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	**Laure Primerano & https://orcid.org/0000-0001-7963-189X**
Contributor name(s) (+ ORCID) & roles	
Project number [1] & title	Making the Cut: Collective Biographies and the Shaping of Collective Female Intellectual Authority in Enlightenment Europe
Funder(s) GrantID [2]	11PN524N
Affiliation(s)	☒ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: ROR identifier KU Leuven: 05f950310

[1] "Project number" refers to the institutional project number. This question is optional. 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.

Please provide a short project description	The prototypical image of the learned has long been that of a man. This project, however, reveals a different lineage. It investigates female representations of intellectual authority at the dawn of modernity, in the age of Enlightenment, by systematically analyzing the textual (and at times visual) portraits of women in collective biographies of the learned published in the 18th century. Enjoying great popularity in the early modern period, numerous collective biographies of the learned and literate were published during the 18th century. They contained the likenesses and lives of both learned men and, increasingly, women. These understudied collections provide us with unique insight into visual and textual representations of learned women as embodiment of intellectual authority, both on an individual and a collective level. Which representational strategies were applied? Were these mere adaptations of traditional male-focused representation strategies or were women intellectuals represented in a (visual) language of their own? How did these strategies, in a collective way, validate or challenge prevailing images of intellectual authority? By investigating which elements became part of the recognizable representation of learned women, this project aims to unravel how these biographical entries presented visual and textual genealogies and constructed collective authorities, thus redefining the idea of a female intellectual lineage within the European intellectual field.

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 [3].

				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
[Literature Review] **Printed Books**	Physical books read in order to write my State of the Art.	☐ Generate new data ☒ Reuse existing data	☐ Digital ☒ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☐ Textual ☐ Model ☐ Software ☐ Other:		☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	Expected amount: between 30 and 60 books
[Literature Review] **Online Books & Articles**	Online documents (books and articles) read in order to write my State of the Art	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.PDF	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
[Literature Review] **Bibliography**	Bibliography of all my primary and secondary sources	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical	.RIS	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB	

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

				☒ Textual ☐ Model ☐ Software ☐ Other:		☐ > 5 TB ☐ NA	
[Literature Review] **Notes**	Notes taken during the exploration of secondary literature	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.MD (obsidian)	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
[Corpus Collection] **Excel Spreadsheet**	Metadata collected during the corpus collection process	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.XLSM	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
[Corpus Collection] **Scans**	Scans of the Collective Biographies included in my corpus	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☒ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.PDF	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
[Corpus Collection] **Metadata**	Relational Database gathering and	☒ Generate new data ☐ Reuse existing	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound	.fmp12 (filemakerpro)	☐ < 1 GB ☒ < 100 GB ☐ < 1 TB	

Relational Database	linking all the metadata collected on my corpus	data		☐ Numerical ☐ Textual ☐ Model ☒ Software ☐ Other:		☐ < 5 TB ☐ > 5 TB ☐ NA	
[Textual Analysis] **Sub-corpus of critically selected biographical entries**	Sub-corpus of singled-out biographical entries to be used for digital textual analysis	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.txt	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
[Textual Analysis] **Result Notes**	Personal notes on the results of my digital textual analysis	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.MD (obsidian)	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
[Textual Analysis] **Close Reading Notes**	Notes taken throughout the close reading of some of the entries of my sub-corpus	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.MD (obsidian)	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
[Case Studies] Close Reading	Notes taken throughout the	☒ Generate new data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images	.MD (obsidian)	☒ < 1 GB ☐ < 100 GB	

Notes	close-reading of specific case studies	☐ Reuse existing data		☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:		☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	

GUIDANCE:
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 described under documentation/metadata.
RDM Guidance on data

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.	The printed book will be mostly obtained through the KU Leuven Libraries network or through ILL. Online books and articles will be obtained through diverse online platforms such as Limo (KU Leuven), JSTOR, Wiley Online Library, etc. The scans of my collective biographies will be accessed through either the online catalogues of several libraries (BnF, British Library, KB,…) or through Google Books when available.
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.	☐ Yes, human subject data; provide SMEC or EC approval number: ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☒ No Additional information:
Will you process personal data[4]? 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).	☐ Yes (provide PRET G-number or EC S-number below) ☒ No Additional information:

[4] See Glossary Flemish Standard Data Management Plan

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:

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). *RDM guidance on documentation and metadata*.	All bibliographical data will be entered into Zotero through a tagging system that will make it easily understandable and usable. Regarding the excel spreadsheet collecting all the metadata on my collective biographies, it will be accompanied by a README.txt file explaining the collecting as well as the selection process. This file will also include a short definition of each category used in the spreadsheet. The relational database will be accompanied by a data model synthetizing the records and fields and how these relate to one another. All my reading notes are organized through Obsidian using a subfolder and tagging system that makes them easily exploitable in the future.
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: The Dublin Core Metadata Standard will be used. 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? *Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.*	☐ Shared network drive (J-drive) ☐ Personal network drive (I-drive) ☒ OneDrive (KU Leuven) ☐ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ Digital Vault ☐ Other:
How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?*	☒ Standard back-up provided by KU Leuven ICTS for my storage solution ☒ Personal back-ups I make (specify) ☐ Other (specify)
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 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.* *Guidance on security for research data*	All of my data will be stored on the KU Leuven OneDrive which makes automatic backup and is only accessible through my KU Leuven identifiers. I don't plan to share these files with anyone. I also plan to make regular backups of my data on my personal external hard drive (3T) which will be stored in a safe location I only have access to.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	I will use the storage service provided for free by the KU Leuven as well as a personal external hard drive I already owned prior to the beginning of my research. I thus expect the data storage and backup to come at no additional costs.

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...). *Guidance on data preservation*	☒ All data will be preserved for 10 years according to KU Leuven RDM policy ☐ 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 ☐ Certain data cannot be kept for 10 years (explain)
Where will these data be archived (stored and curated for the long-term)? *Dedicated data repositories 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 interactive KU Leuven storage guide.*	☒ KU Leuven RDR ☐ Large Volume Storage (longterm for large volumes) ☐ Shared network drive (J-drive) ☒ Other (specifiy): A copy of my data will be kept on my personal external hard drive

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	I don't plan to exceed the amount of data allowed to be hosted on the RDR for free each year. Notes, scans and unpublishable data will be he hosted on my personal external hard drive, I thus expect the data preservation to come at no additional cost.

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, as open data ☐ Yes, as embargoed data (temporary restriction) ☐ Yes, as restricted data (upon approval, or institutional access only) ☐ No (closed access) ☐ Other, please specify: The corpus excel spreadsheet, metadata database, textual subcorpus and bibliography will be made available.
If access is restricted, please specify who will be able to access the data and under what conditions.	

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.	☒ KU Leuven RDR ☐ Other data repository (specify) ☐ Other (specify)
When will the data be made available?	☒ Upon publication of research results ☐ Specific date (specify) ☐ Other (specify)
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.* *Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.*	☒ CC-BY 4.0 (data) ☐ Data Transfer Agreement (restricted data) ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☐ Other (specify)

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, a PID will be added upon deposit in a data repository ☐ My dataset already has a PID ☒ No
What are the expected costs for data sharing? How will these costs be covered?	Since I will be using the KU Leuven RDR, I expect that the data sharing will come at no extra cost.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Laure Primerano
Who will manage data storage and backup during the research project?	Laure Primerano
Who will manage data preservation and sharing?	Laure Primerano
Who will update and implement this DMP?	Laure Primerano