

FWO DMP Template

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.

1. General Information	
Name applicant	Janne Schreurs
FWO Project Number & Title	1106922N Belgian Expansion in Congo and Brazil: Colonial Entanglements trough the Movement of People, Perceptions, and Performances in an Atlantic Space (1880-1914).
Affiliation	<input checked="" type="checkbox"/> 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:
2. Data description	
Will you generate/collect new data and/or make use of existing data?	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data

Describe the origin, type and format of the data (per dataset) and its (estimated) volume <i>If you reuse existing data, specify the source of these data.</i> <i>Distinguish data types (the kind of content) from data formats (the technical format).</i>	Type of data	Format	Volume	How created?
	Pictures of handwritten letters Pictures of newspaper articles Pictures of journal articles Pictures of monographs	.jpg	40GB	Pictures taken on site with smartphone in archives
	Machine-readable files (in case of articles and monographs)	.pdf	1 GB	Pictures converted into readable pdf's with application DocScan (or ABBYY Finereader)
	(Possibly) computer readable handwritten letters	.pdf	1 GB	(Possibly) pictures converted into readable pdf's with Transkribus
	Metadata		2 GB	References, notes and tags in Tropy and Zotero

3. Ethical and legal issues

Will you use personal data? If so, shortly describe the kind of personal data you will use AND add the reference to your file in your host institution's privacy register. <i>In case your host institution does not (yet) have a privacy register, a reference is not yet required of course; please add the reference once the privacy register is in place in your host institution.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes: <ul style="list-style-type: none"> - Privacy Registry Reference: - Short description of the kind of personal data that will be used:
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<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, add the reference to the formal approval by the relevant ethical review committee(s).</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes: - Reference to ethical committee approval:</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment:</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment:</p>

4. Documentation and metadata

<p>What documentation will be provided to enable understanding and reuse of the data collected/generated in this project?</p>	<p>I make readme files (readme.txt) informing (1) in what libraries and archives I collected my data, (2) brief description of data in different folders in my Zotero library, (3) explanations on the logic of labelling (with tags) of my data.</p> <p>I add four types of metadata in Zotero concerning published sources.</p> <ol style="list-style-type: none"> 1. All necessary information to make correct references and orient towards the original documents in libraries and archives. 2. Important quotes 3. Personal notes 4. Tags to make connections across folders with grouped data <p>Pictures of sources will be organized in Tropy. Here I also include</p> <ol style="list-style-type: none"> 1. All necessary information to make correct references and orient towards the original documents in libraries and archives. 2. Important quotes 3. Personal notes 4. Tags to make connections across folders with grouped data <p>I might transform the pictures of my handwritten sources into machine-readable documents with Transkribus. In that case, I will also make notes and tags in Transkribus.</p>
<p>Will a metadata standard be used? If so, describe in detail which standard will be used. If not, state in detail which metadata will be created to make the data easy/easier to find and reuse.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please specify:</p>

5. Data storage & backup during the FWO project

Where will the data be stored?	During the research I will make use of the OneDrive cloud service provided by my faculty.
How will the data be backed up?	Automatic back-ups are made.
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.	<input checked="" type="checkbox"/> Yes, 2 TB on my KU Leuven OneDrive account suffices. <input type="checkbox"/> No If no, please specify:
What are the expected costs for data storage and backup during the project? How will these costs be covered? <i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i>	There are no expected costs for data storage. The cost for metadata storage on Zotero is €53,78 per year, which I pay from my bench fee.
Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?	Only I have access to the data. My personal passwords linked to KU Leuven Authenticator protect my OneDrive account.

6. Data preservation after the end of the FWO project

FWO expects that data generated during the project are retained for a period of minimally 5 years after the end of the project, in as far as legal and contractual agreements allow.

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, ...).	I will preserve the data I generate, which are pictures of handwritten letters, transcriptions of letters, and metadata.
Where will these data be archived (= stored for the long term)?	I will store my data on the new data repository option from KU Leuven called RDR (Research Data Repository).
What are the expected costs for data preservation during these 5 years? How will the costs be covered? <i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i>	RDR allows to archive and share data for free.

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 3 rd party, legal restrictions)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify:
Which data will be made available after the end of the project?	I will not publish my notes, because they are personal. The data I have generated and used for publications will not be openly available but can be found and accessibility can be requested through the DRD platform.

Where/how will the data be made available for reuse?	<input type="checkbox"/> In an Open Access repository <input checked="" type="checkbox"/> In a restricted access repository <input checked="" type="checkbox"/> Upon request by mail <input type="checkbox"/> Other (specify):
When will the data be made available?	Once the doctoral project is finished.
Who will be able to access the data and under what conditions?	I will share my data with interested scholars and students that work on a similar topic and to whom my data is relevant.
What are the expected costs for data sharing? How will these costs be covered? <i>Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of the allocated project budget to be used to cover the cost incurred.</i>	There are no expected costs for data sharing.

8. Responsibilities

Who will be responsible for the data documentation & metadata?	I am responsible for the data documentation & metadata.
Who will be responsible for data storage & back up during the project?	I am the one to carry out day-to-day research data management throughout the project.
Who will be responsible for ensuring data preservation and sharing?	My supervisor, Idesbald Goddeeris (idesbald.goddeeris@kuleuven.be) is responsible for ensuring that I practice proper research data management. He will answer questions about my data after my project ends.
Who bears the end responsibility for updating & implementing this DMP?	The PI bears the overall responsibility for updating & implementing this DMP