

## 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	<b>Jantine Spilt 0000-0002-3863-9868</b>
Contributor name(s) (+ ORCID) & roles	<b>Hilde Colpin <a href="http://orcid.org/0000-0003-3712-2709">http://orcid.org/0000-0003-3712-2709</a></b> <b>Karine Verschueren <a href="http://orcid.org/0000-0003-2172-1424">http://orcid.org/0000-0003-2172-1424</a></b>
Project number <sup>1</sup> & title	Supportive Teacher-Student Relationships to Promote Adolescent Wellbeing
Funder(s) GrantID <sup>2</sup>	G036323N
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

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<sup>1</sup> “Project number” refers to the institutional project number. This question is optional. Applicants can only provide one project number.

<sup>2</sup> 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>There is ample scientific research that shows that supportive teacher-student relationships contribute to adolescents' learning, mental health, and resiliency. Yet we know little of how teachers build relationships with students in secondary education. Guided by an ecological perspective on resiliency that emphasizes strong adult-child relationships, this mixed-method research project aims to develop knowledge that can guide the development of interventions that support wellbeing at school through teachers' relationship building practices in everyday teaching. In the first steps, a student questionnaire to assess teacher relationship practices will be constructed and examined to identify potentially "high yield" practices. In the next steps, potentially "high yield" practices will be examined in an intervention study. The intervention consists of a databank of micro-interventions that support relationship building practices and which can be easily implemented in everyday teaching. In addition, participating school teams will receive school-tailored expert training. Intervention effects on teacher-student relationship quality and on the wellbeing of adolescents and their teachers will be examined. The implementation process will be examined through focus-group interviews with teachers.</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 <sup>3</sup>.

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
1.1 Focus group students	Interviews with groups of students	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input checked="" type="checkbox"/> Sound <input type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	.m4a or .mp3 or .wav	<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	
1.2 survey data A	Student questionnaires about teacher-student relationships and wellbeing (online)	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	Survey; numerical	.csv or .sav	<input checked="" type="checkbox"/> < 1 GB	
2.1 survey data B	Student questionnaires about teacher-student relationships	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital	Survey; numerical	.csv or .sav	<input checked="" type="checkbox"/> < 1 GB	

<sup>3</sup> Add rows for each dataset you want to describe.

	and wellbeing + teacher questionnaires (online)						
2.2 Focus group teachers	Interviews with groups of teachers	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input checked="" type="checkbox"/> Sound <input type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:	.m4a or .mp3 or .wav	<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	

**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 be 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.	NA
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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, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.</p>	<p><input checked="" type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: <b>SMEC application in preparation</b></p> <p><input type="checkbox"/> Yes, animal data; provide ECD reference number:</p> <p><input type="checkbox"/> Yes, dual use; provide approval number:</p> <p><input type="checkbox"/> No</p> <p>Additional information:</p> <p>All datasets contain human subject data (interviews, online surveys)</p>
<p>Will you process personal data<sup>4</sup>? 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)</p> <p><input type="checkbox"/> No</p> <p>Additional information:</p> <p><b>PRET application in preparation</b></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</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please comment:</p>
<p>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.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please explain:</p>
<p>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.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please explain:</p>

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<sup>4</sup> See Glossary Flemish Standard Data Management Plan

### 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.\*](#)

**Codebook will be developed for each dataset (with explanation of concepts, names, variables, abbreviations)**

**ps. General information regarding the study design, methodology and sample will be documented in the SMEC application.**

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:

**This will be considered at the start of the project (1 september 2023).**

### 4. Data Storage & Back-up during the Research Project

<p>Where will the data be stored?</p> <p><i>Consult the <a href="#">interactive KU Leuven storage guide</a> to find the most suitable storage solution for your data.</i></p>	<p><input checked="" type="checkbox"/> Shared network drive (J-drive)</p> <p><input type="checkbox"/> Personal network drive (I-drive)</p> <p><input type="checkbox"/> OneDrive (KU Leuven)</p> <p><input type="checkbox"/> Sharepoint online</p> <p><input type="checkbox"/> Sharepoint on-premis</p> <p><input type="checkbox"/> Large Volume Storage</p> <p><input type="checkbox"/> Digital Vault</p> <p><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</p> <p><input type="checkbox"/> Personal back-ups I make (specify)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>Is there currently sufficient storage &amp; 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, No hard limit.</p> <p><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><u><a href="#">Guidance on security for research data</a></u></p>	<p>Personal information of participants will be saved separately from other data. Both datasets can, if needed, be linked using codes, which are again saved in a separate file. Technical and organizational controls are in place to protect these files that contain mappings between pseudonyms and the original personally identifiable information (CODES). At KU Leuven Faculty of Psychology and Educational Sciences (PPW), a CODES share for each research unit is available on the J: network drive. These shares are not exposed to the internet. Only data managers of the respective research unit have read/write access to the CODES share. This allows research groups to isolate codes from researchers where needed. To enable the use of network shares for this purpose, the faculty's IT service organizes the raw network storage it procures from central ICT services in such a way that access permissions are limited, fixed, delegated to and audited by data managers who do not need to have an IT background. In combination with the hard disk encryption standards and other security controls at the faculty, this approach mitigates the majority of technical risks targeted by the GDPR.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>€ 1200.00. costs are covered by the project budget This includes the storage up to ten years. Original audio recordings will only be stored for a period of 5 years after the end of the project.</p>

## 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><a href="#">Guidance on data preservation</a></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><a href="#">Dedicated data repositories</a> 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 <a href="#">interactive KU Leuven storage guide</a>.</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) (up to 10 years)</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>€ 1200.00. costs are covered by the project budget</p> <p>Original audio recordings will only be stored for a period of 5 years after the end of the project.</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 &amp; RESTRICTED ACCESS. FOR MORE INFORMATION: <a href="https://wiki.surfnet.nl/display/standards/info-eu-repo/#infoeu-repo-accessrights">HTTPS://WIKI.SURFNET.NL/DISPLAY/STANDARDS/INFO-EU-REPO/#INFOEU-REPO-ACCESSRIGHTS</a></i></p>	<p> <input type="checkbox"/> Yes, as open data  <input checked="" type="checkbox"/> <b>Yes, as embargoed data (temporary restriction)</b>  <input type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only)  <input type="checkbox"/> No (closed access)  <input type="checkbox"/> Other, please specify:         </p> <p>All (anonymized) datasets can be shared with other researchers after publication (an embargo may be installed for fairness towards publisher to provide them an advantage as the exclusive first deliverers of knowledge.)</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>Postdoc researcher (yet unknown) and supervisor (J.Spilt)</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 type="checkbox"/> Other (specify)         </p>

When will the data be made available?	<input checked="" type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input type="checkbox"/> Other (specify)
Which data usage licenses are you going to provide? If none, please explain why.  <i>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.</i> Check the <a href="#">RDR guidance on licences</a> for data and software sources code or consult the <a href="#">License selector tool</a> to help you choose.	<input checked="" 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 type="checkbox"/> Other (specify)  Default licence
Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.  <i>INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.</i>	<input checked="" type="checkbox"/> Yes, a PID will be added upon deposit in a data repository <input type="checkbox"/> My dataset already has a PID <input type="checkbox"/> No
What are the expected costs for data sharing? How will these costs be covered?	No costs. Every researcher can store 50 GB per year for free.

## 7. Responsibilities

Who will manage data documentation and metadata during the research project?	Postdoc researcher (yet unknown)
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Who will manage data storage and backup during the research project?	Postdoc researcher (yet unknown)
Who will manage data preservation and sharing?	Postdoc researcher (yet unknown) and supervisor (J.L . Spilt)
Who will update and implement this DMP?	Postdoc researcher (yet unknown)