

DMP title

Project Name My plan (FWO DMP) - DMP title

Principal Investigator / Researcher Alessandra Foscati

Institution KU Leuven

1. General Information

Name applicant

Alessandra Foscati

FWO Project Number & Title

Shifting disease names in the Middle Ages: Latin and Vernacular in Different Texts Genres (SIDELINE)

number: **12ZZU22N**

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
Insights from literature review	PDF	To be determined during the project	Created manually
Scanned images of manuscripts and archival documents	jpeg, gif	To be determined during the project	Document scanning from paper-based archival documents generated by the researcher or provided by several institutions
Scanned images of parts of printed book and article	jpeg, gif	To be determined during the project	Document scanning by institutions
Transcription of manuscripts	doc	To be determined during the project	Created manually
Translation of sources	doc	To be determined during the project	Created manually
Creation of sheets (database)	to be determined	To be determined during the project	

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.

- No

Privacy Registry Reference:

Short description of the kind of personal data that will be used:

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)

- No

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?

- Yes

Part of the data that will be (re)used in this project is represented by reproductions of archival materials or manuscripts (e.g.: medieval hagiographic texts; medieval medical texts; ancient book editions). These reproductions are made available by institutions on the condition that they are only used for research and are not subject to sharing or wide dissemination. All other data downloaded from online text repositories or created by the researcher are not subject to any

dissemination restrictions.

4. Documentation and metadata

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

I will provide extensive documentation about the data used in the research for their (re)use. Each document will be accompanied by an explanation file with useful information to make it intelligible for future users.

I will produce no data that require an external documentation. Produced data will be research articles and self-contained sheets with no need of external documentation.

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 intentionally adopted.

As cited above documentation will be provided to ensure the (re)use and interpretability of the research sources.

5. Data storage and backup during the FWO project

Where will the data be stored?

During the project the researcher will store data through:

A OneDrive account provided by KU Leuven, and the sheets on the server of the QLVL research group.

Data will be temporarily stored in a laptop/personal device during the project.

Books that will be bought with the project's funding will be stored and made available through the university library.

How is backup of the data provided?

The data will be stored:

Regular back-up by university central server and cloud vendor (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

Yes, there is sufficient storage and backup capacity to preserve all data generated.

The researcher will have access to university provided OneDrive account.

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

There will be no costs involved.

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

The project does not involve the use of sensitive personal data.

The QLVL servers are managed and maintained by university.

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 generated and listed in the data description will be retained

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

The generated datasets will be stored in Zenodo, considering the copyright (see the comments on data reuse).

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

None. Zenodo is free of charge.

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:

Copyright restrictions will be taken into consideration:

Part of the data that will be considered in the project are reproduction of libraries or archival materials that are usually made available by the institutions only for private research purposes. That means that these materials cannot be shared with other researchers.

All the data without copyright restriction will be available.

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

At the end of the project the data will be uploaded in Zenodo. The researcher will only make publicly available those that do not involve copyright, that have not required a declaration of non-dissemination.

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

- In a restricted access repository

At the end of the project all data will be uploaded in Zenodo, but only part of them will be made publicly available, depending on copyright restrictions.

When will the data be made available?

- Immediately after the end of the project

In sharing data, potential copyright restrictions will be taken into account.

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

The full dataset will be uploaded in Zenodo, but only part of it will be accessible to third parties. Regarding the part available there will be no restrictions.

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

Zenodo is a free platform. No costs will be involved.

8. Responsibilities

Who will be responsible for data documentation & metadata?

Alessandra Foscati

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

Alessandra Foscati

Who will be responsible for ensuring data preservation and reuse ?

Alessandra Foscati

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

The PI bears the end responsibility of updating & implementing this DMP.