FWO DMP Template - Flemish Standard Data Management Plan

Version KU Leuven

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	**Dr. Maryna Shevtsova; 0000-0003-3861-4158**
Contributor name(s) (+ ORCID) & roles	
Project number [1] & title	FWO 1295522N; **RESISTANCES TO GENDER AND SEXUAL EQUALITIES IN EASTERN PARTNERSHIP COUNTRIES: ETHNONATIONALISM AND GENDERED NATIONHOOD IN GEORGIA, MOLDOVA, AND UKRAINE.**
Funder(s) GrantID [2]	FWO 1295522N
Affiliation(s)	**X** KU Leuven ROR identifier KU Leuven: 05f950310
Please provide a short project description	The project addresses the implications of growing right-wing populism for gender and sexual equality in the Eastern Partnership (EaP) countries during the last decade (2010-2020). Focusing on three EaP states, Georgia, Moldova, and Ukraine, the project seeks to examine how geopolitical and cultural context shapes the political practices of right-wing populist parties to answer the following Research Questions: 1. What are the political, legal, and social implications of right-wing mobilization and backlash politics for Europeanization of national gender and sexual equality policies in Georgia, Moldova, and Ukraine? 2. To what extent may these new movements result in building a new far-right paradigm in the region? The purpose of this project is to answer these questions by examining anti-gender mobilization and right-wing populist groups' activities, resulting in four journal articles and a manuscript for a monograph. The project goes beyond classical Political science research as it applies theoretical and methodological approaches, including data collection methods, from gender studies, sociology, human geography, and anthropology. As a core of the analytical framework, the project will apply frame and critical discourse analysis as two complementary interpretative perspectives on the social interactions constituting social movements' activity. For the data collection and triangulation of results, the project will include in-depth interviews and participant observation.

2. Research Data Summary

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[1] "Project number" refers to the institutional project number. This question is optional. 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.

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 [3].				*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
ACTIVISM-1	Recordings and transcription of in-depth interviews with activists, experts, and policymakers in Georgia, Moldova, and Ukraine	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☒ Audiovisual ☐ Images ☒ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	M4A file; audio file format TBC; Word (.doc) files	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA Preliminary 60 interviews, 200-350 MB each	NA
SOCIAL MEDIA-1	Collection of public social media profiles and official web pages of political parties, religious and conservative organizations.	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☒ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.jpg (screenshots), .pdf and .doc files	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA 400-500 files	NA
SECONDARY REPORTS	Reports of international organizations and thinkg tanks	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual	. pdf	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB	NA

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

| | | | | ☐ Model
☐ Software
☐ Other: | | ☐ NA
Unknown - this depends on the number of relevant documents. This will be determined later in the project. | |

The data description forms the basis of your entire DMP, so make sure it is detailed and complete. It includes digital and physical data and encompasses the whole spectrum ranging from raw data to processed and analyzed data, including analysis scripts and code. Physical data are all materials that need proper management because they are valuable, difficult to replace and/or ethical issues are associated. Materials that are not considered data in an RDM context include your own manuscripts, theses and presentations; documentation is an integral part of your datasets and should described under documentation/metadata.
[RDM Guidance on data](#)

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.	
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, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.	☒ Yes, human subject data; provide SMEC or EC approval number: SMEC application under the review, G-2023-7089 ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual-use; provide approval number: ☐ No Additional information:

Will you process personal data[4]? If so, please refer to specific datasets or data types when appropriate and provide the KU Leuven or UZ Leuven privacy register number (G or S number).	☒ Yes (provide PRET G-number or EC S-number below) ☐ No Additional information: Personal data (name, email address, telephone number, (postal) address) will be collected and will be only available to the researcher and used if there is a need to contact the participant. For the dataset, the respondent will be given a number and a letter according to the category (A - for activist, P - for policy-maker, E- for expert, etc. + the number that will correspond to the order number of the interview). The table with the codes will be stored separately from the data on a protected hard drive and will not contain any personal data except the name of the interviewed person, the interview number, and the date and place of the interview. The process of pseudonymization will be explained to the participants
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:

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[4] 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). *RDM guidance on documentation and metadata.*	ACTIVISM-1 – all the interviews will be transcribed verbatim and saved as Word documents. A table with codes and interview information will be added, too, to make the coding principle and interview chronology clear. SOCIAL MEDIA-1 – all the files will be named and file names will be listed in the table with the description of the content (in some cases full translation, if needed
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:

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

Where will the data be stored? *Consult the [interactive KU Leuven storage guide](#) to find the most suitable storage solution for your data.*	☐ Shared network drive (J-drive) ☐ Personal network drive (I-drive) ☒ OneDrive (KU Leuven) ☐ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ Digital Vault ☐ Other: All data are stored in REDCap, hosted by secure KU Leuven servers.
How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?*	☒ Standard back-up provided by KU Leuven ICTS for my storage solution ☒ Personal back-ups I make (specify) ☐ Other (specify) Data also will be backed up on my personal OneDrive storage, password protected and anonymized
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 There is enough space to store the data on OneDrive (KU Leuven) and to make back-up on my personal OneDrive 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.* [*Guidance on security for research data*](#)	

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	

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...). *Guidance on data preservation*	☒ All data will be preserved for 10 years according to KU Leuven RDM policy ☐ All data will be preserved for 25 years according to CTC recommendations for clinical trials with medicinal products for human use and for clinical experiments on humans ☐ Certain data cannot be kept for 10 years (explain)
Where will these data be archived (stored and curated for the long-term)? *Dedicated data repositories are often the best place to preserve your data. Data not suitable for preservation in a repository can be stored using a KU Leuven storage solution, consult the interactive KU Leuven storage guide.*	☒ KU Leuven RDR ☐ Large Volume Storage (longterm for large volumes) ☐ Shared network drive (J-drive) ☐ Other (specifiy):
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	

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, as open data ☒ Yes, as embargoed data (temporary restriction) ☐ Yes, as restricted data (upon approval, or 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 embargoed for two years while the researcher will be working on the project outputs and then opened (open access) once the publications are out.
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:
Where will the data be made available? If already known, please provide a repository per dataset or data type.	☒ KU Leuven RDR ☐ Other data repository (specify) ☐ Other (specify)

When will the data be made available?	☒ Upon publication of research results ☐ Specific date (specify) ☐ Other (specify)
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.* Check the *RDR guidance on licences* for data and software sources code or consult the *License selector tool* to help you choose.	☐ CC-BY 4.0 (data) ☒ Data Transfer Agreement (restricted data) ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☐ Other (specify)
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, a DOI will be added upon deposit in a data repository ☐ My dataset already has a PID ☐ No
What are the expected costs for data sharing? How will these costs be covered?	

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Dr. Maryna Shevtsova (the researcher)

Who will manage data storage and backup during the research project?	Dr. Maryna Shevtsova (the researcher)
Who will manage data preservation and sharing?	Dr. Maryna Shevtsova (the researcher)
Who will update and implement this DMP?	Dr. Maryna Shevtsova (the researcher)