

## DMP Jeroen Stevens

**Project Name** My plan (FWO DMP) - DMP Jeroen Stevens

**Project Identifier** 1266622N

**Principal Investigator / Researcher** Jeroen Stevens

**Description** An unprecedented homeless crisis, exacerbated by Covid-19, is afflicting cities worldwide. In response, numerous grassroots movements are testing new housing solutions. Urban studies, the interdisciplinary field concerned with the study of cities, has growing attention for such grassroots practices, but currently tends to prioritize either a social or spatial approach, failing to understand if and how grassroots struggles structurally contribute to the making of more just cities. Because of the methodological and epistemological schism between social and applied sciences, and anthropology and architecture in particular, the distinct "city-making" of grassroots movements remains invisible, hindering more emancipatory and critical forms of urban theory and action. The main aim of this research is to advance critical cartography as an interdisciplinary tool to better understand grassroots crisis responses. The overarching research question is: what novel forms of reinhabiting, reimagining and remaking the city emerge from grassroots struggles for housing? Through a case-study of Brussels and international collaboration, this study will analyze the interplay of homeless crises, grassroots movements, and radical housing. By integrating typo-morphological analysis and collaborative ethnography, the critical atlas will be the first in-depth urban scale examination of grassroots movements. Data will include photography, maps, drawings, archival iconography, interviews and interview transcripts.

**Institution** KU Leuven

### 1. General Information

#### Name applicant

Jeroen Stevens

#### FWO Project Number & Title

**1266622N Grassroots Urbanism: A Critical Atlas of Crisis, Movements and Radical Housing**

#### Affiliation

- KU Leuven

### 2. Data description

**Will you generate/collect new data and/or make use of existing data?**

- Generate new data
- Reuse existing data

**Describe in detail the origin, type and format of the data (per dataset) and its (estimated) volume. This may be easiest in a table (see example) or as a data flow and per WP or objective of the project. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).**

Type of data	Format	Volume	How created
<b>Audio recordings</b>	Audio-recordings in uncompressed .WAV and .mp3 format.	15GB	Semi-structured interviews with civil society organizations involved with homelessness, governmental representatives, social workers and homeless individuals in Brussels.
<b>Consent forms</b>	Hardcopy paper, digital scans (.jpg, .pdf)	1GB	Research participants will provide informed consent for their participation. Paper originals will be digitized and subsequently destroyed.

<b>Personal notes</b>	Personal notes in paper notebooks, scanned	10GB	Semi-structured interviews with civil society organizations involved with homelessness, governmental representatives, social workers and homeless individuals in Brussels.
<b>Interview transcripts</b>	Interview transcriptions, transcribed through NVIVO Transcribe Module, and with added coding and memos in Nvivo Project (.nvp)	2GB	Transcription module and Nvivo
<b>Text documents</b>	Research logbook (.docx)	1GB	A text log of the research advancement and personal notes will be kept throughout the research.
<b>Discourse analysis</b>	Discourse analysis of blogs, website posts, videos, policy documents and reports and secondary sources such as news clippings and newspaper articles (.jpg, .pdf, .tiff)	2GB	Print-screens, scans and print-as-pdf, catalogued chronologically
<b>Archival documents</b>	Archival plans, maps and photographs (.jpg, .pdg, .tiff)	25GB	Archival documentation material will be collected on homeless facilities in Brussels, including historical plans, maps, census data, drawings, and photographs.
<b>Photographs</b>	Photographs of fieldwork (.nef, .jpg, .lrcat)	500GB	Photographs will be taken during fieldwork and site visits, and stored and catalogued in Adobe Lightroom.
<b>Maps &amp; drawings</b>	Analytical maps and drawings will be created to examine the architecture and urbanism of homeless facilities in Brussels. Drawings and maps will be produced with the Adobe Creative Suite (.ai, .psd, .indd), Autodesk Autocad (.dwg) and Qgis (.qgz)	1TB	Drawings and maps will be produced with the Adobe Creative Suite, Autodesk Autocad, and Qgis.

### 3. Legal and ethical issues

**Will you use personal data? If so, shortly describe the kind of personal data you will use. Add the reference to your file in KU Leuven's Register of Data Processing for Research and Public Service Purposes (PRET application). Be aware that registering the fact that you process personal data is a legal obligation.**

- Yes

Personal data will be used, including name, age, contact information and personal life-histories. All research participants will be +18 adults. All data will be pseudonymized to prevent identification as soon as possible. A key file that way revert the pseudonymization will not be kept to secure the identity of participants. Sensitive data, resulting for instance from interviews with homeless individuals, will be contained in informed consent forms. All manual interview

notes will be digitized through scanning, after which the original paper versions will be destroyed. Electronic copies will be kept on encrypted and password secured one-drive online storage managed by the KU Leuven ICT division.

**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)**

- Yes

The project involves human participants. Formal ethical approval has been submitted to the Social and Societal Ethics Committee (SMEC Application number E-2021-2484) and will be obtained before August 2022.

**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?**

- No

**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?**

- No

#### **4. Documentation and metadata**

**What documentation will be provided to enable reuse of the data collected/generated in this project?**

-An index list of pseudonymized interviews mentioning place, date, reference to audio recording, informed consent form, and reference to (if applicable) accompanying photographs will be kept in a word document

-Original audio recordings will be stored in chronological order with clear indication of interviewee, timestamp, and role of the interviewee mentioned in the title and metadata of the audio files

-Interview transcripts and corresponding coding will be saved in an Nvivo Project, with clear annotations that explain the context of the interview.

-photographs will be catalogued, geotagged, timestamped, and tagged with keywords (including respective names, location, and contextual information) in an Adobe Lightroom Catalog, which is specifically designed for this purpose.

-archival material will be stored in chronological order with clear indications of the corresponding archive, date and place of consultation, (if applicable) link to the online URL, original author, and copyright details.

-plans, sections and maps of homeless facilities will be stored as vectorial (.dwg and/or .ai) files with clear indication in the files metadata of the location, date, corresponding authors and copyright information.

-Data obtained from the discourse analysis will be stored as images (.jpg, .tiff) and/or as .pdf files, in chronological order and with indication of the source and context in the files' metadata.

**Will a metadata standard be used? If so, describe in detail which standard will be used. If no, state in detail which metadata will be created to make the data easy/easier to find and reuse.**

- No

No metadata standard will be used. Detailed metadata will be included in the Nvivo Project corresponding to the project, in the Lightroom Catalog and in the metadata of .jpg, .tiff and .pdf files. In all these cases, metadata will include the source of the data, date of source and of consultation, location, and where relevant context of the file.

#### **5. Data storage and backup during the FWO project**

**Where will the data be stored?**

Data will be stored in the one-drive cloud service managed by the university, which is encrypted and protected by a personal password. The one-drive cloud service provides an automated

back-up of all the files. Documents that can identify participants/ interviewees, including consent forms and personal notes, will be digitized through scanning. The original paper versions will be destroyed. Electronic copies will be stored on the password-protected cloud drive and an additional password locking the files.

**How is backup of the data provided?**

The one-drive cloud service managed by the KU Leuven provides an automated back-up.

**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

The KU Leuven ICT Services provide a 2TB one-drive cloud storage server for all KU Leuven researchers. This can be extended to 5TB if necessary by motivated request. I consider this will be sufficient storage and backup capacity for this project.

**What are the expected costs for data storage and back up during the project? How will these costs be covered?**

No additional costs will be necessary for the data storage and backup of this project. One-drive is part of the Microsoft 365 A3 education plan, which is licensed within an EES agreement and financed centrally at the university for all KU Leuven researchers.

**Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?**

All data will be stored on an encrypted and password protected one-drive cloud storage protected by the KU Leuven. Physical materials will be digitized and subsequently destroyed. Access to the stored files will be granted to the supervisors of the project upon request, and to the supervisors of the project only.

**6. Data preservation after the FWO project**

**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, ...).**

All data will be preserved on the cloud storage. To guarantee privacy of the interviewees, material notes and consent forms will be digitalized and subsequently destroyed.

**Where will the data be archived (= stored for the longer term)?**

Data will be archived through the KU Leuven one-drive storage. The researcher will maintain an archive copy on a password-protected and encrypted external harddrive that after the end of the project will be stored in a locked desk drawer.

**What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?**

None.

**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 3rd party, legal restrictions)?**

- Yes. Specify:

Restrictions relate to ethics and privacy protection (GDPR) for the use of personal data. The consent form will stipulate that all primary data will be treated confidentially and will only be available to the researcher and his supervisors. If a respondent does not consent to the sharing of their (pseudonymized) data, this data will obviously not be shared.

**Which data will be made available after the end of the project?**

List of available materials, including list of pseudonymized interviews, notebooks, photographs, etc. will be made available upon request. Each request will be carefully evaluated. Documents with identifiable and potentially sensitive information will not be shared.

**Where/how will the data be made available for reuse?**

- Upon request by mail

**When will the data be made available?**

- Upon publication of the research results

Data will be made available upon publication of the research results. Lists of available materials and pseudonymized interviews will be made available upon written requests to the researcher or the supervisors of the project, who will decide to grant access to the data or not based on the nature and purpose of the request.

**Who will be able to access the data and under what conditions?**

Only the research and supervisors will have access to the data. The pseudonymised data will be shared upon individual request after assessment by the researcher and supervisors.

**What are the expected costs for data sharing? How will the costs be covered?**

None.

**8. Responsibilities**

**Who will be responsible for data documentation & metadata?**

The researcher (Jeroen Stevens)

**Who will be responsible for data storage & back up during the project?**

The researcher (Jeroen Stevens)

**Who will be responsible for ensuring data preservation and reuse ?**

The researcher (Jeroen Stevens)

**Who bears the end responsibility for updating & implementing this DMP?**

The PI, prof. Bruno De Meulder bears the end responsibility of updating & implementing this DMP.