

## 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	<b>Olivier Honnay 0000-0002-4287-8511</b> <b>Tobias Ceulemans 0000-0001-6861-4613</b>
Contributor name(s) (+ ORCID) & roles	<b>TBD</b>
Project number <sup>1</sup> & title	CLIMAP-OAK Klimaatmitigatie- en klimaatadaptatiepotentieel van natuurlijk vs. kunstmatig gegenereerde eikenbossen in Vlaanderen
Funder(s) GrantID <sup>2</sup>	G008325N (FWO)
Affiliation(s)	x KU Leuven x 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

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<sup>1</sup> “Project number” refers to the institutional project number. This question is optional. 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.

Please provide a short project description	<p>Restoring forests is a crucial natural climate solution that can help offset anthropogenic greenhouse gas emissions. However, little is known about the most effective and reliable forest restoration technique - artificial (planting) or natural (spontaneous succession) regeneration - to sequester carbon. These two restoration approaches can have different impacts on forest structure soil microbial communities, and evolutionary selection pressures on trees, with significant implications for climate mitigation and adaptation potential. To address this issue, the CLIMAP-OAK project will use observational chronosequence and experimental methods to compare artificially and naturally regenerated oak-dominated forests in Flanders. The project will assess differences in stand structure, carbon stocks, and drought resistance and resilience, as well as soil microbial communities and functioning. It will also investigate climate-related selection effects on genomic and phenotypic tree traits. Moreover, the CLIMAP-OAK project will evaluate an alternative approach: seeding with local and introduced oak provenances. This approach will be assessed in terms of adaptive potential, growth, survival, drought tolerance, and root microbial diversity.</p>
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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>3</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
Tree and forest stand data	<p>Selected oak trees with age, DBH, leaf area shrinkage upon desiccation, and dendrometric data</p> <p>Selected stands with age, biomass, forest structure and all soil characteristics (including carbon storage)</p>	<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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	xls	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Tree microbiome data	Both raw (primary) sequencing data and cleaned data (OTUs)	<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 checked="" type="checkbox"/> Images <input type="checkbox"/> Sound <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software	Xls FASTQ JPEG	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	

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<sup>3</sup> Addrows for each dataset you wao describe.

	ScanArray 5,000 image data from microchips			<input type="checkbox"/> Other:			
Leaf samples (freeze-dried)		<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input type="checkbox"/> Digital <input checked="" type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:		<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	50x50x50 cm
Leaf sequencing data	Both RADseq raw (primary) data and cleaned SNP data for all sampled oak trees	<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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	Xls FASTQ	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input checked="" type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Drought response saplings	Conductivity measurements of individual saplings subjected to experimental treatments	<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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	Xls	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Seedling survival data	Survival data of introduced	<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	Xls	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB	

	acorns and seedlings	<input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	<input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
<p><i>DANCE:</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.  <a href="#">RDM Guidance on data</a></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.					
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.		<input type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: <input type="checkbox"/> Yes, animal data; provide ECD reference number: <input type="checkbox"/> Yes, dual use; provide approval number: <input checked="" type="checkbox"/> No Additional information:			
Will you process personal data <sup>4</sup> ? 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).		<input type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input checked="" type="checkbox"/> No Additional information:			

<sup>4</sup> See Glossary Flemish Standard Data Management Plan

<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>
<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)?</p> <p>If so, please explain to what data they relate and what restrictions are in place.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>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?</p> <p>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>

## 2. 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> <p><a href="#"><i>RDM guidance on documentation and metadata.</i></a></p>	<p>We will maintain a record of the following for every WP (where applicable):</p> <ul style="list-style-type: none"> <li>- Experimental design and protocol (.docx file)</li> <li>- Abbreviations used (.docx file)</li> <li>- Structure of the data (.docx file)</li> <li>- Steps involved in data analysis and relevant analysis scripts ( R, Python scripts)</li> <li>- Raw data (specific file format according to data type)</li> <li>- Analysed data (specific file format according to data type)</li> <li>- Index file/read me file (.txt file) for every WP, linking the name, location (folder and subfolder on /server) and description of above-mentioned files.</li> </ul> <p>Physical data: Leaf samples taken will be documented, labelled and stored for up to 5 years after the end of the project. Storage will be in paper bags with silica gel, in a card box. There are no special requirements to conserve the leaves once dried.</p>
<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>Metadata standards will be used for genomics data (<a href="http://www.dcc.ac.uk/resources/metadata-standards/genome-metadata">http://www.dcc.ac.uk/resources/metadata-standards/genome-metadata</a>).</p> <p>For all other data, metadata will be created using the Dublin core (<a href="http://www.dcc.ac.uk/resources/metadatastandards/dublin-core">http://www.dcc.ac.uk/resources/metadatastandards/dublin-core</a>)</p>

### 3. Data Storage & Back-up during the Research Project

<p>Where will the data be stored?</p> <p><i>Consult the <a href="#">interactive KU Leuven storage guide</a> to find the most suitable storage solution for your data.</i></p>	<p> <input type="checkbox"/> Shared network drive (J-drive)  <input type="checkbox"/> Personal network drive (I-drive)  <input checked="" type="checkbox"/> OneDrive (KU Leuven)  <input type="checkbox"/> Sharepoint online  <input type="checkbox"/> Sharepoint on-premis  <input checked="" type="checkbox"/> Large Volume Storage  <input type="checkbox"/> Digital Vault  <input checked="" type="checkbox"/> Other:         </p> <p>Storage of the leaf samples will be in paper bags with silica gel in a card box. There are no special requirements to conserve the leaves once dried. The box will be stored in the Conservation Biology Research group at KU Leuven.</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  <input type="checkbox"/> Personal back-ups I make (specify)  <input type="checkbox"/> Other (specify)         </p>
<p>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.</p>	<p> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No         </p> <p>One Drive &amp; LVS is available</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><a href="#">Guidance on security for research data</a></p>	<p>Researchers involved in the project can control who they give access to the files on their personal OneDrive. To access the KU Leuven servers, access is provided and controlled by the PI Olivier Honnay</p> <p>The KU Leuven ICTS data center hosts the network storage, with a mirror available in the second ICTS center. This ensures additional back-up capacity, recovery of lost data and long term data availability. The access is controlled by KU Leuven security groups and it is password protected.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>All large primary (raw) data will be moved to LVS. LVS storage costs per 5 Tb (KU Leuven ICTS): 104,42euro/year. Expected amount of data (max 6TB). Costs will be covered by PI Olivier Honnay.</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><a href="#">Guidance on data preservation</a></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 type="checkbox"/> Certain data cannot be kept for 10 years (explain)</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  <input checked="" type="checkbox"/> Large Volume Storage (longterm for large volumes)  <input type="checkbox"/> Shared network drive (J-drive)  <input checked="" type="checkbox"/> Other (specify):         </p> <p>All non-primary data will be stored in Dryad, Zenodo &amp; Genbank.</p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>About 600 EUR/ per year for the primary data. These costs are minor and will be covered by the resources of PI Olivier Honnay.</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 &amp; RESTRICTED ACCESS. FOR MORE INFORMATION: <a href="https://wiki.surfnet.nl/display/STANDARDS/INFO-EU-REPO/#INFOEUREPO-ACCESSRIGHTS">HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EU-REPO/#INFOEUREPO-ACCESSRIGHTS</a></i></p>	<p> <input type="checkbox"/> Yes, as open data  <input checked="" type="checkbox"/> Yes, as embargoed data (temporary restriction)  <input type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only)  <input type="checkbox"/> No (closed access)  <input type="checkbox"/> Other, please specify:         </p> <p>All the data mentioned above will be made available upon publication of the results.</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>There will be no restrictions upon publication.</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> <input type="checkbox"/> KU Leuven RDR  <input type="checkbox"/> Other data repository (specify)  <input checked="" type="checkbox"/> Other (specify)         </p> <p>Data will be made available through a data repository Genbank, FigShare (<a href="https://figshare.com/">https://figshare.com/</a>), Dryad (<a href="https://datadryad.org/">https://datadryad.org/</a>) or <a href="https://zenodo.org/">https://zenodo.org/</a> depending on the type of data. We will explore the possibilities via online repositories and will use the website <a href="http://www.re3data.org">www.re3data.org</a>.</p> <p>The large primary data (LVS) will be made available upon request.</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.</i></p> <p>Check the <a href="#">RDR guidance on licences</a> for data and software sources code or consult the <a href="#">License selector tool</a> to help you choose.</p>	<p><input checked="" type="checkbox"/> CC-BY 4.0 (data)</p> <p><input type="checkbox"/> Data Transfer Agreement (restricted data)</p> <p><input type="checkbox"/> MIT licence (code)</p> <p><input type="checkbox"/> GNU GPL-3.0 (code)</p> <p><input type="checkbox"/> Other (specify)</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</p> <p><input type="checkbox"/> My dataset already has a PID</p> <p><input type="checkbox"/> No</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>We will use free repositories only</p>

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Olivier Honnay Tobias Ceulemans
Who will manage data storage and backup during the research project?	Olivier Honnay Tobias Ceulemans
Who will manage data preservation and sharing?	Olivier Honnay Tobias Ceulemans

Who will update and implement this DMP?	Olivier Honnay
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