

## 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	<b>NENA BOBOVNIK 0000-0002-5824-4783</b>
Contributor name(s) (+ ORCID) & roles	
Project number <sup>1</sup> & title	1197923N, The Magna Moralia and its Contribution to Medieval Moral Philosophy
Funder(s) GrantID <sup>2</sup>	
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 <sup>3</sup> identifier when possible:
Please provide a short project description	The project aims at studying the medieval Latin translation of Aristotle's ethical treatise, <i>Magna Moralia</i> . Its objective is twofold: I will first and foremost provide the first critical edition of <i>Magna Moralia</i> while I will also study the reception history of this work up until the dawn of the modern era.

## 2. Research Data Summar

<sup>1</sup> "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.

<sup>2</sup> 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.

<sup>3</sup> Research Organization Registry Community. <https://ror.org/>

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<sup>4</sup>.

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
Manuscripts images	Already digitized images of medieval manuscripts form the 13 <sup>th</sup> to the 16 <sup>th</sup> century available online that contain the treatise <i>Magna Moralia</i>	Reuse existing data	digital	observational	html	< 100GB	/
Manuscript codices	Medieval codices kept in the libraries across Europe that I will consult.	Reuse existing data	physical	observational	/	/	Florentinus, Bibl. Laurentiana, Conv. Soppr. 95 saec. XIV fol. 1r-29r  Florentinus, Bibl. Laurentiana, S. Crucis, Plut. XIII Sin. 6 saec. XIIIlex. fol. 177r-188v

<sup>4</sup> Add rows for each dataset you want to describe.

							Florentinus, Bibl. Laurentiana, S. Crucis, Plut. XXVII Dext. 9 saec. XIII ex. fol. 176r-188v Londonensis, Museum Britannicum, Harleianus, 5004 saec. XIV fol. 184v-207r
transcription of manuscripts	Transcriptions of the medieval manuscripts in the MS Word format.	generate new data	digital	MS Word text	.doc	< 1GB	
Tables of collated manuscripts	Comparative Excel tables where different variants for each manuscript are noted.	generate new data	digital	Excel tables	.xlsx	< 1GB	
Notes and documents of a scholar	Notes and documents of Christine Pannier that was working on the same	Reuse existing data	Notes on paper	Observational			

	Aristotelian treatise as myself but never finished.						
Images of manuscripts	Digital images of manuscripts that I will order form different libraries.	Generate new data	digital	observational	jpg	< 1GB	

**GUIDANCE:**

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.

EXAMPLES OF DATA TYPES: OBSERVATIONAL (E.G. SURVEY RESULTS, SENSOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); COMPILED/AGGREGATED DATA<sup>5</sup> (E.G. TEXT & DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.

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.

DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.

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).

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.	The existing data I am using are the digitized images of medieval manuscripts found on the webpages of different libraries across Europe; the microfilms housed at the AL archive; and the notes and documents of the scholar who previously worked on the same Aristotelian treatise, Christine Pannier.
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<sup>5</sup> These data are generated by combining multiple existing datasets.

<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 data<sup>6</sup>? 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:         <ul style="list-style-type: none"> <li>- Short description of the kind of personal data that will be used:</li> <li>- Privacy Registry Reference:</li> </ul> </p>
<p>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.</p>	<p> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No          If yes, please comment:       </p>
<p>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.</p>	<p> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No          If yes, please explain:       </p>

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<sup>6</sup> See Glossary Flemish Standard Data Management Plan

<p>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.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please explain:</p>
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### 3. Documentation and Metadata

<p>Clearly describe what approach will be followed to capture the accompanying information necessary to keep <b>data understandable and usable</b>, 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>	<ol style="list-style-type: none"> <li>1. Relevant data used in my research: manuscripts and early modern prints. Manuscripts and early modern prints will be collated and will receive a written-out document on how the manuscripts are related to one another and what the outcome of the collation is.</li> <li>2. Other data: transcriptions of medieval texts, as well as historical and theoretical description of context, source, methods, and relevance for scholarship. Other data and research notes will be accompanied by a summary of how the data were gathered and what the initial goal was to gather the data, so that it is clear for the future what relevance the collected data has.</li> </ol>
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<p>Will a metadata standard be used to make it easier to <b>find and reuse the data</b>?</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>Metadata in the Dublin Core standard is preferred to describe digital and physical resources, as well as to process and organize the data. This will allow easy consultation and reuse of the metadata for myself and possible future colleagues and collaborators.</p> <p>Digital images of manuscripts have their own metadata. Metadata of digital images are reported in a dedicated Excel spreadsheet, which helps to sort and further describe the acquired data.</p>
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3. Data Storage & Back-up during the Research Project	
<p>Where will the data be stored?</p>	<ol style="list-style-type: none"> <li>1. Data produced by ongoing research (i.e., transcriptions of medieval texts, drafts, and notes) is stored and automatically backed up on KU Leuven's OneDrive. This kind of data is also stored locally on a personal device.</li> <li>2. Collected data (i.e., scans, digital images of manuscripts) is currently stored via the Aristoteles Latinus archive and using KU Leuven's network drives (mainly Web Files Access).</li> </ol>



<p><b>How will the data be backed up?</b></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.<sup>7</sup></i></p> <p><i>REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.</i></p>	<p>The data will be stored on the KU Leuven's central servers with automatic daily back-up procedures.</p>
<p><b>Is there currently sufficient storage &amp; 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.</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>If yes, please specify concisely:</p> <p>If no, please specify:</p>
<p><b>How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</b></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.<sup>7</sup></i></p>	<p>No sensitive personal data is directly implied in my research. Therefore, I apply a standard procedure for personal data security. This includes the regular updating of my access password in the first place. Moreover, the multi-factor authentication service offered by KU Leuven's Authenticator guarantees a high level of security.</p>
<p><b>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</b></p>	<p>KU Leuven's data storage services are free.</p>

<sup>7</sup> 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...).	All produced and collected data will be retained for even more than expected 10 year period after the end of the project in a safe, secure, and sustainable way since they will become a part of the AL archive, which is supervised by the AL director.
Where will these data be archived (stored and curated for the long-term)?	<ol style="list-style-type: none"> <li>1. After the completion of the project, data leading to all public dissemination will be archived in a dedicated system (online cloud, or locally on my computer).</li> <li>2. The documentation regarding the critical edition (i.e., images of manuscripts and collation) will be stored in the AL archive.</li> </ol>
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	No costs predicted. The selected online repository is free of charge. Hence, no costs are involved by the process of data preservation.

## 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 &amp; RESTRICTED ACCESS. FOR MORE INFORMATION: <a href="https://wiki.surfnet.nl/display/STANDARDS/INFO-EU-REPO/#INFOEU-REPO-ACCESSRIGHTS">HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EU-REPO/#INFOEU-REPO-ACCESSRIGHTS</a></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>           1. Data obtained from European Libraries and Archives will be shared according to their specific copyright limitation.            2. Digitised manuscripts and microfilms preserved by the Aristoteles Latinus library (physically and via KU Leuven's drives) are available to members of the Institute of Philosophy at KU Leuven. This means they can have access to these sources without breaking copyright.         </p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>Members of KU Leuven and fellows of the Aristoteles Latinus project.</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>Aristoteles Latinus archive.</p>

<p><b>When will the data be made available?</b></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>One year after the defence of my PhD thesis, approx. in 2027.</p>
<p><b>Which data usage licenses are you going to provide? If none, please explain why.</b></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." <sup>8</sup></i></p>	<p>I am not going to share the images of manuscripts I obtained from the libraries. That is to say, I will always comply with their copy-right policy.</p>
<p><b>Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.</b></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><b>What are the expected costs for data sharing? How will these costs be covered?</b></p>	<p>No costs predicted.</p>

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

## 7. Responsibilities

Who will manage data documentation and metadata during the research project?	Myself (the researcher) and my supervisor (prof. dr. Lisa Devriese).
Who will manage data storage and backup during the research project?	Myself (the researcher) and my supervisor (prof. dr. Lisa Devriese).
Who will manage data preservation and sharing?	Myself (the researcher) and my supervisor (prof. dr. Lisa Devriese).
Who will update and implement this DMP?	Myself (the researcher) and my supervisor (prof. dr. Lisa Devriese).