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	Marieke Schreuder (0000-0003-4901-2697)
Contributor name(s) (+ ORCID) & roles	Eva Ceulemans, promotor (0000-0002-7611-4683) Eiko Fried, collaborator (0000-0001-7469-594X)
Project number [1] & title	Detecting depression in time: novel a~~pplications of~~ statistical process control methods and applications
Funder(s) GrantID [2]	12AVE24N
Affiliation(s)	☒ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: ROR identifier KU Leuven: 05f950310
Please provide a short project description	Over the past few years, there has been increasing interest in using ecological momentary assessments (EMA) for the early detection of depression. Statistical process control (SPC) was put forward as a method that enables this detection, potentially allowing us to identify signs of upcoming depression early on and to intervene accordingly. However, there are still several barriers to the clinical implementation of SPC, which this project seeks to address. Based on a large collection of existing EMA datasets, as well as newly collected EMA data, I will develop and evaluate alternative SPC methods. This will reveal to what extent monitoring momentary emotions could aid the early detection, and eventually the prevention, of depression.

[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].

				ONLY FOR DIGITAL DATA			*ONLY FOR PHYSICAL DATA*
Dataset Name	Description	New or Reused	Digital or Physical	Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
		☐ Generate new data ☐ Reuse existing data	☐ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☐ Textual ☐ Model ☐ Software ☐ Other:		☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
Dejonckheere et al. 2017: Depressive symptoms diary	N = 121 individuals with elevated depression scores. EMA: 1x/day, 30 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Dejonckheere et al. 2019: Emotional events in daily life	N = 104 community members. EMA: 7x/day, 14 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Brans et al. 2013: Everyday emotion regulation	N = 50 students with varying depression scores (stratified sampling). EMA: 10x/day, 7 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Kalokerinos et al. 2019: Exam results study	N = 101 students. EMA: 10x/day, 9 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Grommisch et al. 2019: FEEL study	N = 181 community members. EMA: 9x/day, 21 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Erbas et al. 2018: Leuven 3-wave	N = 200 students with varying depression scores (stratified	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	

[3] Add rows for each dataset you want to describe.

	sampling). EMA: 10x/day, 7 days						
Sels et al. 2017: Leuven couples 2014	N = 100 heterosexual couples. EMA: 10x/day, 7 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Sels et al. 2020: Leuven couples 2016	N = 188 heterosexual couples. EMA: 6-14x/day, 7 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Kuppens et al. 2010: Leuven emotions in daily life 2008	N = 120 students. EMA: 10x/day, 14 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Koval et al. 2013: Leuven emotions in daily life 2011	N = 97 students with varying depression scores (stratified sampling). EMA: 10x/day, 7 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Pasyugina et al. 2015: Leuven emotions in daily life 2012	N = 101 community members. EMA: 10x/day, 9 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Holland et al. 2017: Objectification in women 1	N = 81 students. EMA: 10x/day, 7 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Koval et al. 2019: Objectification in women 2	N = 87 students. EMA: 14x/day, 5 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Medland et al. 2020: RESS-EMA	N = 128 community members and students. EMA: 8x/day, 7 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Nezkek & Kuppens, 2008: William & Mary emotion diary	N = 153 students. EMA: 1x/day, 21 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
Houben et al. 2016: Leuven BPD	N = 58 patients with borderline personality disorder and controls. EMA: 10x/day, 8 days	☒ Reuse existing data	☒ Digital	☒ Numerical	CSV	☒ < 1 GB	
EMOTE cleaning	R script to merge existing datasets	☒ Generate new data	☒ Digital	☒ Software	RMd	☒ < 1 GB	

GUIDANCE: *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 described under documentation/metadata.* *RDM Guidance on data*	
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 listed above were requested from the EMOTE database (request identifier: 310Y9UYJLK). By contacting the EMOTE team (www.emotedatabase.com) and referring to this identifier, others can access the data.
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.	☐ Yes, human subject data; provide SMEC or EC approval number: ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☒ No Additional information:
Will you process personal data[4]? 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).	☐ Yes (provide PRET G-number or EC S-number below) ☒ No Additional information: In the data access terms from the EMOTE database (section 10.2), it is stated that the data contains only de-identified information, "so that personal information does not form part of the EMOTE database".

[4] 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.	☐ Yes ☒ No If yes, please comment:
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.	☒ Yes ☐ No If yes, please explain: The existing datasets are owned by the EMOTE team. Others can however access the data by submitting a request on the EMOTE platform.
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.	☒ Yes ☐ No If yes, please explain: The University of Melbourne holds the intellectual property rights over the existing data. I own intellectual property rights over the resulting publication(s) and materials.

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). *RDM guidance on documentation and metadata*.	Codebooks were provided by the EMOTE team, and contain information on variable names, the exact phrasing of questions, answer scales, and other information necessary to understand the data. Further, I created an overview of the properties of each dataset, detailing the methods of each study (e.g., assessment frequency, duration of the study, reimbursement of participants, etc.). Both resources files will be stored as Excel files in the same folder as the data.
Will a metadata standard be used to make it easier to **find and reuse the data**? 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. *REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.*	☒ Yes ☐ No If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used: The overview of each study's methods will be made available on the Open Science Framework. Codebooks belong to EMOTE and will therefore not be shared. These codebooks can however be requested from EMOTE using the identifier mentioned earlier (310Y9UYJLK). If no, please specify (where appropriate per dataset or data type) which metadata will be created:

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

Where will the data be stored? *Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.*	☐ Shared network drive (J-drive) ☐ Personal network drive (I-drive) ☒ OneDrive (KU Leuven) ☐ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ Digital Vault ☐ Other:
How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?*	☒ Standard back-up provided by KU Leuven ICTS for my storage solution ☐ Personal back-ups I make (specify) ☐ Other (specify)
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: all data together now occupies 0.44 GB. This is low enough for efficient updates. ☐ No If no, please specify:
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.* *Guidance on security for research data*	Only I have access to OneDrive. Data will not be shared.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	Costs are negligible.

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...). *Guidance on data preservation*	☒ All data will be preserved for 10 years according to KU Leuven RDM policy ☐ 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 ☐ Certain data cannot be kept for 10 years (explain)
Where will these data be archived (stored and curated for the long-term)? *Dedicated data repositories 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 interactive KU Leuven storage guide.*	☐ KU Leuven RDR ☐ Large Volume Storage (longterm for large volumes) ☐ Shared network drive (J-drive) ☒ Other (specifiy): Sharepoint online
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	Costs are negligible.

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. *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*	☐ Yes, as open data ☐ Yes, as embargoed data (temporary restriction) ☒ Yes, as restricted data (upon approval, or institutional access only). Note that approval has to be obtained from the EMOTE database team. ☐ No (closed access) ☐ Other, please specify:
If access is restricted, please specify who will be able to access the data and under what conditions.	Researchers can request the data from the emote database by referring to the identifier: 310Y9UYJLK.
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: The University of Melbourne holds the intellectual property rights over the existing data. I can therefore not share the data. However, other researchers can access the data by submitting a request at the EMOTE database.
Where will the data be made available? If already known, please provide a repository per dataset or data type.	☐ KU Leuven RDR ☒ Other data repository (EMOTE database) ☐ Other (specify)

When will the data be made available?	☐ Upon publication of research results ☐ Specific date (specify) ☒ Other (data can continuously be requested)
Which data usage licenses are you going to provide? If none, please explain why. *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.*	☐ CC-BY 4.0 (data) ☒ Data Transfer Agreement (restricted data). When requesting data at EMOTE, researchers are asked to comply with the data access terms. ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☐ Other (specify)
Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here. *INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.*	☐ Yes, a PID will be added upon deposit in a data repository ☒ My dataset already has a PID ☐ No
What are the expected costs for data sharing? How will these costs be covered?	None. Data sharing is handled by EMOTE.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	I (Marieke Schreuder) will manage data documentation and metadata.

Who will manage data storage and backup during the research project?	I (Marieke Schreuder) will manage data storage and backup.
Who will manage data preservation and sharing?	The EMOTE team, led by researchers from the KU Leuven and the University of Melbourne, manages data preservation.
Who will update and implement this DMP?	I (Marieke Schreuder) will update and implement this DMP.