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	Gaëlle Vanhoffelen (https://orcid.org/0000-0002-8807-8966)
Contributor name(s) (+ ORCID) & roles	Laura Vandenbosch (https://orcid.org/0000-0001-6834-8386), supervisor
	Lara Schreurs (https://orcid.org/0000-0003-3027-3934), co-supervisor
Project number ¹ & title	Disentangling the multi-dimensional role of authentic self-presentations on social media in adolescents' well-being and identity development.
Funder(s) GrantID ²	11G2723N (FWO)
Affiliation(s)	■KU Leuven
	☐ Universiteit Antwerpen
	☐ Universiteit Gent
	☐ Universiteit Hasselt
	□ Vrije Universiteit Brussel
	□ Other:
	Provide ROR ³ identifier when possible:

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/

Please	provide a short	t project description	i
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Today's adolescents grow up with social media. These media permit them to present themselves as unique individuals. Although such authentic self-presentations are described as key for their identity development, they have received little research attention. Moreover, they have univocally been assumed to positively affect young users. Yet, a scarce number of studies together with insights from motivational goal behavior suggests these links may be more complex as authentic self-presentations can be motivated by differential goals. Given social media's pivotal role in adolescents' developmental tasks, the current PhD project addresses this gap. By introducing a multi-dimensional conceptualization of adolescents' authentic self-presentations on social media, this project will offer a nuanced understanding on when and how this behavior relates to adolescent's well-being and identity goals. To reach this aim, literature from communication will be integrated with insights from motivational psychology and sociology. A systematic literature review/metaanalysis will be performed to provide a comprehensive overview of the literature of authentic self-presentations on social media. Next, a conceptualization and operationalization of a new multi-dimensional construct on different goal-oriented authentic self-presentations will be developed. Finally, diary research will unravel the links between these selfpresentations and the fluctuations in adolescents' well-being and identity goals.

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.

				ONLY FOR DIGITAL DATA	ONLY FOR DIGITAL DATA	ONLY FOR DIGITAL DATA	ONLY FOR PHYSICAL DATA
Dataset	Description	New or Reused	Digital or	Digital Data Type	Digital Data	Digital Data	Physical Volume
Name			Physical		Format	Volume (MB, GB,	
						TB)	
Recordings_I		⊠ Generate new	□ Digital	⊠ Observational	☐ .por	□ < 100 MB	
nterviews_W		data	☐ Physical	☐ Experimental	☐ .xml	⊠ < 1 GB	
P2		☐ Reuse existing		☐ Compiled/	☐ .tab	□ < 100 GB	
		data		aggregated data	□ .csv	□ < 1 TB	
				☐ Simulation	☐ .pdf	□ < 5 TB	
				data	☐ .txt	□ < 10 TB	
				☐ Software	☐ .rtf	□ < 50 TB	
				☐ Other	\square .dwg	□ > 50 TB	
				□NA	☐ .tab	□NA	
					☐ .gml		
					⊠ other: mp3		
					□NA		
Dataset_Inter	Dataset	⊠ Generate new	□ Digital	⊠ Observational	☐ .por	⊠ < 100 MB	
views_WP2	containing the	data	☐ Physical	☐ Experimental	☐ .xml	□ < 1 GB	
	observational	☐ Reuse existing		☐ Compiled/	☐ .tab	□ < 100 GB	
	notes and	data		aggregated data	□ .csv	□ < 1 TB	
	transcripts of			☐ Simulation	☐ .pdf	□ < 5 TB	
	the interviews			data	⊠ .txt	□ < 10 TB	

⁴ Add rows for each dataset you want to describe.

	performed in			☐ Software	☐ .rtf	□ < 50 TB
	study 1 of WP2.			☐ Other	☐ .dwg	□ > 50 TB
				□NA	☐ .tab	□ NA
					☐ .gml	
					⊠ other: .doc	
					□NA	
Dataset_Scal	Dataset	⊠ Generate new	□ Digital		☐ .por	□ < 100 MB
eDevelop_W	containing the	data	☐ Physical	☐ Experimental	☐ .xml	⊠ < 1 GB
P2	survey results to	☐ Reuse existing		☐ Compiled/	☐ .tab	□ < 100 GB
	explore the	data		aggregated data	☐ .csv	□ < 1 TB
	factor structure			☐ Simulation	☐ .pdf	□ < 5 TB
	of the newly			data	☐ .txt	□ < 10 TB
	developed scale			☐ Software	☐ .rtf	□ < 50 TB
	(study 2 of			☐ Other	☐ .dwg	□ > 50 TB
	WP2).			□NA	☐ .tab	□ NA
					☐ .gml	
					⊠ other: .sav and	
					xlsx	
					□NA	
Dataset_Surv	Dataset	⊠ Generate new	□ Digital		☐ .por	□ < 100 MB
ey_WP3	containing the	data	☐ Physical	☐ Experimental	☐ .xml	⊠ < 1 GB
	survey results to	☐ Reuse existing		☐ Compiled/	☐ .tab	□ < 100 GB
	confirm the	data		aggregated data	☐ .csv	□ < 1 TB
	factor structure			☐ Simulation	☐ .pdf	□ < 5 TB
	of the newly			data	☐ .txt	□ < 10 TB
	developed scale			☐ Software	☐ .rtf	□ < 50 TB
	and examine			☐ Other	☐ .dwg	□ > 50 TB
	the			□ NA	☐ .tab	□ NA
	relationships of				☐ .gml	
	interest on the				□ other: .sav and □	

	between-person level (WP3, as well as study 3 of WP2).				xlsx □ NA		
Dataset_Diar y1_WP4	Dataset containing the daily diary survey results focusing on identity goals (sample 1 of WP4)	⊠ 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: .sav and xlsx □ NA	☐ < 100 MB ⊠ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	
Dataset_Diar y2_WP4	Dataset containing the daily diary survey results focusing on well-being (sample 2 of WP4)	⊠ 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: .sav and xlsx □ NA	☐ < 100 MB ⊠ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	

L SAMPLES,). DATA TYPE: DATA ARE OFTEN GROUPED BY TYPE (OBSERVATIONAL, EXPERIMENTAL ETC.), FORMAT AND/OR COLLECTION/GENERATION
SOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); ARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.
ED TEXT OR MARK-UP FILE XML, .TAB, .CSV), TEXTUAL DATA (.RTF, .XML, .TXT), GEOSPATIAL DATA (.DWG,. GML,), IMAGE DATA, AUDIO DATA, VIDEO
UME OF THE DATA PER DATASET OR DATA TYPE.
SEARCH MATERIALS (FOR EXAMPLE THE NUMBER OF RELEVANT BIOLOGICAL SAMPLES THAT NEED TO BE STORED AND PRESERVED DURING THE PROJECT
 ✓ Yes, human subject data ☐ Yes, animal data ☐ Yes, dual use ☐ No If yes, please describe: All work packages make use of human subject data (demographic info, personality and well-being, media use).

 $^{^{\}rm 5}\,{\rm These}$ 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.	□ No
Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-	☐ Yes ☑ No
1	
offs, commercial exploitation,)?	If yes, please comment:
If so, please comment per dataset or data type	
where appropriate.	
Do existing 3rd party agreements restrict	☐ Yes
exploitation or dissemination of the data you	⊠ No
(re)use (e.g. Material/Data transfer agreements,	If yes, please explain:
research collaboration agreements)?	
If so, please explain to what data they relate and	
what restrictions are in place.	
Are there any other legal issues, such as	☐ Yes
intellectual property rights and ownership, to be	⊠ No
managed related to the data you (re)use?	If yes, please explain:
If so, please explain to what data they relate and	
which restrictions will be asserted.	

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).

The main researcher will collect all data and group the different datafiles according to the different work packages (WP) in het secured KU Leuven folder. WP2 has 2 datasets and receives the names 'Dataset_Interviews_WP2' and 'Dataset_ScaleDevelop_WP2'. The raw audio files of the interviews will be stored under file name of 'Recordings_Interviews_WP2'. The survey data collected for WP3 will receive the name 'Dataset_Survey_WP3'. WP4 has also 2 datasets with the names 'Dataset_Diary1_WP4' and 'Dataset_Diary2_WP4'. All data transformations and analyses performed on this datasets will be explained in a document and stored in a safe folder.

Will a metadata standard be used to make it easier to **find and reuse the data**?

 \square Yes

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.

 \boxtimes No

REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E.

STANDARD LISTS WITH UNIQUE IDENTIFIERS.

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: It will not be necessary to create a metadata standard for WP1 – WP3. For WP4 (diary research) a metadatafile (with compiled data) will be created in the following steps: 1) a unique identification code is given to each participant; 2) participants answers across consecutive days will be linked in diary research through their unique identification codes. After participants have been linked, the unique identification codes will be deleted and the metadatafile will no longer contain personal information and will be pseudonymized.

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

Where will the data be stored?	All data will be stored and managed for the duration of the project on the secure central storage infrastructure (network drives) of KULeuven. Access is personal and can only be obtained through the password protected intranet or through VPN. While materials may also be temporarily loaded onto researchers' personal computers (password protected) for working purposes, they will be removed following the conclusion of the project.
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. Refer to institution-specific policies regarding backup procedures when appropriate.	Data are automatically backed up when stored on the secure central storage infrastructure of KULeuven.
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: KU Leuven ensures sufficient storage for our data which are not exceptionally large. If no, please specify:

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

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	The secure central storage infrastructure of KU Leuven has very strict rules of access. Access is personal to KU Leuven employees (who received access) and can only be obtained through the password protected intranet or through VPN. The ICTS of KU Leuven guarantee the safety and ensures to update this platform to be resilient to cyber-attacks. The personal data will only be used by the primary researchers of KU Leven (i.e., PhD student and (co-)supervisors) and will not be distributed to anyone else.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	No costs, KU Leuven offers these services for free to KU Leuven employees.

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).	In accordance with the data management policy of KULeuven, all data will be stored for 10 years after completion of the project. After this period, all data will be deleted permanently. All emailaddresses will be deleted after completion of the data collection, and after disseminating the results of the study.	
Where will these data be archived (stored and curated for the long-term)?	Data will remain stored on the KULeuven central network drives as well as on the repository of OSF where the files will be, in line with open access guidelines, stay available on the long term.	

What are the expected costs for data	No costs
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.	 ✓ Yes, in an Open Access repository ☐ Yes, in a restricted access repository (after approval, institutional access only,) ☐ No (closed access) ☒ Other, please specify:
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	Only quantified pseudonymized (WP1, survey data of WP2, WP3, WP4) will be made available for reuse. Identification data will be deleted from these sub-datasets, so no full datasets will be made available. All identification data will only be made available to the PhD student and the Pl's.
If access is restricted, please specify who will be able to access the data and under what conditions.	Only the PhD student and the Pl's will have access to the data.
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: identification data of the participants will never be shared.
Where will the data be made available? If already known, please provide a repository per dataset or data type.	All anonymized datasets will be made available in the open access repository of OSF.

When will the data be made available?	Upon publication of the research results.
THIS COULD BE A SPECIFIC DATE (DD/MM/YYYY) OR AN INDICATION SUCH AS 'UPON PUBLICATION OF RESEARCH RESULTS'.	
Which data usage licenses are you going to provide? If none, please explain why.	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.
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	
Do you intend to add a PID/DOI/accession	⊠ Yes
number to your dataset(s)? If already available, please provide it here.	☐ No If yes: A DOI will be automatically made when preregistering the studies on OSF.
INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.	
What are the expected costs for data sharing? How will these costs be covered?	No costs.

⁸ Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

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