

MartaWodz_DMP_FWO

Project Name My plan (FWO DMP) - MartaWodz_DMP_FWO

Principal Investigator / Researcher Marta Wó³dz

Institution KU Leuven

1. General Information

Name applicant

Marta Wó³dz

FWO Project Number & Title

1118722N, DECAMOUFLAGING PLANT BLINDNESS. USE OF PLANTS IN CONTEMPORARY ART TO RECLAIM HISTORIES OF THE WEAK.

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).

I will use existing documentation of the artistic projects, but it may happen that I will also create some images myself. I already did some video-interviews with the artists and I am going to produce more of them (either live or via zoom or other online softwares). Another type of data that I will gather is textual data - my notes on existing literature, general notes and transcript of the interviews. I may also create new translations of existing texts.

Type of data	Format	Volume	How created?
Digital photos - documentation of the artistic projects, historical images and photographs etc.	jpg, tiff	<500MB	secondary data available online or documentation created by me, organized in Tropy
notes on existing literature - textual, digital	docs	<200MB	Collected from books and other secondary sources, created in Word, attached to original texts in Zotero
notes taken during the research - textual, digital	docs	<200MB	created in Word
interviews with the artists - multimedia	wav., mp4, mov	<2GB	recorded live as an audio or video file
interviews with the artists - textual, digital	docs	<300 GB	transcripts of the interviews, created in Word
texts for the project's website and Instagram account	docs	<100MB	created in Word
images for the project's website and Instagram account - multimedia, digital	jpg	<500MB	secondary data available online or documentation created by me, edited or cropped in Adobe Bridge to required format

Textual data will be collected in .doc or .xsl formats, depending on the kind of data. Photographs will be stored both in high resolution in .tif format (if available) or/and in low resolution in .jpg format. Multimedia material will require the most storage space. All data will be stored on OneDrive cloud service, provided by KU Leuven. This will guarantee backup and access.

I will use the existing documentation of visual artistic projects. In case I would like to use any of these images on the project's website or Instagram account, I will first make sure to obtain artist's permission.

Naming for collected secondary data will be: *author'ssurname-name_title_year*

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.

- Yes

Privacy Registry Reference: **G-2021-4570**

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

Yes, the opinions of interviewed artists will appear with their name and surname, their artistic nickname or the name of the collective. I have already obtained the GDPR assessment and

ethical review of my project - from a GDPR perspective, there is **no objection** to starting the processing operations.

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)

- Yes

Contemporary artistic projects are often related to the author's private political opinions or philosophical beliefs, therefore I take into account that the special data may appear, but I am not going to ask about that specifically. The answers are only valuable for my research when they can be attributed to the particular artist in reference to his or her projects, for that reason I have to be able to connect various categories of personal data.

SMEC has decided that my application meets the standards for academic research. It has therefore received a favourable opinion. This approval is valid for 4 years. SMEC therefore considers the application as completed.

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?

- No

4. Documentation and metadata

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

I will provide specific information through the file and folder naming (date, name of the author, title etc.). For data collected from external sources, I will save the documents of the sources in pdf when present in the electronic version, or photograph the sources. I will also create a README.txt to summarize the collected contents and their organization in a folder structure. The README.txt file contained in a local hard drive of my private computer, as well as on OneDrive, based on the template README.txt provided by research support staff at KU Leuven, adapted to the needs of my project.

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.

- Yes

I will add metadata to references using Zotero (for textual sources) and Tropy (for images). I will sort each file based on the following categories: primary sources (archives, interviews, recorded data, photographs, field notes), secondary sources (books, articles, images) and add metadata including name of the author(s), date, title, place as well as thematic tags allowing to connect the file with one or more areas of my research.

5. Data storage and backup during the FWO project

Where will the data be stored?

I will store all the data on OneDrive cloud service provided by KU Leuven, as well as on my personal computer hard drive. I will also use an external hard drive for extra backup and long-term preservation, which will be encrypted.

How is backup of the data provided?

All the data will be backed up online: on cloud OneDrive (with the automatic update every day) as well as on a physical external hard drive (every 2 months).

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

I will use Onedrive cloud service provided by the Faculty (standardly 2TB) - it is an automatically backed up storage space and since I will not use any sensitive data, it is safe for me to use that service.

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

During the project data storage creates no additional costs, since the cloud service provided by KU Leuven is sufficient.

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

The data stored on my private computer are secured with the password to open the device - I am the only one who has access to that computer. Regarding the cloud storage, following the security protocols, I will change the password of the cloud service every three months. I will use encrypted archives for long-term preservation.

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, ...).

Core data will be stored online in a dedicated academic data repository. Following the preservation procedures, I will also store the data on a backup hard drive that will stay at the offices of my research unit at KU Leuven, at the Lieven Gevaert Centre, for ten years after the completion of the PhD.

The core dataset (except from the final text of the dissertation) created throughout my PhD research will be a list of the artistic projects from all over the world which use plants. The file will be created as an Excel spreadsheet and it will be compiled with the visual documentation. Additional resource requiring the long-term preservation will be the interviews with the authors of selected works.

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

After the research KU Leuven uses 'Archive storage' and requires storage for 10 years.

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

Archive storage can be purchased through the Faculty's ICT service for approximately 75euros for 500GB per year - this cost will be included in my budget

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:

Data relating to interviewees will require specific restrictions in the sharing phase. Only the versions authorized by the artist will be shared (as a transcription). The multimedia footage created by me during those interviews (video or/and audio) cannot be shared with other researchers and the public unless I give the consent.

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

I will make available an Excel spreadsheet with the list of the artistic projects from all over the world which use plants as well as the transcripts of authorized versions of the interviews with the selected artists. It will be shared in academic repositories such as Zenodo.

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

- In an Open Access repository

I am willing to share the collected data in academic repositories such as Zenodo. I will seek the advice of research support staff/IT support staff/legal support staff towards the end of my research to find the best available solution. After completion of the PhD, I plan to share edited and selected data in publications (either a monograph or peer-reviewed articles). I am willing to publish the complete text in Gold OA. I have already searched for OA journals which do not charge author fees in DOAJ and within visual arts field I have found various options, so I believe that such a publication will be possible. If not, I will opt for a Green OA.

When will the data be made available?

- Upon publication of the research results

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

The above-mentioned dataset will be uploaded in Zenodo as an open access dataset under a CC-BY license. Therefore, it will be available to anyone for any purpose, provided that they give appropriate credit to the creators.

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

I have already searched for OA journals which do not charge author fees in DOAJ and within visual arts field I have found various options, so I believe that such a publication will be possible. If not, I will opt for a Green OA.

8. Responsibilities

Who will be responsible for data documentation & metadata?

During the research, I am responsible for the management of the data. My supervisor, prof. Hilde Van Gelder will be responsible for it after the completion of the PhD. I will be the person who might receive questions on the data management aspects of the research project while the research project is ongoing.

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

During the research, I am fully responsible for the data management including the storage and back up.

Who will be responsible for ensuring data preservation and reuse ?

During the research, I am fully responsible for the data management including data preservation and reuse.

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

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