

FWO DMP Template - Flemish Standard Data Management Plan

Version KU Leuven

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	Femke Konings (https://orcid.org/0000-0002-2034-6557)
Contributor name(s) (+ ORCID) & roles	Laura Vandebosch (https://orcid.org/0000-0001-6834-8386), supervisor
Project number ¹ & title	PDMT2/24/012, Conceptualizing Mobile Dating Literacy: Unravelling Audience Group-and (Social-)Contextual Variances, Socializing Processes, and Well-being Outcomes through a Multimethod Approach
Funder(s) GrantID ²	KU Leuven Research Council - PDM Type 2
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: ROR identifier KU Leuven: 05f950310
Please provide a short project description	<p>Mobile Dating Apps (MDAs) are popular among youth and facilitate the search for potential suitors. My Ph.D. revealed varying experiences among users, with some flourishing and others struggling. Currently users lack guidance in their MDA use, hence, this project proposes to introduce Mobile Dating Literacy (MDL) to empower users in navigating MDAs to enhance their relational (e.g., positive sexuality) and psychological wellbeing (e.g., positive affect). Special attention will be paid to disparities in MDL levels across different audience groups (i.e., age, gender, SES) and (social) contexts (i.e., sexual arousal, peer copresence), as well as to the socialization processes influencing MDL development. Multimethod research will involve MDL scale development research, cross-sectional survey research ($n = 720$) to examine group differences in MDL levels (trait), and daily diary (ESM) research ($n = 350$) to understand MDL activation across different contexts and interactions (state).</p>

¹ "Project number" refers to the institutional project number. This question is optional. 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.

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 data ³.

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
In-depth interviews	Focus group interviews will be conducted among middle-late adolescents (14–17 years old), and emerging adults (18–30 years old). I will conduct in-depth interviews until the point of saturation is reached. This is expected to be around 15	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input checked="" type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input checked="" type="checkbox"/> Software <input type="checkbox"/> Other: Sound: The in-depth interviews will be recorded in order to make data transcription possible. These recordings will be deleted after the interviews have	Sound: Interview recordings will consist of audio recordings in MP3 format. Textual: The interviews will be transcribed in Word format. Software: an Nvivo project will be created (.nvp).	<input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA Sound: We expect to collect max 15 interviews of 1 hour. This will result in a volume of audio recordings below 1GB Textual: The Word forms of the transcribed interviews are	/

³ Add rows for each dataset you want to describe.

	participants.			been transcribed and no identifying data will be included in the interview transcripts.		expected to be below 1GB. Software: The Nvivo project is expected to be below 1GB.	
Cross-sectional survey	A cross-sectional online survey will be conducted among a representative sample of Flemish middle-late adolescents (14-17 years old), and emerging adults (18-30 years old). We expect to recruit 1000 participants, proportionally distributed according to ages (14-30), genders, and socio-economic statuses.	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input checked="" type="checkbox"/> Software <input type="checkbox"/> Other: Textual: Participants will receive 1 survey. This survey will initially be formulated in Word but will be sent out using specific software (see below). At the beginning of the survey, participants will have to fill in an online informed consent form.	Textual: The surveys and informed consents will be in Word/PDF format. Software: Data will be downloaded and implemented in R in .csv format.	<input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA Textual: The survey and informed consents are expected to be below 1GB. Software: The data file of the cross-sectional survey study (.csv) is expected to be between 1 and 5 GB.	/

				<p>The parents of the participants will receive the (passive/active) informed consent form via mail (PDF).</p> <p>Software: The surveys will be sent out using Limesurvey, as software that follows the GDPR protocols. After data collection, data will be downloaded from Limesurvey and analysed using R.</p>			
Experience sampling method (ESM) study	A 14-day ESM study will be conducted among a representative sample of Flemish middle-late adolescents (14–17 years old), and emerging adults	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input checked="" type="checkbox"/> Software <input type="checkbox"/> Other: <p>Textual: Participants will</p>	<p>Textual: The surveys and informed consents will be in Word/PDF format.</p> <p>Software: Data will be downloaded and implemented in R in .csv format.</p>	<input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA <p>Textual: The surveys and informed consents are expected to be</p>	/

	<p>(18–30 years old). We expect to recruit 350 participants. Participants will receive 1 background survey at the beginning of the study, followed by one daily survey during the subsequent 14-day study.</p>			<p>receive 1 background survey and one daily survey each day. These surveys will initially be formulated in Word but will be sent out using specific software (see below). At the beginning of the background survey, participants will have to fill in an online informed consent form. The parents of the participants will receive the (passive/active) informed consent form via mail (PDF).</p> <p>Software: The surveys will be sent out using Avicenna, an app</p>		<p>below 1GB. Software: The data file of the ESM study (.csv) is expected to be between 1 and 5 GB.</p>	
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				that allows real-time monitoring of participants and follows the GDPR protocols. After data collection, data will be downloaded from the Avicenna app and analysed using R.			
<p>GUIDANCE:</p> <p><i>The data description forms the basis of your entire DMP, so make sure it is detailed and complete. It includes digital and physical data and encompasses the whole spectrum ranging from raw data to processed and analysed data including analysis scripts and code. Physical data are all materials that need proper management because they are valuable, difficult to replace and/or ethical issues are associated. Materials that are not considered data in an RDM context include your own manuscripts, theses and presentations; documentation is an integral part of your datasets and should be described under documentation/metadata.</i></p> <p><u>RDM Guidance on data</u></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>Recruitment for adolescents (14-17 years old) will rely on a secondary dataset of adolescent MDA users previously collected by the Media Psychology Lab. Parents of adolescents who participated in the prior research will be asked to provide consent for their children's participation. These parents will not be informed if their child was identified as a mobile dater in the previous research. After obtaining consent, adolescents who self-identified as mobile daters will be invited to join the new study to explore their mobile dating experiences.</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, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.</p>	<p><input checked="" type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: currently being processed</p> <p><input type="checkbox"/> Yes, animal data; provide ECD reference number:</p> <p><input type="checkbox"/> Yes, dual use; provide approval number:</p> <p><input type="checkbox"/> No</p> <p>Additional information: Data will be collected among young individuals aged 12 to 25. No special categories of personal data will be collected and special attention will be paid to the privacy/anonymity of participants. Ethical approval has been obtained.</p>
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<p>Will you process personal data⁴? If so, please refer to specific datasets or data types when appropriate and provide the KU Leuven or UZ Leuven privacy register number (G or S number).</p>	<p><input checked="" type="checkbox"/> Yes (provide PRET G-number or EC S-number below)</p> <p><input type="checkbox"/> No</p> <p>Additional information: We will work with pseudonymised/anonymized data and have received ethical approval for this via the PRET platform (currently being processed). In this approval application, we thoroughly explain how we will pseudonymise the data and which particular safety measures will be taken.</p> <p>Focus group interviews: The in-depth interviews will be recorded in order to make transcription and data analysis possible. Whilst transcribing these recordings, we will anonymize them right away (only fictive name, gender, and age will be kept). To create the fictional name, we will store participants' names in a separate, password protected file. This file can only be accessed by the researchers working on this project and will not be distributed to third parties. When the interviews are transcribed, this file will be deleted.</p> <p>Cross-sectional survey: we will provide each participant with a unique identification code. The identification codes will only be used by the researchers. All information that allows identification of the participants (e.g., email address) will be kept in a separate data file that will be encrypted and can only be accessed by a password known by the primary researcher. Furthermore, this file will be deleted as soon as the research project is completed.</p> <p>ESM study: We will provide each participant with a unique identification code to link the background questionnaire to the daily dairy checklists. The identification codes will only be used by the researchers and solely for the purpose of linking participants' data over different data collection points. All information that allows identification of the participants (e.g., email address) will be kept in a separate data file that will be encrypted and can only be accessed by a password known by the primary researcher. Furthermore, this file will be deleted as soon as the research project is completed.</p>
<p>Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-offs, commercial exploitation, ...)?</p> <p>If so, please comment per dataset or data type where appropriate.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please comment:</p>

⁴ See Glossary Flemish Standard Data Management Plan

<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>
<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 <input checked="" type="checkbox"/> No If yes, please explain:</p>

3. Documentation and Metadata

<p>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).</p> <p><i>RDM guidance on documentation and metadata.</i></p>	<p>In-depth interviews:</p> <ul style="list-style-type: none"> - We will provide Word documents with the meaning of the codes. - We will make use of an Nvivo project to generate documentation and metadata. - We will follow the guidelines as described in the following link → https://dam.ukdataservice.ac.uk/media/622387/ukda-datamanagement-nvivo.pdf <p>Cross-sectional survey:</p> <ul style="list-style-type: none"> - We will provide a codebook with the naming of the variables, the meaning of the values, and the labels in order to interpret the dataset. This will be generated using SPSS. - R code to analyse our data will be stored in specific R scripts. <p>ESM study:</p> <ul style="list-style-type: none"> - We will provide a codebook with the naming of the variables, the meaning of the values, and the labels in order to interpret the dataset. This will be generated using SPSS. - R code to analyse our data will be stored in specific R scripts. <p>For all studies, we will publish our materials within our organisation via the shared drive and outside our organization by making use of the Open Science Framework (OSF). We will develop our documents with a special eye for transparency and reproducibility.</p>
<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</p> <p><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:</p> <p>We will make use of the personal (I-drive), shared KU Leuven drive (J-drive) and KU Leuven Onedrive to make our research project visible within our organization. In addition, the Open Science Framework (OSF) will be used as a repository for all materials that can be publicly shared, including code books, anonymized data, and code for analyses.</p>

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

<p>Where will the data be stored?</p> <p><i>Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.</i></p>	<p><input checked="" type="checkbox"/> Shared network drive (J-drive)</p> <p><input checked="" type="checkbox"/> Personal network drive (I-drive)</p> <p><input checked="" type="checkbox"/> OneDrive (KU Leuven)</p> <p><input type="checkbox"/> Sharepoint online</p> <p><input type="checkbox"/> Sharepoint on-premis</p> <p><input type="checkbox"/> Large Volume Storage</p> <p><input type="checkbox"/> Digital Vault</p> <p><input checked="" type="checkbox"/> Other: OSF Framework</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?</i></p>	<p><input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution</p> <p><input type="checkbox"/> Personal back-ups I make (specify)</p> <p><input type="checkbox"/> Other (specify)</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</p> <p><input type="checkbox"/> No</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.</i></p> <p>Guidance on security for research data</p>	<p>All data will be encrypted and can only be accessed by a password known by the researchers working on the project. Data will be stored on the networks provided by KU Leuven, which provide high security.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>No expected costs.</p>

5. Data Preservation after the end of the Research Project	
<p>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...).</p> <p>Guidance on data preservation</p>	<p><input checked="" type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy</p> <p><input type="checkbox"/> All data will be preserved for 25 years according to CTC recommendations for clinical trials with medicinal products for human use and for clinical experiments on humans</p> <p><input checked="" type="checkbox"/> Certain data cannot be kept for 10 years (explain)</p> <p>The recordings from the in-depth interviews will be deleted as soon as all interviews are transcribed.</p>

<p>Where will these data be archived (stored and curated for the long-term)?</p> <p><i><u>Dedicated data repositories</u> are often the best place to preserve your data. Data not suitable for preservation in a repository can be stored using a KU Leuven storage solution, consult the <u>interactive KU Leuven storage guide</u>.</i></p>	<p><input type="checkbox"/> KU Leuven RDR</p> <p><input type="checkbox"/> Large Volume Storage (longterm for large volumes)</p> <p><input checked="" type="checkbox"/> Shared network drive (J-drive)</p> <p><input type="checkbox"/> Other (specify):</p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>No expected costs.</p>

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/#INFOEUREPO-ACCESSRIGHTS</i></p>	<p><input checked="" type="checkbox"/> Yes, as open data</p> <p><input type="checkbox"/> Yes, as embargoed data (temporary restriction)</p> <p><input type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only)</p> <p><input type="checkbox"/> No (closed access)</p> <p><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>Fully anonymized data will be provided on the Open Science Framework to encourage open science practices.</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 checked="" type="checkbox"/> Yes, privacy aspects <input type="checkbox"/> Yes, intellectual property rights <input checked="" 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: All data will be fully anonymized before making them available. No identifying information will be kept and the demographic variables (gender, age, socio-economic status) will not be sufficient to identify the respondents should anyone try to do so.</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p> <input checked="" type="checkbox"/> KU Leuven RDR <input checked="" type="checkbox"/> Other data repository (specify) <input type="checkbox"/> Other (specify) </p> <p>Open Science Framework (OSF) for both the transcripts of the focus group interviews and the data derived from the ESM study.</p>
<p>When will the data be made available?</p>	<p> <input checked="" type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input type="checkbox"/> Other (specify) </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. Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.</i></p>	<p> <input type="checkbox"/> CC-BY 4.0 (data) <input type="checkbox"/> Data Transfer Agreement (restricted data) <input type="checkbox"/> MIT licence (code) <input type="checkbox"/> GNU GPL-3.0 (code) <input checked="" type="checkbox"/> Other (specify) </p> <p>We will make use of the following license (https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode.en). CC BY-NC-ND 4.0 only allows people to download and share our work for no commercial gain and for no other purposes.</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 checked="" type="checkbox"/> Yes, a PID will be added upon deposit in a data repository <input type="checkbox"/> My dataset already has a PID <input type="checkbox"/> No </p> <p>A DOI will be attached to our data once collected and made available.</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>No costs are expected for sharing as both KU Leuven RDR and OSF are free.</p>

7. Responsibilities

Who will manage data documentation and metadata during the research project?	Data preservation for this project will be managed by Postdoctoral Researcher, Dr. Femke Konings, under the supervision of supervisor Prof. Dr. Laura Vandenbosch.
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Who will manage data storage and backup during the research project?	The data storage and backup will be managed by Femke Konings (postdoctoral researcher on this project).
Who will manage data preservation and sharing?	Data preservation and sharing will be managed by Femke Konings (postdoctoral researcher on this project).
Who will update and implement this DMP?	The postdoctoral researcher of this project, named Femke Konings, will update and implement this DMP.