

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	Pedro Fardim – ORCID - 0000-0003-1545-3523
Contributor name(s) (+ ORCID) & roles	Femke De Ceulaer – Doctoral student - researcher
Project number ¹ & title	NEOTERIC BIOMATERIALS FOR HIPSCS MONITORIZED DIFFERENTIATION TO RGCS: CREATION, MICROFABRICATION & MICROFLUIDICS
Funder(s) GrantID ²	G0K9622N
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: Provide ROR ³ identifier when possible:
Please provide a short project description	<p>Matrigel is a benchmark costly supporting material for cell culture, being a basement membrane matrix extracted from Engelbreth–Holm–Swarm murine sarcomas, presenting ethical issues, low productivity, low batch-to-batch reproducibility, and an extraordinary complex physicochemical nature. Therefore, highly reliable and tuneable materials adequate for large-scale production to replace Matrigel are desirable. bioMAT4EYE will address this need by joining several multidisciplinary research teams with key expertise in biomaterial production (fermentation, extraction), physicochemical modification and conformation in 2D, 2D+ and 3D structures by diverse technologies, micro-bioreactor design, construction and physicochemical control, and hiPSCs generation, culture and monitored differentiation to RGCs. RGCs can be the basis for cell therapies for patients with optic neuropathies of low prevalence (e.g. LHON, DOA) and age-related increasingly prevalent ones (e.g. glaucoma).</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/>

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
Biofabrication	Process conditions and parameters for unit operations	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input checked="" type="checkbox"/> Observational <input checked="" type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .pdf <input checked="" type="checkbox"/> .txt <input checked="" type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input type="checkbox"/> other: <input type="checkbox"/> NA	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	
Different types of synthesis	Wet chemical synthesis, modification of biopolymers, sequences of reactions for preparation of cellulose derivatives,	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input checked="" type="checkbox"/> Observational <input checked="" type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .pdf <input checked="" type="checkbox"/> .txt <input checked="" type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	

⁴ Add rows for each dataset you want to describe.

	dissolution in solvents, micro/nanofabrication by self-assembly				<input type="checkbox"/> .gml <input type="checkbox"/> other: <input type="checkbox"/> NA		
Analytical data	TOF-SIMS spectrometric, NMR spectroscopic, mass spectrometric data, SEM & TEM & TOF-SIMS images, SIMS, NMR, FTIR, XRD, TGA, BET -	<input type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Observational <input checked="" type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input checked="" type="checkbox"/> .por <input checked="" type="checkbox"/> .xml <input type="checkbox"/> .tab <input checked="" type="checkbox"/> .csv <input checked="" type="checkbox"/> .pdf <input checked="" type="checkbox"/> .txt <input checked="" type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input checked="" type="checkbox"/> other: jpg <input type="checkbox"/> NA	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input checked="" type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	
Project management	Reports and minutes of consortium meetings	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input checked="" type="checkbox"/> Observational <input checked="" type="checkbox"/> Experimental <input checked="" type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input checked="" type="checkbox"/> .pdf <input checked="" type="checkbox"/> .txt <input checked="" type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input checked="" type="checkbox"/> other: jpg <input type="checkbox"/> NA	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	

<p>GUIDANCE:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.</p> <p>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).</p>	
<p>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.</p>	
<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 type="checkbox"/> Yes, human subject data <input type="checkbox"/> Yes, animal data <input type="checkbox"/> Yes, dual use <input checked="" type="checkbox"/> No If yes, please describe: </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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes: </p> <ul style="list-style-type: none"> - Short description of the kind of personal data that will be used: - Privacy Registry Reference:

⁵ These data are generated by combining multiple existing datasets.

⁶ See Glossary Flemish Standard Data Management Plan

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please comment: There are potential valorisation opportunities in biofabrication and different types of synthesis as new or novel gels will be created with possibility to replace current commercial Matrigel.
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: There are restrictions for exploitation of data to be created during the project as it should follow a signed consortium agreement
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: IP rights for new data created in the project should be managed according to signed consortium agreement.

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).	We will collect descriptive metadata, structural metadata, administrative metadata, reference metadata and statistical metadata. All laboratory experimental details and data will be recorded daily and dated in dedicated laboratory notebooks and scrutinized at lab meetings. Minutes of consortium meetings, administrative decisions, literature references, statistical data will be recorded in text or Excell files and stored in dedicated folders at university server.
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<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created: Biofabrication data set: descriptive metadata, reference metadata, statistical metadata Different types of synthesis: descriptive metadata, reference metadata, structural metadata Analytical data: descriptive metadata, reference metadata, statistical metadata Project management: Administrative metadata</p>
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4. Data Storage & Back-up during the Research Project	
<p>Where will the data be stored?</p>	<p>The data generated will be stored for at least 5 years in the Fardim lab external hard drives and University servers for long-term use in the shared space which can be accessed both by the PIs and collaborators. All laboratory experimental details and data will be recorded daily and dated in dedicated laboratory notebooks and scrutinized at lab meetings. These records will be durable, accessible, and made safe from tampering or falsification.</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>Electronic records of the data will be generated (e.g. Excel spreadsheets etc) and saved to the University server (which is automatically backed up daily) and also at laboratory hard discs.</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 yes, please specify concisely: We will online capabilities of One Drive server of KU Leuven and physical hard drives of 2 T available at the lab of Prof. Fardim</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.⁷</i></p>	<p>The access of to data will be controlled and restricted via authorized passwords that will be changed at least once a year.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>Data storage at University server will be provided by KU Leuven. Data storage in hard disks will be supplied by project funding in consumables. The expected cost is 200 euro for the whole duration of the project.</p>

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

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...).	Biofabrication, different types of synthesis, analytical data and project management data will be stored for at least 5 years, preferably 10 years. There is no restriction for data storage.
Where will these data be archived (stored and curated for the long-term)?	Yes, at least 5 years, preferably 10 years
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	The costs for data preservation will be covered by research expenses of Prof. Fardim.

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/#INFOEU-REPO-ACCESSRIGHTS</i></p>	<p><input type="checkbox"/> Yes, in an Open Access repository <input checked="" type="checkbox"/> Yes, in a restricted access repository (after approval, institutional access only, ...) <input type="checkbox"/> No (closed access) <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>The data will be restricted to consortium partners as described in signed consortium 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 type="checkbox"/> Yes, privacy aspects <input checked="" 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 type="checkbox"/> No</p> <p>If yes, please specify: There is a signed consortium agreement</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p>The data will be made available to consortium partners during the project period. We will use online platform, preferably One Drive dedicated to the project and with defined folders for each dataset as described in 2.</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>01.12.2023</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>Data from the project taht 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</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes:</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>We will use One Drive from KU Leuven and a solid hard disk for storage and back-up. In case of costs, we will cover with project funding.</p>

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?	Femke de Ceulaer
Who will manage data storage and backup during the research project?	Femke de Ceulaer
Who will manage data preservation and sharing?	Femke de Ceulaer and Pedro Fardim
Who will update and implement this DMP?	Femke de Ceulaer and Pedro Fardim