

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	Majdulin Istiban https://orcid.org/0000-0003-3522-2327
Contributor name(s) (+ ORCID) & roles	Majdulin Istiban https://orcid.org/0000-0003-3522-2327 - PhD student
Project number ¹ & title	1165025N - Deciphering the role of thyrostimulin signaling in <i>C. elegans</i>
Funder(s) GrantID ²	
Affiliation(s)	<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: ROR identifier KU Leuven: 05f950310
Please provide a short project description	<p>The endocrine system is a crucial player in maintaining homeostasis and overall physiology across the animal kingdom. This includes the evolutionary conserved glycoprotein hormones (GPHs) that are essential in the regulation of growth, metabolism, and reproduction. Among these hormones, thyrostimulin represents the ancestral glycoprotein hormone that's present in both vertebrate and invertebrate animals. While GPHs have been investigated for decades, their extra-hypophyseal roles and thyrostimulin's mode-of-action remain understudied. In this project, I aim to elucidate the role of thyrostimulin signaling in the regulation of enteric system function and its signaling mechanisms. This is feasible using the genetic model organism <i>Caenorhabditis elegans</i> and its well-defined enteric system. Using a combination of advanced imaging techniques and state-of-the-art molecular tools, I will gain insight on the physiological roles and molecular mechanisms of the conserved thyrsotimulin GPH in the enteric system.</p>

2. Research Data Summary

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.

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
Notebooks	Logbook of experiments and data	<input checked="" type="checkbox"/> Generate new data	<input type="checkbox"/> Digital <input checked="" type="checkbox"/> Physical	/	/	/	5-6 notebooks
Nucleic acid (DNA & RNA) stocks	Frozen samples stored at -20°C	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Physical	/	/	/	6-7 (9x9) vial boxes
Bacterial stocks	Frozen bacterial samples stored at -80°C	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Physical	/	/	/	2-3 (9x9) vial boxes
<i>C. elegans</i> stocks	Frozen <i>C. elegans</i> strains stored at -80°C	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Physical	/	/	/	2-3 (9x9) vial boxes
Raw and processed data files	Quantitative experimental data (behavioral assay data, sequencing results, and calcium imaging data)	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Images <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input checked="" type="checkbox"/> Software	.csv, .exe, .xlsx, .mat, .rda, .pzfx, .r, .mat, .ipynb, .fastq, .ab1, .dna	<input checked="" type="checkbox"/> < 100 GB	/
Data representations	Visual representation	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Images <input checked="" type="checkbox"/> Textual	.png, .svg, .jpg, .pdf	<input checked="" type="checkbox"/> < 100 GB	/

	of quantitative data						
Images	Confocal images of transgenic animals	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Images	.png, .jpg, .tiff	<input checked="" type="checkbox"/> < 1 TB	/
Videos	Calcium imaging videos	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Audiovisual <input checked="" type="checkbox"/> Software	.avi, .tif	<input checked="" type="checkbox"/> < 5 TB	/
Publication manuscripts	Publication manuscript	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual	.pdf, .docx, .png, .jpg	<input checked="" type="checkbox"/> < 100 GB	/

GUIDANCE:
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 analysed 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 be 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.	N/A
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.	<input type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: <input type="checkbox"/> Yes, animal data; provide ECD reference number: <input type="checkbox"/> Yes, dual use; provide approval number: <input checked="" type="checkbox"/> No Additional information:

³ Add rows for each dataset you want to describe.

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).	<input type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input checked="" type="checkbox"/> No Additional information:
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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:

3. Documentation and Metadata

⁴ See Glossary Flemish Standard Data Management Plan

<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><i>RDM guidance on documentation and metadata.</i></p>	<p>Both Desktop File Storage and Large Volume Storage will be used to store documentation of digital data. Data produced per objective and experiment will be organized in a separate folder with a .txt file clearly describing how and when the data was acquired and processed. Experimental protocols followed will be described and logged in detail in hardcover notebooks. Collected and generated samples details (e.g., strain genotypes, plasmid maps, etc.) will be documented in excel files along with their location in the laboratory's and personal frozen stock collection.</p>
<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:</p> <p>Imaging data will be stored following the OME (Open Microscopy Environment) standard to encode metadata on light microscopy experiments in image files. Metadata concerning strain and plasmid collections will be created manually, following the community guidelines as published in the Nomenclature section of the community resource Wormbase (www.wormbase.org).</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

<p>Where will the data be stored?</p> <p><i>Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.</i></p>	<p> <input type="checkbox"/> Shared network drive (J-drive) <input type="checkbox"/> Personal network drive (I-drive) <input type="checkbox"/> Teams <input type="checkbox"/> Sharepoint online <input type="checkbox"/> Sharepoint on-premis <input checked="" type="checkbox"/> Large Volume Storage <input type="checkbox"/> ManGO <input type="checkbox"/> Digital vault <input checked="" type="checkbox"/> Other: <ul style="list-style-type: none"> • OneDrive storage provided by KU Leuven • NAS server storage system </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?</i></p>	<p> <input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution <input checked="" type="checkbox"/> Personal back-ups I make (personal hard disk) <input type="checkbox"/> Other (specify) </p>
<p>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.</p>	<p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If no, please specify:</p>
<p>How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</p> <p><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.</i></p> <p>Guidance on security for research data</p>	<p>This project will not handle personal, sensitive, or confidential data. All produced data will be stored at secured KU Leuven network storages and buildings.</p>

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	Data storage and backup costs for this project are estimated at 3500 EUR. This will be covered by the allocated FWO project bench fee and/or other research project funds.
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5. Data Preservation after the end of the Research Project	
<p>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> <p>Guidance on data preservation</p>	<p><input checked="" type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Certain data cannot be kept for 10 years (explain)</p>
<p>Where will these data be archived (stored and curated for the long-term)?</p> <p><i>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.</i></p>	<p><input checked="" type="checkbox"/> KU Leuven RDR</p> <p><input checked="" type="checkbox"/> Large Volume Storage (longterm for large volumes)</p> <p><input type="checkbox"/> Shared network drive (J-drive)</p> <p><input type="checkbox"/> Other (specify):</p>

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	Data storage and backup costs at the end of this project are estimated at 3500 EUR. The cost will be covered by research grand budgets.
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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 checked="" type="checkbox"/> Yes, as open data</p> <p><input checked="" type="checkbox"/> Yes, as embargoed data (temporary restriction)</p> <p><input type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only)</p> <p><input type="checkbox"/> No (closed access)</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>N/A</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 type="checkbox"/> Yes, privacy aspects <input type="checkbox"/> Yes, intellectual property rights <input type="checkbox"/> Yes, ethical aspects <input type="checkbox"/> Yes, aspects of dual use <input type="checkbox"/> Yes, other <input checked="" type="checkbox"/> No </p> <p>If yes, please specify:</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p> <input checked="" type="checkbox"/> KU Leuven RDR <input checked="" type="checkbox"/> Other data repository (KU Leuven Lirias 2.0 repository) <input type="checkbox"/> Other (specify) </p>
<p>When will the data be made available?</p>	<p> <input checked="" type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input type="checkbox"/> Other (specify) </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>Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.</p>	<p> <input checked="" type="checkbox"/> CC-BY 4.0 (data) <input type="checkbox"/> Data Transfer Agreement (restricted data) <input type="checkbox"/> MIT licence (code) <input type="checkbox"/> GNU GPL-3.0 (code) <input type="checkbox"/> Other (specify) </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, a PID will be added upon deposit in a data repository</p> <p><input type="checkbox"/> My dataset already has a PID</p> <p><input type="checkbox"/> No</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>Data sharing including journal publication fees are estimated to be around 4000 EUR. This cost will be covered by the research project funds.</p>

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	The main researcher will manage data documentation and metadata management during the project.
Who will manage data storage and backup during the research project?	The main researcher will manage data storage and backups on KU Leuven servers during the project.
Who will manage data preservation and sharing?	The principal investigator will manage data preservation and sharing.
Who will update and implement this DMP?	The main researcher and principal investigator will update & implement this DMP.