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	**Afetameafu Alabi (0000-0002-4243-7361)**
Contributor name(s) (+ ORCID) & roles	**Christina M. Kreinecker (0000-0003-3805-4824), Promoter**
Project number & title	**3H210523: Both Slaves and Sons: A Papyrological and Conceptual Metaphor Investigation into the Relationship between Slavery and Adoption in Romans 6 and 8**
Funder(s) GrantID[2]	1194023N
Affiliation(s)	☐ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: Provide ROR[3] identifier when possible:

Please provide a short project description	This project investigates how the Apostle Paul uses both slavery and adoption as metaphors for describing his addressees in his letter to the Romans. The goal is to examine this issue through the combination of data from ancient everyday sources (documentary papyri) and insights from Conceptual Metaphor Theory (CMT). Documentary papyri will be investigated for slave-master and parent-child relationships in everyday life which Paul and the Romans might have had in mind when thinking about themselves as slaves and adoptees. CMT will be used to detect the cross-mapped, highlighted, and hidden elements in the metaphors, as well as the overlaps between slave-master and parent-child relationships which might explain how Paul and his addressees held the two metaphors together.

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

1. 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[1].

Dataset Name	Description	New or Reused	Digital or Physical	*ONLY FOR DIGITAL DATA* Digital Data Type	*ONLY FOR DIGITAL DATA* Digital Data Format	*ONLY FOR DIGITAL DATA* Digital Data Volume (MB, GB, TB)	*ONLY FOR PHYSICAL DATA* Physical Volume
Images of papyri	Images of significant documentary papyri, which I use in my research, taken from websites where these images are digitised.	☐ 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: .jpg ☐ NA	☐ < 100 MB ☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	

Notes and annotations on primary sources	All notes which I generate based on my study of primary sources specifically documentary papyri and the New Testament	☒ 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: .doc ☐ NA	☐ < 100 MB ☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	
Notes on secondary sources	All notes which I generate based on my study of scholarly literature such as books and articles	☒ 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: .doc ☐ NA	☐ < 100 MB ☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	
Bibliographic references	List of sources (Critical edition of the New Testament; editions of documentary	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☒ Compiled/ aggregated data ☐ Simulation data	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☐ .txt	☒ < 100 MB ☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB	

			Software ☐ Software ☐ Other ☐ NA	☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☒ other: .doc ☐ NA	☐ < 50 TB ☐ > 50 TB ☐ NA	
papyri; scholarly literature on relevant New Testament passages, papyri, and metaphor theories) used as references						

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.	1) The images which I reuse will be accessed through links made available on https://papyri.info/ 2) Notes on primary sources are generated from already existing data in printed editions of primary sources such as the Nestle-Aland 28 for the New Testament and editions of papyri. Online versions of these sources can be found on https://www.academic-bible.com/en/home/ for the Nestle-Aland 28 and https://papyri.info/ and https://www.trismegistos.org/ for papyri. 3) The sources for my notes on secondary sources are books and articles, most of which are available in libraries and some of which can be accessed online via publishers' websites. 4) Sources for bibliographic references are the same as those in 3) above.

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:
Will you process personal data? 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: - Privacy Registry Reference:
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:

2. 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).	1. All images of papyri will be labelled by the standard name of each papyri (e.g., SB XXII 15708) and a short description of the contents (e.g., a student's letter to his father) and stored in a folder named "Images of papyri." 2. I will catalogue all of the primary sources which I have consulted in word document and pdf files. Information recorded will include the type of material (papyrus, biblical passage), when, where and how it was consulted, and in the case of papyri, information about dates of composition and provenance. I will catalogue all of the notes that I make about the primary sources in separate word document and pdf files. These files will be stored in a folder named "primary sources." 3. I will catalogue all of the secondary sources which I have consulted in word document and pdf files. Information recorded will include the type of material (book, journal article, website etc.), when, where and how it was consulted, and publisher information. I will catalogue all of the notes that I make about the secondary sources in separate word document and pdf files. These files will be stored in a folder named "secondary sources." 4. Bibliographic references will be catalogued and arranged in alphabetical order in word document and pdf files. These documents will be saved in a folder named "bibliography."

| 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:

The folders containing each data set will be labelled appropriately as stated above. |

3. Data Storage & Back-up during the Research Project	
Where will the data be stored?	All of my data (Images, PDFs and Microsoft Word documents) will be stored on my personal laptop.
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.[4]* *REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.*	The data will be backed up on the university's OneDrive facility, a flash drive (USB stick), on an external hard drive which is regularly updated.

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

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: OneDrive provides 2 TB of storage space with the possibility of expanding the storage capacity to 5 TB. The flash drive has 30 GB of storage space. The external hard drive has 4 TB of storages space. All of these exceed the less than 1 GB storage space needed for each data set 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]	Given that I do not have any personal or sensitive data, all my data will be stored on my hard drive and kept securely at home. It will be also stored on my OneDrive account which can be accessed only by me via a regularly changed password.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	I have free access to OneDrive through KU Leuven. I already own a laptop, flash drive and external hard drive. If it becomes necessary to purchase new ones, the costs will be covered by my FWO bench fee.

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5. Data Preservation after the end of the Research Project

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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 of the data will be preserved on my external hard drive and OneDrive account for at least five years.**
Where will these data be archived (stored and curated for the long-term)?	**In the long term, the data will be deposited in the Research Data Repository (RDR) of KU Leuven.**
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	**The cost for OneDrive (after the PhD) and the external hard drive will be covered by the FWO Bench fee. The RDR is available for free for KU Leuven researchers, allowing each user to deposit up to 50GB per year.**

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: Bibliographic references will be made available in the dissertation
	   1) Images of papyri which have a Creative Commons license will be made freely available in KU Leuven's RDR.
	   2) Notes on primary and secondary sources containing my personal observations will also be made available in KU Leuven's RDR.

If access is restricted, please specify who will be able to access the data and under what conditions.	
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.	**The data will be made available through the Research Data Repository (RDR) of KU Leuven.**

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'.*	**Upon publication of research results after the defence of my dissertation.**
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." [5]*	**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 are obliged to give credit to the original data creators.**
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:
What are the expected costs for data sharing? How will these costs be covered?	**Depositing the data in the RDR is free through KU Leuven**

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

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	**Afetameafu Alabi**
Who will manage data storage and backup during the research project?	**Afetameafu Alabi**
Who will manage data preservation and sharing?	**Afetameafu Alabi**
Who will update and implement this DMP?	**Afetameafu Alabi**