows all team members to store and edit files and to access the information using their employee ID. All drives are managed by ICTS personnel, bound by the KUL ICT code of conduct. Pseudo-anonymized data will not be transferred unencrypted or by e-mail. Pseudo-anonymized data can also be shared with regulatory authorities, ethical committees, other parties that collaborate with the research team and will be shared on the OSF platform. Of course, information with regard to data sharing will be part of the information form.

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)

Yes. Project is awaiting ethical approval (PRET KU Leuven).

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?

No.

The project will generate psychological insights on the effects of Positive Event Training (combination of Memory Specificity Training and Future Event Specificity Training). This knowledge could be valorised, although we do not intend to do so at this stage.

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?

Yes.

The participants themselves are the only 3rd party. Agreements as such are part of the Informed Consent, mentioning the publication of results in scientific communications and the (re-)use of data by other researchers.

4. DOCUMENTATION AND METADATA

What documentation will be provided to enable reuse of the data collected/generated in this project?
Summary of study design and methodology, questionnaires, training manuals will be documented as word files. All other (e.g., contextual) information necessary for a secondary analyst to use the data accurately and effectively will be documented as a txt.-file (this includes, e.g., info on dates of assessments and training sessions; info on schools, classes, and number of students participating; variable list and legend; info on accessibility of the dataset; and info on processing operations on data files).

Will a metadata standard be used? If so, describe in detail which standard will be used. If no, state in detail which metadata will be created to make the data easy/easier to find and reuse.
Yes.
Since there is no formally acknowledged metadata standard specific to our discipline, the fields of the DDI standard (Data Documentation Initiative) will be used for the description on project level in the txt-file.

5. DATA STORAGE AND BACKUP DURING THE FWO PROJECT

Where will the data be stored?
Offline copies of restricted data and the informed consent forms will be separately archived in a locked room. Digital data will be stored at a restricted area of the personal j-drive or OneDrive folder, which can only be accessed by the involved researchers. All drives are managed by ICTS personnel, bound by the KUL ICT code of conduct.

How is backup of the data provided?
The data will be stored on the university's central servers with automatic daily back-up procedures.

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.

What are the expected costs for data storage and back up during the project? How will these costs be covered?
About 50 EUR. Costs will be covered by personal funds of the PI.

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?
Digital data will be stored at a restricted area of the personal j-drive or OneDrive folder, which can only be accessed by the involved researchers.

6. DATA PRESERVATION AFTER THE FWO PROJECT

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 retained for the expected 10 year period after te end of the project (KU Leuven's policy). Except for the binding key that allows to couple an individual's name to the collected data.

Where will the data be archived (= stored for the longer term)?
Offline copies of restricted data and the informed consent forms will be separately archived in a locked room for the expected 10 year period after te end of the project. Offline copies and informed consent forms will be destroyed after the 10 year period. Digital data will be stored (excl. informed consent forms, see above) at a restricted area of the personal j-drive or OneDrive folder, which can only accessed by the involved researchers. All drives are managed by ICTS personnel, bound by the KUL ICT code of conduct. Digital data will be archived as CSV after the 10 year period for archiving purposes.

What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?
50 EUR per 5 years. Costs will be covered by personal funds of PI.

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 3rd party, legal restrictions)?
No

Which data will be made available after the end of the project?
The coded, pseudonomized dataset will be uploaded in a csv format to OSF (in a restricted access repository).

Where/how will the data be made available for reuse?
In a restricted access repository.
The coded, pseudonomized dataset will be uploaded in a csv format to OSF (in a restricted access repository).

When will the data be made available?
Upon publication of the research results
The coded, pseudonomized dataset will be uploaded in a csv format to OSF (in a restricted access repository) upon publication of the research results.

Who will be able to access the data and under what conditions?
Coded, pseudonomized data can be shared with regulatory authorities, ethical committees, other parties that collaborate with the research team and will be shared, as mentioned above, on the OSF platform.

Other researchers will only have access to the coded, pseudonomized data, and only if they agree with the confidentiality rules agreed upon within this study.

What are the expected costs for data sharing? How will the costs be covered?
No costs expected.

8. RESPONSIBILITIES

Who will be responsible for data documentation & metadata?
Filip Raes (PI)

Who will be responsible for data storage & back up during the project?
Filip Raes (PI)

Who will be responsible for ensuring data preservation and reuse ?
Filip Raes (PI)

Who bears the end responsibility for updating & implementing this DMP?
The PI (Filip Raes) bears the end responsibility of updating & implementing this DMP.