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	**Laura Cernat** https://orcid.org/0000-0002-8490-7691
Contributor name(s) (+ ORCID) & roles	**Laura Cernat** https://orcid.org/0000-0002-8490-7691 **- postdoctoral researcher**
Project number[1] & title	**1240823N – Biofictions of Border-Crossing: A World Literature for Outsiders**
Funder(s) GrantID[2]	FWO - **1240823N**
Affiliation(s)	☒ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: Provide ROR[3] identifier when possible: https://ror.org/05f950310
Please provide a short project description	This project brings together biofiction studies and World Literature scholarship through analysing the fictionalization of outsider figures from different historical periods in recent or contemporary novels. The research is structured along five axes: cultural and religious diversity, neurodiversity, unearthing female pioneer narratives, queer and trans inclusivity, and racial inclusivity. For each axis I analyse a set of novels about real historical figures who were subject to exclusion or marginalization, as migrants on the one hand and as religious others, neurodivergent patients, militants for women's rights and independence, queer and trans people, or racialized others on the other hand.

[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/

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[4].

				Only for digital data	*Only for digital data*	*Only for digital data*	*Only for physical data*
Dataset Name	Description	New or Reused	Digital or Physical	Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
Physical books + annotations & markers	Corpus novels, secondary literature, diaries, biographies, correspondence etc.	☐ Generate new data ☒ Reuse existing data	☐ Digital ☒ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA			TBD
Digital Books	Secondary literature (stored on KU Leuven One Drive and Zotero)	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☐ .txt ☐ .rtf	<10 GB	

[4] Add rows for each dataset you want to describe.

				☒ Other ☐ NA	☐ .dwg ☐ .tab ☐ .gml ☒ other: .docx ☐ NA		
Digital Copies of Articles	Secondary critical sources (on OneDrive, Limo, Zotero, etc.)	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☒ other: .docx ☐ NA	<10 GB	
Drafts of publications	Word documents in OneDrive	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☒ other: .docx ☐ NA	<1 GB	
Articles	PDF documents	☒ Generate new	☒ Digital	☐ Observational	☐ .por	<1 GB	

published/ accepted during the project	in OneDrive, Lirias	data ☐ Reuse existing data	☐ Physical	☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☐ other: .docx ☐ NA		
Teaching materials	PowerPoint documents, Kaltura screencasts, reading questions (docx), etc. – stored on Toledo	☒ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☒ other: .docx, .pptx, etc. ☐ NA	<20 GB	
Interviews with writers	Audio documents on OneDrive and back-ups	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation	☐ .por ☐ .xml ☐ .tab ☐ .csv ☐ .pdf	<10 GB	

				data ☐ Software ☒ Other ☐ NA	☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☐ other: . M4A☐ NA		
Transcriptions of interviews	Word documents on OneDrive	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☒ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☐ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☒ other: .docx ☐ NA	<5 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 data[5] (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.	Primary corpus: keeping track of ISBN labels; Secondary sources: ISBN, ISSN, DOI (respectively)
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.	☐ Yes, human subject data ☐ Yes, animal data ☐ Yes, dual use ☒ No If yes, please describe:

[5] These data are generated by combining multiple existing datasets.

Will you process personal data[6]? 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.	☒ Yes ☐ No If yes: - Short description of the kind of personal data that will be used: interview data I have submitted a PRET application with the number G-2023-6452.
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.	☐ Yes ☒ No If yes, please comment:
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.	☐ Yes ☒ No If yes, please explain:
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.	☐ Yes ☒ No If yes, please explain:

[6] See Glossary Flemish Standard Data Management Plan

3. Documentation and Metadata	
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).	I will add a README file to describe the data and facilitate reuse. I will rename any files that have unclear titles. I will also make folders and subfolders in Zotero.
Will a metadata standard be used to make it easier to **find and reuse the data**? 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. *Repositories could ask to deliver metadata in a certain format, with specified ontologies and vocabularies, i.e. standard lists with unique identifiers.*	☐ Yes ☒ No If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used: If no, please specify (where appropriate per dataset or data type) which metadata will be created: I use Zotero, which gives me access to the Dublin Core metadata standard. I also use colour-codes for highlights in PDFs and coloured markers/tags for physical books. For corpus novels I also encode the content with keywords via paper tags in physical books or comments in PDF. I will create documentation to make these codes transparent.

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

Where will the data be stored?	**KU Leuven One Drive**
How will the data be backed up? *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] *Refer to institution-specific policies regarding backup procedures when appropriate.*	**The data will be backed up according to KU Leuven regulations. I will consult the ICT desk for more information.**
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 ☐ No If yes, please specify concisely: My files don't take up that much space. They are usually Word and PDF documents. If no, please specify:
How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons? *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]	My computer has an access PIN code and a secure password.

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

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	The free KU Leuven One Drive storage allowance is enough.

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 data that is not already available online.
Where will these data be archived (stored and curated for the long-term)?	I am considering a data repository (KU Leuven RDR, Zenodo, etc.). For teaching materials I will probably use Zenodo because they can't be uploaded in RDR.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	Zenodo and KU Leuven RDR are free to use up to 50 GB / year and my data volume fits within that limit.

6. Data Sharing and Reuse	
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. *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*	☐ Yes, in an Open Access repository ☒ Yes, in a restricted access repository (after approval, institutional access only, …) ☐ No (closed access) ☐ Other, please specify:
If access is restricted, please specify who will be able to access the data and under what conditions.	The data will be available upon motivated request via the data repository.
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.	☒ Yes, privacy aspects ☐ Yes, intellectual property rights ☐ Yes, ethical aspects ☐ Yes, aspects of dual use ☐ Yes, other ☐ No If yes, please specify: Privacy aspects apply to interviews only.
Where will the data be made available? If already known, please provide a repository per dataset or data type.	Yes, the data will be made available, with the exception of raw data for interviews (only the edited version, approved by the interviewee, will be published).

When will the data be made available? *This could be a specific date (dd/mm/yyyy) or an indication such as 'upon publication of research results'.*	Teaching materials – in the course of the project. Other material – after publication.
Which data usage licenses are you going to provide? If none, please explain why. *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.* *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]	For teaching material I will try to use Creative Commons. For raw research material I will use Creative Commons where possible.
Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here. *Indicate whether you intend to add a persistent and unique identifier in order to identify and retrieve the data.*	☒ Yes ☐ No If yes: DOI for publications comes automatically. The same goes for data uploaded on data repositories.
What are the expected costs for data sharing? How will these costs be covered?	Data sharing through a repository is free.

[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?	**Laura Cernat**
Who will manage data storage and backup during the research project?	**Laura Cernat**
Who will manage data preservation and sharing?	**Laura Cernat**
Who will update and implement this DMP?	**Laura Cernat (with assistance from the RDM support staff)**