

## FWO DMP Template - Flemish Standard Data Management Plan

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>Anna Püschel 0000-0002-6592-5528</b>
Contributor name(s) (+ ORCID) & roles	
Project number <sup>1</sup> & title	1187523N Stimming a Space
Funder(s) GrantID <sup>2</sup>	
Affiliation(s)	x 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: Provide ROR <sup>3</sup> identifier when possible:

---

<sup>1</sup> "Project number" refers to the institutional project number. This question is optional since not every institution has an internal project number different from the GrantID. 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.

<sup>3</sup> Research Organization Registry Community. <https://ror.org/>

Please provide a short project description	<p>Art institutions slowly start to catch up in their efforts to become more accessible, but often the efforts are limited to a wheelchair ramp. One group within the disabled community often seems to be overlooked: people living with autism, dyslexia or other 'deviations' who are called neurodivergent. Neurodivergent women are even more invisible since their disability presents differently than in men.</p> <p>The proposed research seeks to enrich current efforts to make the art world safe and supportive for everyone by focussing on the following research question: how can artistic practices carve space for neurodivergent women? Answering this question will enrich current knowledge about neurodiversity as well as enrich discussions about intersectionality on a larger scale that can improve the artistic careers of neurodivergent women by highlighting their specific needs and sets of talents.</p> <p>My approach ties embodied auto-ethnographical to design-driven research. It contributes to closing the existing gap between the demographics of neurodivergent women artists and the art world by a) expanding current knowledge about female neurodiversity through artistic research into the disabled body in space, b) create material that can be used as reference by what I call 'neurodivergent advocates' in order to accelerate necessary changes in the art field and c) open doors for connection of marginalised individuals by engaging into inclusive dialogues with institutions.</p>
--	---

## 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>4</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
Stimming Library	Collection of visual recordings of different types of stimming for artistic exploration	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input checked="" type="checkbox"/> Observational <input checked="" type="checkbox"/> Experimental <input type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data <input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input checked="" type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input type="checkbox"/> .pdf <input checked="" type="checkbox"/> .txt <input type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input checked="" type="checkbox"/> other: mp4,mp3 <input type="checkbox"/> NA	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	
Cocreation	Outcome of artistic cooperation	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Observational <input checked="" type="checkbox"/> Experimental	<input checked="" type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input type="checkbox"/> .pdf <input checked="" type="checkbox"/> .txt <input type="checkbox"/> .rtf <input type="checkbox"/> .dwg	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB <input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB	

					<input type="checkbox"/> .tab  <input type="checkbox"/> .gml <input checked="" type="checkbox"/> other: mp4,mp3 <input type="checkbox"/> NA	<input checked="" type="checkbox"/> NA	

*GUIDANCE:*

*DATA CAN BE DIGITAL OR PHYSICAL (FOR EXAMPLE BIOBANK, BIOLOGICAL SAMPLES, ...). DATA TYPE: DATA ARE OFTEN GROUPED BY TYPE (OBSERVATIONAL, EXPERIMENTAL ETC.), FORMAT AND/OR COLLECTION/GENERATION METHOD.*

*EXAMPLES OF DATA TYPES: OBSERVATIONAL (E.G. SURVEY RESULTS, SENSOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); COMPILED/AGGREGATED DATA<sup>5</sup> (E.G. TEXT & DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.*

*EXAMPLES OF DATA FORMATS: TABULAR DATA (.POR, .SPSS, STRUCTURED TEXT OR MARK-UP FILE XML, .TAB, .CSV), TEXTUAL DATA (.RTF, .XML, .TXT), GEOSPATIAL DATA (.DWG, .GML, ..), IMAGE DATA, AUDIO DATA, VIDEO DATA, DOCUMENTATION & COMPUTATIONAL SCRIPT.*

*DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.*

*PHYSICAL VOLUME: PLEASE ESTIMATE THE PHYSICAL VOLUME OF THE RESEARCH MATERIALS (FOR EXAMPLE THE NUMBER OF RELEVANT BIOLOGICAL SAMPLES THAT NEED TO BE STORED AND PRESERVED DURING THE PROJECT AND/OR AFTER).*

<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>	
--	--

<sup>4</sup> Add rows for each dataset you want to describe.

<sup>5</sup> These data are generated by combining multiple existing datasets.

<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, please describe these issues further and refer to specific datasets or data types when appropriate.</p>	<p> <input checked="" type="checkbox"/> Yes, human subject data  <input type="checkbox"/> Yes, animal data  <input type="checkbox"/> Yes, dual use  <input type="checkbox"/> No         </p> <p>If yes, please describe: I will work with individuals with different disabilities and access needs. Therefore, I will make sure that consent forms are distributed, that there is very precise communication over intellectual property and the temporality of the consent given to me to record and preserve this data. However, any personal data will only be used anonymized/pseudonymized.</p>
<p>Will you process personal data<sup>6</sup>? If so, briefly describe the kind of personal data you will use. Please refer to specific datasets or data types when appropriate. If available, add the reference to your file in your host institution's privacy register.</p>	<p> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No         </p> <p>If yes:</p> <ul style="list-style-type: none"> <li>- Short description of the kind of personal data that will be used:</li> <li>- Privacy Registry Reference:</li> </ul>
<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         </p> <p>If yes, please comment:</p>

---

<sup>6</sup> See Glossary Flemish Standard Data Management Plan

<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)?</p> <p>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?</p> <p>If so, please explain to what data they relate and which restrictions will be asserted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please explain: The recordings of the final work that will be the product of a cocreation will be my intellectual property, but the work itself is the intellectual property of all the contributing artists. I will make sure this is communicated with every showing of the recording and that the final recording has the approval of all contributing artists and will be distributed under a cc 4.0 license.</p>

### 3. Documentation and Metadata

<p>Clearly describe what approach will be followed to capture the accompanying information necessary to keep <b>data understandable and usable</b>, 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).</p>	<p>The recorded data is solely video material in mp4 format and should be accessible for a long time.</p> <p>The text formats from possible transcriptions will be stored as Microsoft word and .txt</p>
---	--



<p>Will a metadata standard be used to make it easier to <b>find and reuse the data</b>?</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</p> <p><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>The metadata created will come from image and sounds files. There is no added value in extracting data from this for my research, however, if that should turn out to be wrong, a .readme file will be provided with each set of metadata in order to keep it accessible for other researchers.</p>
---	---

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

<p>Where will the data be stored?</p>	<p>On a secured hard drive in my personal artist atelier and in a secured digital cloud.</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? DESCRIBE THE LOCATIONS, STORAGE MEDIA AND PROCEDURES THAT WILL BE USED FOR STORING AND BACKING UP DIGITAL AND NON-DIGITAL DATA DURING RESEARCH.<sup>7</sup></i></p> <p><i>REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.</i></p>	<p>The cloud has a physical backup on the encrypted hard drive.</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  <input type="checkbox"/> No</p> <p>If yes, please specify concisely: The hard drive has 5TB (terra byte) storage space, the cloud storage is unlimited, and payment secured through automatic crediting.</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.<sup>7</sup></i></p>	<p>The digital cloud can only be accessed by me, the password is stored in an encrypted digital safe (Dashlane). The hard drive can only be accessed through a digital key that is stored on the same digital safe.</p>

<sup>7</sup> Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/>

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	The hard drive costs around 135,00 € and will be bought with the working budget. The costs for the digital storage reside around 8€ per month and will be covered from the same budget.
---	---

### 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...).	The final material will be stored for ten years on the same hard drive and as a digital backup on the encrypted server of proton.com. Some material will be preserved for the documentation of my own artistic practice (with written consent of all participants). Video material that was not used will be destroyed for capacity reasons.
Where will these data be archived (stored and curated for the long-term)?	After completion of the project and a period of 10 years, I will reassess which material is still relevant and keep it on the same storage units as this is what I do for all my other artistic work.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	For a period of 10 years the costs lie around 960,- euro. This sum will be covered from the working budget before completion of the PhD by putting that sum aside on a special bank account where it can be paid from during that period of time. I mentioned a period of 5 years in my ethical application but changed that period to 10 years after learning that KULeuven asks researchers to keep the data for 10 years.



## 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:</i> <a href="https://wiki.surfnet.nl/display/standards/info-eu-repo/#INFOEUREPO-ACCESSRIGHTS">https://wiki.surfnet.nl/display/standards/info-eu-repo/#INFOEUREPO-ACCESSRIGHTS</a></p>	<p><input type="checkbox"/> Yes, in an Open Access repository</p> <p><input checked="" type="checkbox"/> Yes, in a restricted access repository (after approval, institutional access only, ...) (KuLeuven RDR)</p> <p><input type="checkbox"/> No (closed access)</p> <p><input type="checkbox"/> Other, please specify:</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</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</p> <p><input checked="" type="checkbox"/> Yes, intellectual property rights</p> <p><input checked="" type="checkbox"/> Yes, ethical aspects</p> <p><input type="checkbox"/> Yes, aspects of dual use</p> <p><input type="checkbox"/> Yes, other</p> <p><input type="checkbox"/> No</p> <p>If yes, please specify: The material remains partly intellectual property of the participating artists and will be handled as such. Since the individuals working with me during the cocreation phase are more vulnerable than others, I will make sure the accessibility will be agreed upon into detail and a written data handling policy will be handed to all participants.</p>

<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p><b>Not known yet, parts of it will be published on the neuroverse website I will be working on.</b></p>
<p>When will the data be made available?</p> <p><i>THIS COULD BE A SPECIFIC DATE (DD/MM/YYYY) OR AN INDICATION SUCH AS 'UPON PUBLICATION OF RESEARCH RESULTS'.</i></p>	<p>Upon publication of research results.</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 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></p> <p><i>EXAMPLE ANSWER: E.G. "DATA FROM THE PROJECT THAT CAN BE SHARED WILL BE MADE AVAILABLE UNDER A CREATIVE COMMONS ATTRIBUTION LICENSE (CC-BY 4.0), SO THAT USERS HAVE TO GIVE CREDIT TO THE ORIGINAL DATA CREATORS." <sup>8</sup></i></p>	<p>Data from the project that van be shared will be made available under a Creative Commons Attribution license (CC by 4.0), so that users have to give credit to the original data creators.</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  <input checked="" type="checkbox"/> No  If yes:</p>

<sup>8</sup> Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/>

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

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	<b>Author</b>
Who will manage data storage and backup during the research project?	<b>Author</b>
Who will manage data preservation and sharing?	<b>Author</b>
Who will update and implement this DMP?	<b>Author</b>