FWO DMP Template - Flemish Standard Data Management Plan

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	**Anna Sejbæk Torp-Pedersen** https://orcid.org/ 0000-0003-2631-6460
Contributor name(s) (+ ORCID) & roles	**Hilde Van Gelder (Supervisor)**
Project number[1] & title	Counter-Mapping Migration: Cartographic Histories of People on the Move
Funder(s) GrantID[2]	1186423N
Affiliation(s)	x KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: Provide ROR[3] identifier when possible: 2792482

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[1] "Project number" refers to the institutional project number. This question is optional since not every institution has an internal project number different from the GrantID. 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.

[3] Research Organization Registry Community. https://ror.org/

Please provide a short project description	Flows of illegalised border crossings are visualised with maps by Western governments. The maps render people on the move as invaders which shapes public discourse and justifies harsh migration policies of exclusion [Van Houtum, 2012]. Cartography is, in this instance, used to support a repressive power that deprives people of fundamental rights and citizenship. Simultaneously, several artists have created maps which interrupt hegemonic cartography's iconography and representation of people on the move; it is an emergent field of artistic counter-cartographies. By presenting migrant journeys with the tool that shaped nations and notions of citizenship, any map of people on the move participates in the ongoing negotiation of access to fundamental rights, citizenship, and/or legal protection. The proposed research aims to investigate how counter-maps of people on the move produce images of communities with equal access to fundamental rights, raise political awareness of inclusivity, and promote civil engagement [Van Gelder, 2021; on photography]. I will revise the notion of cartography as a tool of the powerful to show how counter-maps perform the histories of those cartography has been used to render weak and subaltern.Therefore, I ask how we can recognise the latent power in artistic counter-maps to present people on the move as worthy of fundamental rights by investigating the potential histories these images perform against the grain of hegemonic cartography.

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[4].

				ONLY FOR DIGITAL DATA	*ONLY FOR DIGITAL DATA*	*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
1. Literature	Print Books	☐ Generate new data ☒ Reuse existing data	☐ Digital ☒ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☐ Other ☒ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☐ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☐ other: ☒ NA	☐ < 100 MB ☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☒ NA	
2. Literature	Digital books and articles	Reuse Existing Data	Digital	Compiled	.pdf, a few .jpg files (pictures I took of pages of books from libraries)	< 100 GB	
3. Literature	Bibliographic information	Generate new data	Digital	Compiled	I use Zotero to batch rename all PDFs to "Author	< 100 MB	

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

					last name - Publication year - Title".		
Notes	Research journals	Generate New Data	Digital	Compiled	.pdf,.docx	< 100 GB	
Publication drafts	Outlines	Generate New Data	Digital	Text	.docx	1 GB	
Publication drafts	Final drafts	Generate New Data	Digital	Text	.docx	< 100 GB	
Images	Artists' work & Archival Material	Reuse Existing Data	Digital	Compiled	.png,.pdf,.jpeg.jpg ,.tiff,.mp3,.mp4	< 100 GB	
Images	Images I produce	Generate New Data	Digital	Compiled	.png,.pdf,.jpeg.jpg ,.tiff	< 100 GB	
Interviews	Interviews with Artists	Generate New Data	Digital	Text	.docx,.pdf	< 100 GB	
Interviews	Anonymised Interviews	Generate New Data	Digital	Text	.docx,.pdf	< 100 GB	

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.	I will use the existing documentation of visual artistic projects. In case I would like to use any of these images on the project's website or Instagram account, I will first make sure to obtain artist's permission. Naming for collected secondary data will be: *author'ssurname-name_title_year* Textual data will be collected in .doc or .xsl formats, depending on the kind of data. Photographs will be stored both in high resolution in .tif format (if available) or/and in low resolution in .jpg format. Multimedia material will require the most storage space. All data will be stored on OneDrive cloud service, provided by KU Leuven. This will guarantee backup and access. For existing data, I am not using just one data set, I am working with large bulks of text and images, which makes it hard to refer to every single DOI and handle to refer to them. In my management of the data, I will be systematic when capturing the metadata and collecting this information.

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[5] These data are generated by combining multiple existing datasets.

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, please describe these issues further and refer to specific datasets or data types when appropriate.	☒ Yes, human subject data ☐ Yes, animal data ☐ Yes, dual use ☐ No If yes, please describe: The interviews with artists will process personal data, which pose an ethical issue. I have resolved this my gaining a GDPR and SMEC approval.
Will you process personal data⁶? If so, briefly describe the kind of personal data you will use. Please refer to specific datasets or data types when appropriate. If available, add the reference to your file in your host institution's privacy register.	☒ Yes ☐ No If yes: Short description of the kind of personal data that will be used: The opinions of interviewed artists will appear with their name and surname, their artistic nickname or the name of the collective. I have already obtained the GDPR assessment and ethical review of my project - from a GDPR perspective, there is **no objection** to starting the processing operations. SMEC has also decided that my application meets the standards for academic research. This approval is valid for 4 years Privacy Registry Reference: G-2022-6091
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:

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⁶ See Glossary Flemish Standard Data Management Plan

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:
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:

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).	I will provide specific information through the file and folder naming (date, name of the author, title etc.). For data collected from external sources, I will save the documents of the sources in pdf when present in the electronic version, or photograph the sources. I will also create a README.txt to summarize the collected contents and their organization in a folder structure. The README.txt file contained in a local hard drive of my private computer, as well as on OneDrive, based on the template README.txt provided by research support staff at KU Leuven, adapted to the needs of my project.

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: I will use the Dublin Core metadata standard. I will add metadata to references using Zotero (for textual sources) and Tropy (for images). I will sort each file based on the following categories: primary sources (archives, interviews, recorded data, photographs, field notes), secondary sources (books, articles, images) and add metadata including name of the author(s), date, title, place as well as thematic tags allowing to connect the file with one or more areas of my research. 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?	I will store all the data on OneDrive cloud service provided by KU Leuven, as well as on my personal computer hard drive. I will also use an external hard drive for extra backup and long-term preservation, which will be encrypted

How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS? DESCRIBE THE LOCATIONS, STORAGE MEDIA AND PROCEDURES THAT WILL BE USED FOR STORING AND BACKING UP DIGITAL AND NON-DIGITAL DATA DURING RESEARCH.[7]* *REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.*	All the data will be backed up online: on cloud OneDrive (with the automatic update every day) as well as on a physical external hard drive (every 2 months).
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 ☐ No If yes, please specify concisely: All the data will be backed up online: on cloud OneDrive (with the automatic update every day) as well as on a physical external hard drive (every 2 months). 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.[7]*	The data stored on my private computer are secured with the password to open the device - I am the only one who has access to that computer. Regarding the cloud storage, following the security protocols, I will change the password of the cloud service every three months. I will use encrypted archives for long-term preservation.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	The hard drive will be covered by my grant, and costs between 50-100 EUR.

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[7] Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

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...).	All data will be retained for at least 5 years
Where will these data be archived (stored and curated for the long-term)?	Core data will be stored online in a dedicated academic data repository. Following the preservation procedures, I will also store the data on a backup hard drive that will stay at the offices of my research unit at KU Leuven, at the Lieven Gevaert Centre, for ten years after the completion of the PhD.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	KU Leuven uses 'Archive storage' which I will purchase storage at €75 a year for 5 years, using the funds from the bench fee.

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, in an Open Access repository ☐ Yes, in a restricted access repository (after approval, institutional access only, …) ☐ No (closed access) ☐ Other, please specify: I am willing to share the collected data in academic repositories such as Zenodo. I will seek the advice of research support staff/IT support staff/legal support staff towards the end of my research to find the best available solution. After completion of the PhD, I plan to share edited and selected data in publications (either a monograph or peer-reviewed articles).
If access is restricted, please specify who will be able to access the data and under what conditions.	Data relating to interviewees will require specific restrictions in the sharing phase. Only the versions authorized by the artist will be shared (as a transcription). The multimedia footage created by me during those interviews (video or/and audio) cannot be shared with other researchers and the public unless I give the consent.
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:

Where will the data be made available? If already known, please provide a repository per dataset or data type.	I will opt to publish any articles in Gold OA. I have already searched for OA journals which do not charge author fees in DOAJ and within visual arts field I have found various options, so I believe that such a publication will be possible. If not, I will opt for a Green OA. When publishing my datasets or results at a data repository, I will opt for Zenodo.
When will the data be made available? *This could be a specific date (dd/mm/yyyy) or an indication such as 'upon publication of research results'.*	Upon publication of research results.
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.* *Example Answer: E.g. "Data from the project that can be shared will be made available under a Creative Commons Attribution license (CC-BY 4.0), so that users have to give credit to the original data creators." [8]*	Sharable data from the project is made available using a creative commons license.

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[8] Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

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 ☐ No If yes:
What are the expected costs for data sharing? How will these costs be covered?	Some journals might require an author's fee to make the data available, I will pay this fee with my grant

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Me
Who will manage data storage and backup during the research project?	Me
Who will manage data preservation and sharing?	Me (after the end of the project, my supervisor Hilde Van Gelder will manage it)
Who will update and implement this DMP?	Me