

FWO DMP Template

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.

1. General Information	
Name applicant	Carolyn Loyens
FWO Project Number & Title	Application number: 1108122N Mathesis Universalis. The Oeuvre of Rahel Levin Varnhagen as Form of Knowledge in the Early Nineteenth Century
Affiliation	<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:
2. Data description	
Will you generate/collect new data and/or make use of existing data?	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data

Describe the origin, type and format of the data (per dataset) and its (estimated) volume

If you **reuse** existing data, specify the **source** of these data.

Distinguish data **types** (the kind of content) from data **formats** (the technical format).

My prime corpus of data comprises letters and diary fragments written in the late eighteenth and early nineteenth century by the German-Jewish author Rahel Levin Varnhagen. This research-project will study an analog manuscript: this main corpus will be a compilation of letters and diary fragments – *Rahel, ein Buch des Andenkens für ihre Freunde* – a six-volume edition of textual material, written by Rahel Levin Varnhagen, edited by Barbara Hahn and published by Wallstein Press in 2011. I will also make use of other compilations of letters and diary fragments by the same author, a list of these can be found in the table below, which will be periodically updated.

The data will be collected by means of a close-reading of these texts. The majority of this data will be of primary nature, in that I will generate the data myself from the analog manuscript(s). The type of data that will be produced during this research is textual (i.e. research notes, articles for scholarly magazines etc.), and will be created in the Evernote application, in Zotero and in a Word-document. I will also make notes in analog notebooks. By means of the TurboScan application (this is an online app that allows you to digitize physical text-sources by making qualitative scans) I will scan and insert relevant analog notes into Evernote and on the OneDrive for Business KU Leuven offers. Scholarly articles and monographs – which are mainly in a .pdf format or analog – will be analyzed for a theoretical and historical background of the research project. The data that will be generated through the analysis of these academic sources will also be created in the Evernote application, the analog notebooks and in a Word-document. The estimated volume of the data that will be generated is 1 GB.

Type of data	Format	Volume	How created?	Where stored?
Textual: A compilation of letters and diary fragments – <i>Rahel, ein Buch des Andenkens für ihre Freunde</i> – a 6-volume edition written by Rahel Levin Varnhagen, edited by Barbara Hahn and published by Wallstein Press in 2011	Analog	6-volume edition	Analog source	Artes Library Erasmushuis + own private collection
Textual: diary fragments and Letters <i>Tagebücher und Aufzeichnungen</i> by Rahel Levin Varnhagen, edited by Ursula Isselstein, published in 2019	Analog	1064 pages	Analog source	Artes Library Erasmushuis + own private collection

	Textual: letters <i>Briefwechsel mit Ludwig Robert</i> , by Rahel Levin Varnhagen and Ludwig Robert, edited by Vigliero Consolina, published in 2001	Analog	1014 pages	Analog source	Artes Library Erasmushuis + own private collection
	Textual: Letters <i>Briefwechsel mit Pauline Wiesel</i> , by Rahel Levin Varnhagen and Pauline Wiesel, edited by Barbara Hahn, published in 1997	Analog	767 pages	Analog source	Artes Library Erasmushuis + private collection supervisor
	Textual: Letters <i>Familienbriefe</i> , by Rahel Levin Varnhagen and several of her family members, edited by Renata Buzzo Mångari Barovero, published in 2019	Analog	1547 pages	Analog source	Artes Library Erasmushuis + private collection supervisor
	Textual: Letters <i>Briefwechsel mit Jugendfreundinnen</i> , by Rahel Levin Varnhagen and several of her youth friends, edited by Barbara Hahn, Birgit Bosold and Friederike Wein, published in 2021	Analog	1090 pages	Analog source	Artes Library Erasmushuis + own private collection
	Textual: notebooks based on my reading of academic sources, attendance of conferences, reading of the Rahel-corpus, etc.	Analog	To be determined during the research project	Analog source	In my desk at the Faculty of Arts and at home
	Textual: notes based on my reading of academic sources, attendance of conferences, etc.	Digital .docx	To be determined during the research project	Created in a word-document	C: \Users\u01444835\OneDrive - KU Leuven\Desktop\PhD
	Textual: notes based on my reading of academic sources, attendance of conferences, reading of the Rahel-corpus, etc;	Digital	To be determined during the research project	Created in Evernote	In the Evernote app
	Textual: Bibliographical references	.pdf, .docx,	To be determined during the research project	Created in Zotero	In the Zotero app

3. Ethical and legal issues

<p>Will you use personal data? If so, shortly describe the kind of personal data you will use AND add the reference to your file in your host institution's privacy register.</p> <p><i>In case your host institution does not (yet) have a privacy register, a reference is not yet required of course; please add the reference once the privacy register is in place in your host institution.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <ul style="list-style-type: none"> - Privacy Registry Reference: - Short description of the kind of personal data that will be used:
<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, add the reference to the formal approval by the relevant ethical review committee(s).</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <ul style="list-style-type: none"> - Reference to ethical committee approval:
<p>Does your work possibly result in research data with potential for tech transfer and valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please comment:</p>
<p>Do existing 3rd party agreements restrict dissemination or exploitation of the data you (re)use? If so, to what data do they relate and what restrictions are in place?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please comment:</p>

4. Documentation and metadata

<p>What documentation will be provided to enable understanding and reuse of the data collected/generated in this project?</p>	<p>I will add the following documentation to my data:</p> <ul style="list-style-type: none"> - Project-level documentation: a README.txt file contained in <u>C:\Users\u0144835\OneDrive - KU Leuven\Desktop\PhD</u>, based on the template README.txt provided by research support staff at KU Leuven and adapted to the needs of my project and discipline. - File-level documentation: additional README.txt files contained in each separate folder in the same location. - Each document containing research data will receive a transparent, uniform file name
<p>Will a metadata standard be used? If so, describe in detail which standard will be used. If not, state in detail which metadata will be created to make the data easy/easier to find and reuse.</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p> <p>I will add metadata to my data as follows:</p> <ul style="list-style-type: none"> - I will add metadata to my references using Zotero and will make use of a tag-system to organize my references in Zotero - I will add metadata to textual files using Evernote and will make use of a tag-system to organize my references in Evernote - Data created in MS Office automatically possesses certain metadata (file name, creator, date, etc.)

5. Data storage & backup during the FWO project

Where will the data be stored?	<p>During the research, my project will be stored using the KU Leuven OneDrive for Business. This storage solution is appropriate for my purposes because it makes automatic back-ups and is free up to 2 terabytes. I will also keep an extra back up of my research data on my personal external hard drive which allows me to store up to 372 GB of data.</p> <p>This data will also be kept in the online applications Evernote and Zotero. These applications are accessible via an app on my personal laptop but can also be accessed online, hence, the data in these applications will have an online back-up.</p> <p>Finally, during the research period, data will also be kept at a repository, such as Zenodo, where it will also be made available to other researchers.</p>
How will the data be backed up?	<p>A back-up of my data will be kept in the KU Leuven OneDrive for Business, on my personal external hard drive and in the online applications of Zotero and Evernote.</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><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The OneDrive for Business KU Leuven offers is free up to 2 terabytes. My personal hard drive allows me to store up to 372 GB of data. This should cover the necessary amount of storage and backup needed for this research project.</p>

<p>What are the expected costs for data storage and backup during the project? How will these costs be covered?</p> <p><i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i></p>	<p>The OneDrive for Business KU Leuven offers its researchers is free up to 2 terabytes to store data during the research project. There are no costs to be expected for data storage and backup during the project.</p>
<p>Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</p>	<p>I will protect my laptop by means of a double password: a 'BitLocker'-numerical code in combination with a password. KU Leuven OneDrive and the Evernote and Zotero applications are also protected by a password.</p>

6. Data preservation after the end of the FWO project

FWO expects that data generated during the project are retained for a period of minimally 5 years after the end of the project, in as far as legal and contractual agreements allow.

<p>Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).</p>	<p>All the data that is produced during the research project will be retained for the expected 5 year period after the end of the project.</p>
<p>Where will these data be archived (= stored for the long term)?</p>	<p>After the end of the project, I will store my data on KU Leuven's 'Archive Storage' for the required number of years according to the KU Leuven regulations, which are five years minimum.</p>

<p>What are the expected costs for data preservation during these 5 years? How will the costs be covered?</p> <p><i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i></p>	<p>Projected costs for storing data for the required number of years after the project: 375 EUR</p> <p>The storage costs will be paid from my personal bench fee.</p>
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7. Data sharing and reuse

Are there any factors restricting or preventing the sharing of (some of) the data (e.g. as defined in an agreement with a 3 rd party, legal restrictions)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify:
Which data will be made available after the end of the project?	All data generated during the research project will be made available after the project.
Where/how will the data be made available for reuse?	<input checked="" type="checkbox"/> In an Open Access repository <input type="checkbox"/> In a restricted access repository <input type="checkbox"/> Upon request by mail <input type="checkbox"/> Other (specify):
When will the data be made available?	Data will be made available by the principal investigator [Carolyn Loyens] as soon as it is finished and approved by the supervisor
Who will be able to access the data and under what conditions?	The principal investigator [Carolyn Loyens] and the supervisor [Anke Gilleir] will have constant access to the data

<p>What are the expected costs for data sharing? How will these costs be covered?</p> <p><i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i></p>	<p>At this point in the research trajectory, there are no expected costs for sharing data.</p>
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8. Responsibilities	
Who will be responsible for the data documentation & metadata?	The principal investigator [Carolyn Loyens]
Who will be responsible for data storage & back up during the project?	The principal investigator [Carolyn Loyens]
Who will be responsible for ensuring data preservation and sharing?	The principal investigator [Carolyn Loyens]
<p>Who bears the end responsibility for updating & implementing this DMP?</p> <p><i>Default response: The PI bears the overall responsibility for updating & implementing this DMP</i></p>	<p>The principal investigator [Carolyn Loyens] bears the overall responsibility for updating & implementing this DMP</p>