

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	Pieterjan Heynen (ORCID ID https://orcid.org/0000-0001-5007-0793)
Contributor name(s) (+ ORCID) & roles	
Project number ¹ & title	11P6J24N, The European Central Bank's Expanding Remit
Funder(s) GrantID ²	FWO fundamental research fellowship
Affiliation(s)	<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: 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	<p>The Financial Crisis of 2007-2008 and the subsequent Sovereign Debt Crisis provided the European Central Bank (ECB) with an impressive number of new tasks. In less than a decade, the ECB acquired, apart from monetary policy, competences regarding banking supervision and resolution, macro-prudential supervision and financial assistance programs for Member States in budgetary distress. Furthermore, the ECB has consistently chosen for an extensive interpretation of its competences. These developments have given rise to a series of legal problems and challenges, ranging from an increased risk of conflicting policy objectives between its various competences, to frictions with both general principles of EU law and specific central bank features such as independence, accountability and transparency.</p> <p>This research project will discuss the legal interrelationship between all the ECB's competences and analyse the most striking legal challenges in this regard. It will compare the ECB with other central banks which hold several competences, in order to assess how these banks deal with the challenges following from a large remit. The project will evaluate to what extent the ECB's current design complies with the higher legal norms to which it is subject to, and make recommendations on how the ECB's current legal framework can be enhanced to foster compliance with these fundamental principles.</p>
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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	ONLY FOR DIGITAL DATA	ONLY FOR DIGITAL DATA	ONLY FOR PHYSICAL DATA
				Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
Case law	Judgments issued by EU and national courts	<input type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	All EU judgments are published online on EURLEX and Curia and freely available (URL) From national judgments, I save copies in PDF format	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Legal doctrine	Articles and books (legal scholarship)	<input type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input checked="" type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	I collect legal doctrine with a reference manager, who automatically saves these sources (PDF) As back-up, I save	<input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	Physical prints are stored in my office

³ Add rows for each dataset you want to describe.

					important articles also in PDF format		
					From some articles, I have a print-out that I keep in my office		
Legislation	EU and national law provisions	<input type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	EU legislation is published on EURLEX and online available (URL) National legislation is published on the respective websites of national governments and online available (URL)	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Policy documents and reports	Various documents issued by public or private organizations	<input type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	These documents are online available I save copies in PDF	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	

<p>GUIDANCE: <i>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 be described under documentation/metadata.</i></p> <p>RDM Guidance on data</p>	
<p>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.</p>	<p>All data described above is online available (sometimes it is publicly accessible, sometimes only after a log-in with KU Leuven subscriptions). The data are thus available in URL, but of legal doctrine, policy documents and reports and important case law, I save copies in PDF format. I store these copies on my KU Leuven OneDrive account.</p>
<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, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.</p>	<p> <input type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: <input type="checkbox"/> Yes, animal data; provide ECD reference number: <input type="checkbox"/> Yes, dual use; provide approval number: <input checked="" type="checkbox"/> No Additional information: </p>
<p>Will you process personal data⁴? 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).</p>	<p> <input type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input checked="" type="checkbox"/> No Additional information: </p>
<p>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.</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please comment: </p>

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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<ul style="list-style-type: none"> - I have separate folders on my KU Leuven OneDrive account for the different data types - I have a Word document in which I discuss my most important findings and remarks about legal doctrine (articles and books) and case law (CJEU judgments) - I use a reference manager (Zotero), which gives a clear and fast overview of all the data I have gathered

<p>Will a metadata standard be used to make it easier to find and reuse the data?</p> <p>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.</p> <p><i>REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</p> <p>For my type of research and scientific discipline (legal research), the use of a metadata standard is less appropriate and not common.</p>
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4. Data Storage & Back-up during the Research Project	
<p>Where will the data be stored?</p> <p><i>Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.</i></p>	<p> <input checked="" type="checkbox"/> Shared network drive (J-drive) <input checked="" type="checkbox"/> Personal network drive (I-drive) <input checked="" type="checkbox"/> OneDrive (KU Leuven) <input type="checkbox"/> Sharepoint online <input type="checkbox"/> Sharepoint on-premis <input type="checkbox"/> Large Volume Storage <input type="checkbox"/> Digital Vault <input type="checkbox"/> Other: </p>
<p>How will the data be backed up?</p> <p><i>WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?</i></p>	<p> <input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution <input checked="" type="checkbox"/> Personal back-ups I make (specify) Apart from the standard back-up provided by KU Leuven, I also frequently make a back-up of my own work (PhD document) <input type="checkbox"/> Other (specify) </p>

<p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please specify:</p>
<p>How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</p> <p><i>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.</i></p> <p>Guidance on security for research data</p>	<ul style="list-style-type: none"> - Physical storage: the articles I have printed out are kept in my office, for which only I and a colleague hold a key - For the security and integrity of the data I store online, I rely on the KU Leuven online security systems. The data will be stored on my KU Leuven personal network drive (both I:drive and Onedrive). The Onedrive-support is automatically backed up. - No personal data is used
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<ul style="list-style-type: none"> - I rely on the KU Leuven OneDrive system and the back-ups I make personally do not have an additional cost, so there are no extra costs for data storage

5. Data Preservation after the end of the Research Project

<p>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...).</p> <p>Guidance on data preservation</p>	<p><input checked="" type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Certain data cannot be kept for 10 years (explain)</p>
<p>Where will these data be archived (stored and curated for the long-term)?</p> <p><i>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.</i></p>	<p><input checked="" type="checkbox"/> KU Leuven RDR</p> <p><input type="checkbox"/> Large Volume Storage (longterm for large volumes)</p> <p><input checked="" type="checkbox"/> Shared network drive (J-drive)</p> <p><input type="checkbox"/> Other (specify):</p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>As I will rely on the data preservation systems provided by KU Leuven, there are no extra expected costs.</p>

6. Data Sharing and Reuse

<p>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.</p> <p><i>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:</i> https://wiki.surfnet.nl/display/STANDARDS/INFO-EU-REPO/#INFO-EURO-ACCESSRIGHTS</p>	<p> <input type="checkbox"/> Yes, as open data <input type="checkbox"/> Yes, as embargoed data (temporary restriction) <input type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only) <input checked="" type="checkbox"/> No (closed access) <input type="checkbox"/> Other, please specify: The data I use is already available online, so those who are interested can consult the data used themselves, by consulting the extensive bibliography attached to my PhD. </p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>If interested persons are not able to find the data I have relied upon in my research project online, they can be granted access to my own datasets.</p>
<p>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.</p>	<p> <input type="checkbox"/> Yes, privacy aspects <input type="checkbox"/> Yes, intellectual property rights <input type="checkbox"/> Yes, ethical aspects <input type="checkbox"/> Yes, aspects of dual use <input type="checkbox"/> Yes, other <input checked="" type="checkbox"/> No </p> <p>If yes, please specify:</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p> <input checked="" type="checkbox"/> KU Leuven RDR <input type="checkbox"/> Other data repository (specify) <input checked="" type="checkbox"/> Other (specify) Special requests can be made to me via e-mail </p>
<p>When will the data be made available?</p>	<p> <input type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input checked="" type="checkbox"/> Other (specify) Not applicable </p>

<p>Which data usage licenses are you going to provide? If none, please explain why.</p> <p><i>A DATA USAGE LICENSE INDICATES WHETHER THE DATA CAN BE REUSED OR NOT AND UNDER WHAT CONDITIONS. IF NO LICENSE IS GRANTED, THE DATA ARE IN A GREY ZONE AND CANNOT BE LEGALLY REUSED. DO NOTE THAT YOU MAY ONLY RELEASE DATA UNDER A LICENSE CHOSEN BY YOURSELF IF IT DOES NOT ALREADY FALL UNDER ANOTHER LICENSE THAT MIGHT PROHIBIT THAT.</i></p> <p>Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.</p>	<p> <input type="checkbox"/> CC-BY 4.0 (data) <input type="checkbox"/> Data Transfer Agreement (restricted data) <input type="checkbox"/> MIT licence (code) <input type="checkbox"/> GNU GPL-3.0 (code) <input checked="" type="checkbox"/> Other (specify) Not applicable </p>
<p>Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.</p> <p><i>INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.</i></p>	<p> <input type="checkbox"/> Yes, a PID will be added upon deposit in a data repository <input type="checkbox"/> My dataset already has a PID <input checked="" type="checkbox"/> No </p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>No expected costs, as I will not engage in a specific data sharing regime</p>

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	As Ph.D. researcher I am responsible for data documentation. Professor Veerle Colaert (supervisor) will supervise this.
Who will manage data storage and backup during the research project?	This is primarily done by the KU Leuven ICT service.
Who will manage data preservation and sharing?	As Ph.D. researcher I am responsible for data preservation and data sharing, jointly with the KU Leuven ICT Service.

Who will update and implement this DMP?	As Ph.D. researcher I have the day-to-day responsibility for updating & implementing this DMP. My supervisor (prof. Veerle Colaert) bears the end responsibility.
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