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	**Dr. Koenraad Danneels, https://orcid.org/0000-0001-8600-7585**
Contributor name(s) (+ ORCID) & roles	**Supervisor: Prof. dr. Bruno Notteboom, https://orcid.org/0000-0001-7765-7180** **Supervisor: Prof. dr. Greet De Block, https://orcid.org/0000-0001-6587-3548.**
Project number [1] & title	Compensation Landscapes. Negotiating landscape design, urbanization and ecology in Berlin, Brussels, and Londen.
Funder(s) GrantID [2]	12A0O25N
Affiliation(s)	☐ KU Leuven ☐ Universiteit Antwerpen
Please provide a short project description	In landscape design and urbanism literature there is currently no conceptual debate on the financial and political context in which urban nature is developed. This is remarkable, as the development of such green spaces is often justified as 'compensation' for environmental destruction elsewhere. The development of compensation landscapes as a socio-spatial project is still largely ignored by landscape designers and cognate fields, although it has a considerable spatial impact on territories worldwide. This research project will test the hypothesis that compensation landscapes are the result of specific historical interactions between the state, civil society, landscape and urban designers, planners, and ecologists. By studying case studies in Brussels, London, and Berlin, I want to get a grip on compensation landscapes throughout Europe. This project combines 1. a study of the alliances of actors linked to compensation, 2. mapping the geographies of compensation landscapes, and 3. an analysis of the specific design and ecological interventions in compensation projects in the three case study areas. By building an analytical framework to assess and understand compensation landscapes, this postdoctoral research will offer insight into ecological urbanization processes and open a debate on the spatial consequences of contemporary compensation logics.

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[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.

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].

Dataset Name	Description	New or Reused	Digital or Physical	*ONLY FOR DIGITAL DATA* Digital Data Type	*ONLY FOR DIGITAL DATA* Digital Data Format	*ONLY FOR DIGITAL DATA* Digital Data Volume (MB, GB, TB)	*ONLY FOR PHYSICAL DATA* Physical Volume
Archival sources	Meeting reports, newspaper articles, correspondence, drawings, plans, and images.	☒ Generate/collect new data	☒ Digital ☒ Physical	☒ Images ☒ Textual	CSV for database, PDF format for scanned material.	☒ < 100 GB	/
Literature	Academic literature, grey literature and policy documents.	☒ Reuse existing data	☒ Digital	☒ Textual ☒ Images	PDF format, through Zotero.	☒ 5 GB	/
Visual sources	Existing designs (spatial plans and schemes), drawings, models and digital visualisations and photographs.	☒ Generate/collect new data	☒ Digital	☒ Images	PDF format, illustrator, GIS files.	☒ < 100 GB	/

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

Online media sources	News articles and reportages by local news outlets, website articles of civil society organisations and private developers, and social media platforms of civil society organisations and activist groups.	☒ Generate/collect new data	☒ Digital	☒ Textual ☒ Images	CSV for database, PDF format for scanned material, stored on Zotero or in OneNote.	☒ < 1 GB	/
Oral sources	Interviews and participatory moments.	☒ Generate/collect new data	☒ Digital	☒ Audiovisual ☒ Textual	MP3 and transcripts in word. CSV file on OneDrive	☒ < 1 GB	/
Personal data	Personal data of research participants (i.e. interviewees and participants in participatory moments) will include name, email address, phone number, gender, age.	☒ Generate/collect new data	☒ Digital	☒ Textual	CSV file on OneDrive. GIS files.	☒ < 1 GB	/
Locational data	Existing maps and data sets used for GIS mapping	☒ Generate/collect new data	☒ Digital	☒ Numerical	GIS, Illustrator, and PDF files.	☒ < 100 GB	/

		⊠ Reuse existing data					
	(including BruGIS, Geo.Brussels, BruCiel, Mobigis, Geopunt Vlaanderen, etc.).						
Publications and presentations	Academic papers and presentations (for internal use in the research group or for conferences and seminars)	⊠ Generate/collect new data	⊠ Digital	⊠ Textual	Papers in word and PDF format, presentations in ppt. format.	⊠ < 100 GB	/
Visual material	designs, drawings, images and other visual representations created during the process of the research	⊠ Generate/collect new data	⊠ Digital	⊠ Numerical	Created in AutoCAD/Vectorworks/Sketchup/Rhino and postproduction happenz using the Adobe Creative Cloud software and will be stored in PDF (.pdf), JPEG (.jpg) or PNG (.png) format.	⊠ < 100 GB	/

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 reuse of existing data will only happen insofar as this data is found in the archives or collected through contacts with actors. Throughout the project, it is possible that through new collaborations data will be shared with the researcher. If so, this will be added to the data management plan.

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: When conducting interviews personal data such as name, age, gender, profession, home municipality, email address, phone number will be collected. Interviews will be recorded and transcribed. Names of interviewees will be pseudonymised, unless it is relevant/necessary to use the name of the interviewee (e.g. an architect or a politician) and the interviewee consents to using their personal data. The file where the pseudonyms are linked to the personal data and identifiers will be stored separately on the KU Leuven server. Data that might reveal the identity of the respondents will be replaced with less 'revealing' information. Interviewees will include: (former) politicians, members of citizens' associations, architects activists from neighbourhood committees, officials from public institutions, and members of companies that are involved in biodiversity offsetting processes in the three case studies.
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:

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[4] See Glossary Flemish Standard Data Management Plan

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*.	Through a clear folder structure located on the One Drive, existing data and developed material will be organised in order to simplify retrieving and consulting the overall documentation. Produced material will adopt meaningful filenaming starting with the date (year/month/day, e.g. 230331_), description of its content and, when applicable, ending with the initials of the creator. README files: data will be described according to category (archival, interviews, images) and structured according to several identifiers: title, year, location, author/creator, file type, key words

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: We are currently looking into the options regarding the different metadata standards within our research groups P.PUL. Possible options until now are DDI, UNBIS and AAT.

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*	Onedrive documents will be shared only among the supervisors and PhD researchers of the research project. In case documents are shared outside of the research project (e.g. within the research group) this will be done with restricted acces (shared via e-mail) and editing rights (view-only).
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	KU Leuven provides ample storage space through OneDrive and SharePoint. No additional storage devices will have to be funded.

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):
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	KU Leuven provides ample long term storage space through SharePoint. No additional storage devices will be needed.

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:
If access is restricted, please specify who will be able to access the data and under what conditions.	The collected data will be accessible to the postdoctoral researcher, Koenraad Danneels, and the responsible supervisors of the fellowship, prof. Bruno Notteboom.

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: - Privacy aspects: personal data of the research participants (interviewees and participants in interactive moments) will be collected: name, email address, phone number, age, gender.
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) Most probably I will use the Data Transfer Agreement. I will further look into the specific data usage licences when the research project evolves.

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?	There are no expected costs for data sharing.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	The data documentation and metadata will be managed by the postdoctoral researcher, Koenraad Danneels.
Who will manage data storage and backup during the research project?	The data storage and backup will be managed by the postdoctoral researcher, Koenraad Danneels.
Who will manage data preservation and sharing?	The responsible person will be Koenraad Danneels, senior fellow funded by FWO. As a fallback option,, prof. Bruno Notteboom, supervisor of this project, will be responsible for data preservation and sharing.
Who will update and implement this DMP?	The data management plan will be updated and implemented by the postdoctoral researcher, Koenraad Danneels.