

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	Sara Willems - https://orcid.org/0000-0001-8191-3298
Contributor name(s) (+ ORCID) & roles	Dirk Saelens - http://orcid.org/0000-0003-3450-5448 - Supervisor
Project number ¹ & title	3E240416
Funder(s) GrantID ²	12A4X25N
Affiliation(s)	x 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: https://ror.org/05f950310
Please provide a short project description	<p>The rise in intermittent renewable energy sources makes unlocking energy flexibility crucial to balance supply and demand. If households are reluctant or unable to invest in technologies like electrical batteries to offer flexibility, they can participate actively in demand response (1) by continuously adapting behavior or (2) by changing the comfort requirements for smart appliances' or thermostats' controller. However, the energy flexibility potential of active participation in demand response is unclear. To estimate it, understanding, quantifying, and modeling households' comfort elasticities – defined in this project as the relationship between changes in comfort requirements and energy costs – is needed. In this view, this project has 3 objectives. (1) Mixed methods case studies will enable understanding and quantifying diverse households' comfort elasticities. (2) Active participation in residential demand response will be modeled using the quantified elasticities. After implementing that model in district energy system simulations (3) the energy flexibility potential of such active participation will be quantified. The model will</p>

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/>

	support research on controllers of smart devices as well as energy communities; and after implementation in energy market models, policymakers in encouraging the required level of active participation in demand response; operators in estimating its potential for reducing electricity grid stabilization costs; and households in this participation.
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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
Monitoring indoor conditions	Indoor conditions, like the indoor temperature, relative humidity, CO ₂ -concentration, incident sunlight and more detailed comfort measurements will be measured.	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 GB	
Energy demands, production and storage	Measurements of energy demands, production and	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv	<input checked="" type="checkbox"/> < 1 GB	

⁴ Add rows for each dataset you want to describe.

as well as water demands	storage as well as water demands via the digital meter						
Energy prices and costs	Data on energy prices will be retrieved online (e.g. website Elia). Information about energy costs will also be retrieved through households' energy bill.	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 MB	
Metadata on demand response events	Data on the extent to which households shifted their behavior and adapted their comfort requirements	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 MB	
Survey on demand response	Satisfaction and experiences of the households with demand response events	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 MB	

Dairies	Diary to note the timing of behavior, along with the reasons for it; or to note the reasons for the configured flexibility windows.	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 1 GB	
Interviews and their transcripts	Interviews on the demand response events and their transcripts	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .txt <input checked="" type="checkbox"/> other: audio, docx	<input checked="" type="checkbox"/> < 1 TB	
Pictures and videos of the cases	Pictures and videos of the cases	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .jpeg	<input checked="" type="checkbox"/> < 1 TB	
Household behaviour model	Model of household behaviour in the context of energy flexibility	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Simulation data <input checked="" type="checkbox"/> Software	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> other: .py	<input checked="" type="checkbox"/> < 100 MB	
Building simulations	Results from simulation models of the cases	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Simulation data	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> other: .mo	<input checked="" type="checkbox"/> < 100 MB	
MPC framework	MPC framework to shift energy demands automatically	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Simulation data <input checked="" type="checkbox"/> Software	<input checked="" type="checkbox"/> other: .mat	<input checked="" type="checkbox"/> < 100 MB	

Wider survey	Wider survey on households' willingness to provide demand response	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .txt	<input checked="" type="checkbox"/> < 100 MB	
Wider energy demands, production and storage	Wider data on households energy demands, production and storage	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational	<input checked="" type="checkbox"/> .csv	<input checked="" type="checkbox"/> < 1 GB	

GUIDANCE:

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.

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.

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.

DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.

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).

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.	Students will gather valuable data as part of the course 'Installaties in gebouwen: koeling en luchtbehandeling (B-KUL-H03Q0B)'. These data will be used as part of the research. Moreover, some of the data gathered during my previous projects will be reused (i.e. PDM on the same topic and the oPEN Lab project). In the informed consent forms of these student works and projects, households agreed/will agree that the data could be (reused) for research.
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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 checked="" type="checkbox"/> Yes, human subject data <input type="checkbox"/> Yes, animal data <input type="checkbox"/> Yes, dual use <input type="checkbox"/> No</p> <p>If yes, please describe: All data gathered during the case studies deal with household behavior, energy demand and comfort, involving human subjects that participate voluntarily. They may include potentially vulnerable individuals or households. The data includes personal data. Furthermore, these data will be the basis for models of household behavior, which will be included in building simulations and a MPC framework. Approval from the Social and Societal Ethics Committee (SMEC) has been obtained through the PRET platform.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <ul style="list-style-type: none"> - Short description of the kind of personal data that will be used: <p>The following categories of personal data will be processed during the surveys and possibly the interviews: identification data (i.e. address, e-mail address, phone number and IP addresses), personal characteristics (i.e. age, birth sex/gender, marital status, and nationality), financial data (i.e. salary data), consumption patterns, education and training, lifestyle and habits, family composition (i.e. number and characteristics of children (e.g. gender, age), and number of residents), and characteristics of individuals' dwelling (including drawings/plans of the dwelling). Furthermore, recordings (i.e. audio recordings, video recordings, and photographs) will be made during the interviews.</p> <p>In addition, data that fall under the heading of 'special categories' of personal data will also be processed. In particular, data providing information on racial or ethnic origin and data on a person's health (physical and mental, like stress and depression) may be processed.</p>

⁶ See Glossary Flemish Standard Data Management Plan

	<p>The ICF will be kept separately from the other data. Personal identification data will be known only to the researchers directly involved and all data (except the audio recordings of the interviews, video recordings and plans, as indicated below) will be pseudonymized as soon as possible and feasible. The codes used for pseudonymization will be stored in a different location from the data. In pseudonymization, it will be ensured that the different types of data collected from the same household can still be linked for integrated analysis. In transcripts, notes, names of files, on the surveys, etc., the actual names and addresses of participants will be replaced by pseudonyms. Faces of individuals in photographs will be made unrecognizable and together with the plans, they will be kept. After all, information included in the photos and plans is necessary if future researchers want to gain insight into the dwellings they are analyzing. Audio recordings will be deleted once transcribed. For video recordings, it will be assessed at the end of the research which of them are necessary to keep for future researchers.</p> <p>Note that during the research, photographs and other material with identifiable individuals will only be used for research purposes and edited for publications so that no individuals can be identified from these. However, it is possible that people familiar with participants' dwellings may recognize them based on descriptions, plans or pictures of them.</p> <p>- Privacy Registry Reference: G-2024-8498</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please comment: The TRL level of research results will still be too low to lead directly to commercial applications. However, the research may become part of future SBO, ICON, or Horizon 2020 projects, where commercial valorization of the research results will take place. This valorization may, for instance, focus on the development of interfaces that enable a two-way interaction between households and advanced controllers (e.g. MPC).</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)?</p> <p>If so, please explain to what data they relate and what restrictions are in place.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>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?</p> <p>If so, please explain to what data they relate and which restrictions will be asserted.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please explain:</p>

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>For each dataset described above a ReadMe file will be set up describing the data collection, processing (e.g. data cleaning) and analysis methods. For each of these stages of the data life cycle it will be described who did what, when, how and why. Moreover, information on the ethical approval (reference number and institution) will be given. Particularly for the data collection stage, a logbook will complement the ReadMe files, tracking information on the steps taken (e.g. placement of devices) and reasons for missing data. Missing data will be indicated with NA in all data files. Additionally, general information on the ethical application and approval, informed consent example, the instructions we gave participants, a PDF of the questionnaires and interview guide, information about the sensors used, and information about the software used for the household behavior model, MPC framework and building simulations will be provided. Furthermore, at data level a codebook will be set up with an explanation of each of the variable labels, the labels assigned to values of variables and interview codes. This includes the measurement units of parameters that describe the indoor conditions and energy demands, production and storage, the unit of energy prices and costs, the question of the questionnaire that relates to each of the variable labels in the corresponding datafile, an explanation of the labels assigned to values of variables of the</p>

	questionnaire and their range, and an explanation of interview codes. The ReadMe files, logbook, general information and codebooks will be stored in the same folder as their corresponding data. For the household behavior model and the MPC framework, a code explanation will be given in the code itself, explaining each step. For these frameworks as well as the building simulation models, Git may be used as version control system. All datasets will be organized in folders in a structured way , with a clear file and folder naming.
<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: At the end of the research project, the data will be stored on KU Leuven's institutional research data repository (RDR) in case others have indicated to be willing to reuse the data or KU Leuven's cold storage solution when this is not the case. The corresponding recommended metadata model will be applied.</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?	Digital and audiovisual data will be stored on a secure network drive of KU Leuven (e.g. I- / J-drive), only accessible to the researchers involved in the project. To share data with students, OneDrive linked to a KU Leuven account will be used. If the students store the data on their personal computer for data processing and analysis, they will be asked to delete the data at the end of their master thesis or after finishing the course in which they gathered and analyzed data. In case data is gathered at the oPEN Lab living lab or at Constructhor, these data will also be stored on a database maintained within EnergyVille, by KUL and VITO (MS Azure cloud).

	<p>Physical data will be stored within KU Leuven, in the principal researcher's office in a locked drawer or cabinet accessible only to the researcher.</p> <p>When the FWO project will be complemented with other projects involving non-KU Leuven partners that need access to the data, the data will be moved to ManGO, or when these partners consist only of KU Leuven and VITO members, (also) the database maintained within EnergyVille.</p>
<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>	<p>Files on the secure network drives of KU Leuven (e.g. I- / J-drive) and ManGO are automatically backed up. For the secure network drives of KU Leuven, backups are made using "snapshot" technology, which is the online storage of incremental data changes. For the standard backup regime, as specified below, 10% of the requested storage capacity will be reserved. The standard backup regime is as follows:</p> <ul style="list-style-type: none"> • An hourly backup (at 8 AM, 12 PM, 4 PM and 8 PM) the last 6 of which are stored on our servers • A daily backup, at midnight, the last 6 of which are stored on our servers • A weekly backup, Saturday night at midnight, the last 12 of which are stored on our servers <p>The end user can use his own Windows PC to restore files to an older version using the "previous versions" function. According to the backup system above, it is possible to go back in time up to 12 weeks (~3 months).</p> <p>Moreover, for the purpose of "business continuity" or "disaster recovery", a mirror (exact copy) of all data is created in the second ICTS data centre. The data are copied every hour to the second data centre. In the event that the primary storage unit is corrupted, the ICTS team can get this copy online within the hour. The mirror in the second ICTS datacenter falls under type 1 storage.</p> <p>OneDrive also enables to restore files to an earlier version through the Version History or after deletion within 30 days through the Recycle Bin.</p> <p>Through ManGO, data is stored securely in the data centers of KU Leuven. Of each file, two copies are stored: one in the datacenter of Heverlee, and one in the datacenter of Leuven.</p>

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

	A scan of the physical data will be made and stored on a secure network drive of KU Leuven (e.g. I- / J-drive) as well.
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: There is no storage limit on the shared network drives. Data shared with students is expected to be much less than 2 TB, the limit of OneDrive. ManGO also does not have a storage limit. If no, please specify:
How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons? <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>	All ICT solutions at KU Leuven are subject to the university-wide ICT information security standards (e.g. multifactor authenticator). Digital data will be stored in a restricted network share of the secure network drives of KU Leuven (e.g. I- / J-drive) or ManGO. These drives and ManGO are therefore suitable for processing all types of personal data. When shared between researchers or students, videos and pictures will be encrypted using 7zip. A password will be set using Passwordstate. When OneDrive is used, only pseudonymized data will be stored online and the code list (link between the identifiable person and the code to which that person has been 'translated') is kept securely on a secure network drive of KU Leuven (e.g. I- / J-drive). Only persons involved in the research will get access to the data during the project (and possibly researchers involved in other funded complementary research projects). Access to code files with pseudonyms is controlled by the principal researchers (with the PI and Patricia Elsen (ATP) as a back-up).
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	Storage on the secure network drives of KU Leuven costs € 450,76 per TB per year. The necessary funding for storage and backup for the contracted service has been foreseen. OneDrive is Free for staff and students of KU Leuven. ManGO is also free of charge.

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...).	<p>After 10 years, it will be assessed whether it is necessary to keep all (personal) data or a part of it any longer. If necessary, a reminder date will be set at that time, when this will be reassessed. If further retention of all (personal) data or a part of it is no longer necessary, this will be deleted.</p> <p>An exception are the audio recordings, video recordings and photographs. Audio recordings will be deleted once transcribed. For video recordings, it will be assessed at the end of the research project (or complementary research projects) which of them are necessary to keep for future researchers. Faces of individuals in photographs will be made unrecognizable at the end of the research project (or complementary research projects).</p>
Where will these data be archived (stored and curated for the long-term)?	<p>In case other researchers show interest in the data, the data will be stored on KU Leuven's institutional research data repository (RDR). However, as the collected data consist of personal data, it will only be shared after a data sharing agreement is set up. In case no interest is shown yet, it will be stored using KU Leuven's cold storage solution.</p> <p>The paper data will be kept in the office of Patricia Elsen (ATP) in a locked drawer or cabinet that is only accessible to her and prof. Dirk Saelens.</p>
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	<p>We expect that no costs will be associated with storing the data on RDR. Every researcher can store 50 GB per year for free on RDR. The storage quota applies to the first KU Leuven author of the dataset.</p> <p>The costs of storing the data on KU Leuven's cold storage solution are not communicated yet, but are expected to be less than 35 euro per year.</p>

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/#INFOEUREPO-ACCESSRIGHTS</i></p>	<p><input type="checkbox"/> Yes, in an Open Access repository</p> <p><input checked="" type="checkbox"/> Yes, in a restricted access repository (after approval, institutional access only, ...) As all collected data contains personal data, data will only be shared after a data sharing agreement is set up. Data will be shared in case other researchers have shown interest in it during the research project.</p> <p><input checked="" type="checkbox"/> No (closed access) Participants' personal information (i.e., contact information and names) will never be shared.</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>In first instance, only the researchers involved in the research project will get access to the collected data. In case the data is only gathered during my FWO postdoctoral fellowship, the data is only accessible by me, prof. Dirk Saelens, Patricia Elsen (ATP), and possibly master thesis students. In case complementary projects will be funded in the future, the data will also be accessible to the involved research partners. After the project, access can be given to other researchers to the pseudonymised data after setting up a data sharing agreement.</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 checked="" type="checkbox"/> Yes, privacy aspects <input type="checkbox"/> Yes, intellectual property rights <input checked="" type="checkbox"/> Yes, ethical aspects <input type="checkbox"/> Yes, aspects of dual use <input type="checkbox"/> Yes, other <input type="checkbox"/> No</p> <p>If yes, please specify: All collected data consists of personal data. A data sharing agreement is required to share the pseudonymised data with other researchers.</p>

<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p>All collected data will be stored on KU Leuven's institutional research data repository (RDR).</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>The collected data will be made available after the research project or, in case funded, after planned future complementary research project.</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." ⁸</i></p>	<p>A CC-BY license will be used as data usage license.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes: All data published in RDR gets its own DOI.</p>

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

What are the expected costs for data sharing? How will these costs be covered?	Data can be shared after a data sharing agreement is signed. Except from setting up this agreement, data sharing will not require much work. Moreover, sharing data in RDR is free.
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Commented [A1]: Voor de cold storage solution toevoegen

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Sara Willems
Who will manage data storage and backup during the research project?	Sara Willems
Who will manage data preservation and sharing?	Dirk Saelens
Who will update and implement this DMP?	Sara Willems, Dirk Saelens and Patricia Elsen