FWO DMP Hannah Weytjens - Flemish Standard Data Management Plan

1. General Project Information	
Name Grant Holder & ORCID	Hannah Weytjens, https://orcid.org/0000-0002-2459-577X
Project number & title	3H220695 The everyday practice of diversity in the capital of Europe – social sorting and cultural scenes in mixed Brussels neighborhoods Matonge and Molenbeek
Funder(s) GrantID	FWO fellowship; 11M1323N
Affiliation(s)	KU Leuven Université Libre de Bruxelles; https://**ror**.org/01r9htc13
Please provide a short project description	This project focuses on two diverse neighbourhoods in Brussel to investigate how urban diversity and segregation is (re)produced through cultural and aesthetic practices and preferences, and how such cultural factors shape social in/exclusion and inequality. To understand the everyday practice of diversity, I combine a scenes perspective from urban studies, with the cultural repertoires approach from cultural sociology. Cultural approaches to urban segregation and diversity often focus on high-status gentrifiers. Starting from the assumption that residential and consumption practices of less prosperous groups are also informed by lifestyles and tastes, not just by necessity, this project develops and adopts 1) a new cultural urban sociology on cultural processes as re/production of inequalities; 2) a context-dependent, multidimensional framework of urban diversity and 3) a relational understanding of different scenes. Combining existing statistical data, ethnographic methods and walkabouts in Matonge and Molenbeek, 1) quantitative shifts in population, 2003-2023; 2) analysis of the presence of scenes and their underlying socioeconomic and cultural logics; 3) analysis of how scenes become sustainable through boundary drawing, bonding and bridging and how this affects social in/exclusion and gentrification. The results will be communicated through a public report to inform policy and learning packages.
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.

				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
Secundary_data_BISA	Secundary data from online and open-acces datasource on population and socio-economic variables on a neighborhood scale (Matonge & Lower-Molenbeek)	Reused	Digital	Dataset	.xlsx	10 MB	
Secundary_data_FWB	Secundary data on cultural participation in Brussels	Reused	Digital	Dataset	.xlsx	10 MB	
Secundary_data_provincies_in_cijfers	Secundary data from online and open-acces datasource on socio-economic characteristics and amenities in Brussels	Reused	Digital	Dataset	.xlsx	10 MB	

WP2-Audio-recording_interviews	Raw: Audio-recordings of interviews (walkabouts)	Generate new data	Digital	Audio (observational)	.mp3	5-10 GB	
WP2-Pictures	Raw: Pictures taken by the participants after the walkabouts	Generate new data	Digital	Image (observational)	.jpeg	5-10 GB	
WP2-Routes of the walks	Raw: routes of the walks of the walkabouts	Generate new data	Digital	Geographical Information Systems (GIS) (observational)	.GML	5-10 GB	
WP2-Transcripts_interviews	Processed: Transcripts of the interviews (walkabouts)	Generate new data	Digital	Text (observational)	.word	<1 GB	
WP2-Qualitative data analysis via Nvivo	Processed: Coding of interviews (walkabouts)	Generate new data	Digital	Computer Assisted Qualitative Data Analysis (CAQDAS) (observational)	.nvp	1-5 GB	
WP2-Coding_pictures	Processed: Analysing the pictures taken by the participants after the walkabouts	Generate new data	Digital	Computer Assisted Qualitative Data Analysis (CAQDAS) (observational)	.nvp	1-5 GB	
WP2-Coding_routes of walks	Processed: coding routes of the walks of the walkabouts	Generate new data	Digital	Computer Assisted Qualitative Data Analysis (CAQDAS) (observational)	.nvp	1-5 GB	
WP3-Sensory observations	Raw: ethnographic observations	Generate new data	/	(observational)			

WP3-Field notes	Processed: Field notes of ethnographic observations	Generate new data	Physical	(observational)			Notebook
WP3-Field notes digital	Processed: Digitalization of field notes	Generate new data	Digital	Text (observational)	.doc	> 1GB	
WP3-Public materials	Raw: Posters, website, annual reports, etc.	Reuse existing data	Digital and physical	Text, image (observational)	.pdf .doc	> 1GB	Posters, etc.
WP3-Coding_public materials	Processes: coding of public materials	Reuse existing data	Digital	Computer Assisted Qualitative Data Analysis (CAQDAS) (observational)	.nvp		

GUIDANCE:

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.

EXAMPLES OF DATA TYPES: OBSERVATIONAL (E.G. SURVEY RESULTS, SENSOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); COMPILED/AGGREGATED DATA[1] (E.G. TEXT & DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.

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.

DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.

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).

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

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.	Analysis of public materials: analysis of material from different sources related to the organizations in which the ethnographic observations will take place (e.g. posters, website content, flyers, etc.).
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: This project works with adults (18+). All participants in the interviews (WP2), and all regular participants in the ethnographic settings (WP3) will be informed about the purpose of the research, the fact that the data will be preserved for at least five years after the research and the measures taken to preserve their anonymity. In the case of interviews, the participants will be informed through the means of an informed consent form. Participants have the opportunity to withdraw from the study at any time, and in that case their data will not be used. During the ethnographic observation, it is possible that informed consent cannot be asked from everyone present. The presence of a researcher will be publicly communicated in the organization beforehand, and I will make available a publicly accessible explanation of the purpose of the research (probably a website). I will identify myself as a researcher in any interaction longer than 5 minutes, and will ask informal consent at this point. For all direct interactions longer than 30 minutes (including in groups), I will obtain fully informed consent. Ethical approval will be obtained for all studies.

Will you process personal data[2]? 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: Ethical approval will be obtained for all studies. Information such as name, age, gender, educational level, occupation, number of children, living situation will be collected during the interviews and ethnographic observations. All data will be pseudonymised to prevent identification. - Privacy Registry Reference: PRET application in process (G-2023-6258 will be submitted by April 2023)
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:
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:

[2] See Glossary Flemish Standard Data Management Plan

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).	For the interviews, details on the setting of the interviews (location, language, etc) will be documented in a Word document. This will supplement the topic lists that serve as a basis for the interviews and the informed consent. A logbook will be used to document the steps taken in the analysis of the interviews, pictures, geographical data and data derived from the ethnographic observations.
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: If no, please specify (where appropriate per dataset or data type) which metadata will be created: See previous

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

Where will the data be stored?	Electronic data will be stored on the password-protected JDrive and/or on KU Leuven's OneDrive. Paper data and documents containing personal data such as informed consents will be digitalized and the paper version will be destroyed.
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.*[3] *Refer to institution-specific policies regarding backup procedures when appropriate.*	Automatic back-up are made by KU Leuven's J-Drive and OneDrive.
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: There will be sufficient storage and backup capacity during the project. The standard offer of OneDrive for Business is 2 TB, but can be extended to 5 TB upon motivated request. If no, please specify:

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

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.* [3]	Data will be pseudonymized and stored on encrypted KU Leuven drives. The identification files are being stored externally, which ensures that identification of participants by others than the supervisors and the doctoral student is not possible. When data that entails personal data is not needed anymore it will be deleted (e.g. interview audio files).
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	No additional costs expected.

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 of the digital data will be retained for at least five years, except for the audio files of the interview and the identification key used for pseudonymisation. The physical data will be retained for five years, with the exception of the fieldnotes and document containing personal data; which will be destroyed once they have been saved electronically.
Where will these data be archived (stored and curated for the long-term)?	The data will be stored on the KU Leuven central archive servers, conform the KU Leuven RDM policy.

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	Costs will be covered by the students bench fee. Yearly costs depend upon the size, with an estimated maximum of 200 euros per years for 1TB.

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:
If access is restricted, please specify who will be able to access the data and under what conditions.	The pseudonymized data will be available upon request by email. Only uses for research purposes will be allowed that are in line with the explained purpose of the study and commercial reuse will be excluded.
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 data of the interviews and observations can only be used for scientific purposes as is stated in the informed consent. The requests of the respondents regarding the sharing of the data generated will be respected. If a respondent does not consent to the sharing of their (pseudonymised) data, this data will not be shared.

Where will the data be made available? If already known, please provide a repository per dataset or data type.	Data will be made available on KU Leuven's Research Data Repository (RDR).
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 the 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."* [4]	Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA 4.0) Data can be shared and adapted under the following conditions: - Attribution — You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. - NonCommercial — You may not use the material for commercial purposes. - ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.
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:

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

What are the expected costs for data sharing? How will these costs be covered?	None

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	The researcher (Hannah Weytjens)
Who will manage data storage and backup during the research project?	The researcher (Hannah Weytjens)
Who will manage data preservation and sharing?	The researcher (Hannah Weytjens)
Who will update and implement this DMP?	The researcher (Hannah Weytjens)