

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	Núria Codina Solà (https://orcid.org/0000-0003-4909-9059)
Contributor name(s) (+ ORCID) & roles	
Project number ¹ & title	TRANSNATIONAL COLLABORATION IN CONTEMPORARY REFUGEE LITERATURE: AUTHORSHIP, TEXTUAL EFFECTS, COMPARISONS
Funder(s) GrantID ²	FWO (12T5123N)
Affiliation(s)	<input type="checkbox"/> x 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: Provide ROR ³ identifier when possible:

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	<p>This project studies the conceptual, textual and political implications of collaborative writing in a transnational context, i.e. involving authors from different cultural and linguistic backgrounds. It focuses on the increasingly prominent genre of refugee literature, in which a considerable number of recent publications are co-written by refugees and other authors, often (Western) professional writers or journalists who are not necessarily migrants themselves. By studying the context and mechanisms that shape the production of these writings, the project aims to redefine authorship as a multiple, transnational and situated activity. The project asks 1) why collaboration is particularly relevant for the production and circulation of refugee accounts, 2) how linguistic and cultural power asymmetries and diverging positionalities affect the relationship between the collaborators and 3) how this transnational exchange impacts on the content and form of the texts. My corpus draws on a cross section of collaborative refugee texts published from 2010 onwards and written in seven different languages, which I analyze from a comparative perspective, tracing recurrent narrative, thematic and formal patterns. In doing so, the project takes research in refugee and migrant writing into new directions, shifting the emphasis from the multiple affiliations of individual authors and their relation to the nation-state to a relational poetics of transnational collaboration.</p>
--	---

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 data⁴.

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
TRANS_COLL AB	Interviews with refugee authors (tbd, depending on case-by-case basis); citations from writers' published (in some cases unpublished) works	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input checked="" type="checkbox"/> Observational <input type="checkbox"/> Experimental <input type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input checked="" type="checkbox"/> .pdf <input type="checkbox"/> .txt <input type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input type="checkbox"/> other: <input type="checkbox"/> NA	<input type="checkbox"/> < 100 MB <input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	

⁴ Add rows for each dataset you want to describe.

<p><i>GUIDANCE:</i></p> <p><i>DATA CAN BE DIGITAL OR PHYSICAL (FOR EXAMPLE BIOBANK, BIOLOGICAL SAMPLES, ...). DATA TYPE: DATA ARE OFTEN GROUPED BY TYPE (OBSERVATIONAL, EXPERIMENTAL ETC.), FORMAT AND/OR COLLECTION/GENERATION METHOD.</i></p> <p><i>EXAMPLES OF DATA TYPES: OBSERVATIONAL (E.G. SURVEY RESULTS, SENSOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); COMPILED/AGGREGATED DATA⁵ (E.G. TEXT & DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.</i></p> <p><i>EXAMPLES OF DATA FORMATS: TABULAR DATA (.POR, .SPSS, STRUCTURED TEXT OR MARK-UP FILE XML, .TAB, .CSV), TEXTUAL DATA (.RTF, .XML, .TXT), GEOSPATIAL DATA (.DWG, .GML, ..), IMAGE DATA, AUDIO DATA, VIDEO DATA, DOCUMENTATION & COMPUTATIONAL SCRIPT.</i></p> <p><i>DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.</i></p> <p><i>PHYSICAL VOLUME: PLEASE ESTIMATE THE PHYSICAL VOLUME OF THE RESEARCH MATERIALS (FOR EXAMPLE THE NUMBER OF RELEVANT BIOLOGICAL SAMPLES THAT NEED TO BE STORED AND PRESERVED DURING THE PROJECT AND/OR AFTER).</i></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>Textual analyses. The majority of textual analyses will be based on already published materials. In case it is necessary to quote from these texts in the academic publications arising from this project, we will obtain the necessary permission to reuse third-party material. The quotations will be reproduced accurately, either within quotation marks or as displayed texts. Full attribution will be given.</p>

⁵ These data are generated by combining multiple existing datasets.

<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, please describe these issues further and refer to specific datasets or data types when appropriate.</p>	<p> <input checked="" type="checkbox"/> Yes, human subject data <input type="checkbox"/> Yes, animal data <input type="checkbox"/> Yes, dual use <input type="checkbox"/> No </p> <p>If yes, please describe: If more information on the writing process and collaboration between authors is needed, I will conduct interviews with authors that might belong to vulnerable populations such as migrants, asylum seekers, or refugees. During the interviews, I will maintain neutrality by not taking sides and not making assumptions. I will respect cultural norms and differences. Before interviewing the participants, I will prepare the questions following methodological frameworks for inclusive dialogue. All participants will be provided in advance with the informed consent form provided by KU Leuven Social and Societal Ethics Committee. If necessary, I will translate the form in the required language to make sure that it can be fully understood.</p>
--	---

<p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes:</p> <p>Short description of the kind of personal data that will be used: The project is based mainly on textual analyses. In case interviews are necessary, I will ask for the participants' informed consent. The interviews will center around the involvement of the co-authors in the writing process or the ways in which language differences were negotiated. The goal of the interviews is not to judge the nature of the collaboration, but to understand the participants' critical aims when engaging in creative writing. If the interview partners share personal or sensitive information during the conversations, we will treat this information according to ethical research standards. In most cases, I will probably be able to leave out the sensitive information from the research outputs because it is not strictly necessary for the goal and focus of the project.</p> <p>In terms of data management, the interviews will be transcribed manually within 1 month after the recording and will be deleted afterwards. I will make sure that the interview data I might collect are either not publicly available or anonymized in case they are made available in open access, ensuring, in both cases, that the participants are not compromised.</p>
<p>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.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment:</p>

⁶ 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)?</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>

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>Documents with research data will receive a uniform and clear file name. These files will be accompanied by a separate document describing the data gathering process and the structure of the file collection (see metadata).</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>The meta-document accompanying the collected data from the interviews will describe how I obtained access to these data (e.g. date and place of the interview, contact information, etc.), in order to retrace the information.</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</p>
---	---

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

<p>Where will the data be stored?</p>	<p>During the project, data will be stored using</p> <ul style="list-style-type: none"> - a personal OneDrive account provided by KU Leuven Faculty of Arts, - regular copies on external hard disk. <p>Books and other resources that will be bought with the project's funding will be stored and made available to other researchers through the Artes library. This will ensure the preservation and availability of these resources to those interested.</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? DESCRIBE THE LOCATIONS, STORAGE MEDIA AND PROCEDURES THAT WILL BE USED FOR STORING AND BACKING UP DIGITAL AND NON-DIGITAL DATA DURING RESEARCH.⁷</i></p> <p><i>REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.</i></p>	<p>During the project, data will be backed-up regularly using</p> <ul style="list-style-type: none"> - a personal ONeDrive account provided by KU Leuven Faculty of Arts. Data are backed-up automatically on these services - regular copies on external hard disk.
<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 <input type="checkbox"/> No</p> <p>If yes, please specify concisely: The listed facilities suffice for the amount of data to be stored.</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.⁷</i></p>	<p>The data are only accessible to the PI (myself) through a two-factor authentication system.</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 extra costs, service provided by the university.</p>

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...).	Books purchased during the project are property of the KU Leuven and will be retained at the Artes library. After the finalization of the project, the data will be stored for the minimum preservation term of 5 years. The place and conditions for storage will be discussed with the Faculty's IT team in due time.
Where will these data be archived (stored and curated for the long-term)?	Data will be deleted after the minimum preservation term of 5 years.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	No additional costs expected.

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/#infoeu-repo-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 will make the data as open as possible, as closed as necessary. Depending on the amount and nature of the interviews, the collected data will either (i) not publicly available in open access, either by making it completely unavailable to others or by granting conditional access to others by setting up an official 'data sharing agreement', or (ii) anonymized and made available in open access, thus ensuring that the participants are not compromised.

If access is restricted, please specify who will be able to access the data and under what conditions.

I will be responsible for the preservation and access rights to the data after the minimum preservation period.

<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: The methodologies will collect data that might entail information about the participants' ethnicity, legal status, political opinions or philosophical convictions. Since these sensitive data are not strictly relevant for the objectives of the project, we will most likely be able to leave it out from the research output. In case this information is needed, it will be pseudoanonymized or encoded so that it does not result in discriminatory treatment. We will replace names, e-mails of the participants or date of birth with unique numbers. This code will be stored in files or folders on KU Leuven servers using the network drives that require a two-factor identification.</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p>Tbd with Faculty's IT team</p>
<p>When will the data be made available?</p> <p><i>THIS COULD BE A SPECIFIC DATE (DD/MM/YYYY) OR AN INDICATION SUCH AS 'UPON PUBLICATION OF RESEARCH RESULTS'.</i></p>	<p>Upon publication of research results, depending on the data collected</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><i>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</i></p>	<p>Data from the project that can be shared will be subject to a data sharing agreement.</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes:</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>No extra costs expected</p>

7. Responsibilities

Who will manage data documentation and metadata during the research project?	Núria Codina
--	--------------

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

Who will manage data storage and backup during the research project?	Núria Codina
Who will manage data preservation and sharing?	Núria Codina Artes Library for books purchased with research funds
Who will update and implement this DMP?	Núria Codina