

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	GIULIA DE CESARIS 0000-0001-7887-8911
Contributor name(s) (+ ORCID) & roles	
Project number ¹ & title	Goods, Virtue and Happiness in the Early Academy
Funder(s) GrantID ²	FWO (1257224N)
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: Provide ROR ³ identifier when possible:
Please provide a short project description	<p>This project investigates the ethical theories developed in the Early Academy, the phase of the Academy immediately following the death of Plato. The aim is to show that these theories contributed significantly to the dynamics of the debate on goods, virtue and happiness in the 4th century BCE.</p> <p>In antiquity, there were two major, competing answers to the question of how happiness, goods and virtue are related. The first model, advanced by Plato, suggests that virtue (arete) is sufficient for human beings to secure happiness (eudaimonia). Differently, Aristotle holds that virtue is not enough for someone to live a happy life, for other (non-moral) goods (e.g., health, wealth and friends) are necessary too. We often compare these two models on account of their similarities and differences. Yet, what is missing from the picture is an account of the framework in which this debate emerged and the discussions that contributed to shaping these responses. This project seeks to fill this gap by examining the ethical doctrines advanced by the first circle of Platonists, fellow companions of Aristotle and his competitors for the direction of the school. The hypothesis is that coeval developments in the ethical debate can be more effectively understood as the result of a dialectic with and in the backdrop of the discussions concerning the goods, virtue and happiness conducted by the first generation of Plato's students.</p>

¹ "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.

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.

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

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 data⁴.

	FORMAT	TYPE	ORIGIN	VOLUME
Digitally processed texts	.docx; .pdf;	text	Thesaurus Linguae Graecae; Thesaurus Linguae Latinae)	Approx.. < 500 KB per text processed
Texts from existing editions	.docx; .pdf;	Text	OCR scans, scientific literature in pdf.	Approx: < 500 KB per edition consulted
Raw text material	.docx; .pdf	Text	Published books; OCR scans, scientific literature in pdf	Approx: < 500 KB per word/pdf document
Handwritten notes (based on source material)	Hard paper copies (written notes); .pdf; .pdf	Text	books; OCR scans, scientific literature in pdf	N/A
Abstracts, handouts, article drafts;	docx; .pdf	Text	OCR scans, scientific literature in pdf; handwritten notes; raw text material	Approx: < 500 KB per word/pdf file
Published papers; book chapters; monograph	.docx; .pdf	Text	OCR scans, scientific literature in pdf; handwritten notes; raw text material	Approx: < 500 KB per word/pdf file

Data published in books and articles (both physical and digital) will be used as source material. All sources relevant for the research will be referred to in the bibliography of my publications. Published articles, book chapters, monograph: are supposed to be the last step of the process, for which all other notes are used. This data is meant to be clear and usable in itself. No further metadata will be provided.

⁴ Add rows for each dataset you want to describe.

<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>See above (origin)</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, please describe these issues further and refer to specific datasets or data types when appropriate.</p>	<p> <input type="checkbox"/> Yes, human subject data <input type="checkbox"/> Yes, animal data <input type="checkbox"/> Yes, dual use <input checked="" type="checkbox"/> No If yes, please describe: </p>
<p>Will you process personal data⁵? 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 If yes: <ul style="list-style-type: none"> - Short description of the kind of personal data that will be used: - Privacy Registry Reference: </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>

⁵ 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)? If so, please explain to what data they relate and what restrictions are in place.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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 <input checked="" type="checkbox"/> No If yes, please explain:</p>

3. Documentation and Metadata

<p>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).</p>	<p>The published papers, as research outputs of the project will be uploaded in green open access to LIRIAS, the institutional Open Access designed to collect, make visible and preserve the scientific production of KU LEUVEN. The published papers will include information about the research conducted, the methodological approach, primary texts, editions and sources used. By adhering to established publication standards, the researcher will ensure the discoverability of the data.</p>
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<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>The standards for metadata creation are set by the scholarly practices of the leading journals and academic publishers.</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</p>
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4. Data Storage & Back-up during the Research Project	
<p>Where will the data be stored?</p>	<p>Physical data (literature notes; conceptual notes; list of occurrences; reading lists; argument outlines) will be stored in physical folders organised thematically.</p> <p>Draft research papers/research papers will be stored:</p> <ul style="list-style-type: none"> on my computer; on my personal Google Drive; on my external hard drive; KU Leuven OneDrive

<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.⁶</i></p> <p><i>REFER TO INSTITUTION-SPECIFIC POLICIES REGARDING BACKUP PROCEDURES WHEN APPROPRIATE.</i></p>	<p>Word documents/drafts are saved on my computer and Google Drive; I do weekly back-ups on my external hard drive.</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 If yes, please specify concisely: Drive storage space is enough</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. ⁶</i></p>	<p>Access to Word documents/drafts is password protected; physical data and my external hard drive are safely stored at home.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>No costs are expected.</p>

⁶ Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/>

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...).	<p>The final research papers/book chapters/book will be retained and made available through KU Leuven's Lirias service.</p> <p>Physical data whose content ended up being organised and written down in those papers/book chapters/book will be destroyed for it will be accessible (as well as better organised and more understandable) in the format of a finalised paper.</p> <p>Other Physical data will be kept in a physical folder.</p>
Where will these data be archived (stored and curated for the long-term)?	<p>Published papers will be made available through KU Leuven's Lirias service; Unpublished documents/drafts will be stored on:</p> <ul style="list-style-type: none"> • My computer; • my external hard-drive; • KU Leuven OneDrive; • my personal Google Drive
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	No costs are expected.

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/#infoeurepo-accessrights</p>	<p><input checked="" type="checkbox"/> Yes, in an Open Access repository</p> <p><input type="checkbox"/> Yes, in a restricted access repository (after approval, institutional access only, ...)</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>The data will be made available for reuse in accordance with the rules set by the publishers. Unpublished data will be available upon request via email.</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 type="checkbox"/> Yes, intellectual property rights</p> <p><input 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 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>When published, in Green Open Access on KU Leuven's Lirias; unpublished results can be requested via email.</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.</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." ⁷</i></p>	<p>The researcher will license data under a Creative Commons license, which is commonly used in the field to promote sharing and reuse of materials.</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes:</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>No costs expected.</p>

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

7. Responsibilities

Who will manage data documentation and metadata during the research project?	The researcher
Who will manage data storage and backup during the research project?	The researcher
Who will manage data preservation and sharing?	The researcher
Who will update and implement this DMP?	The researcher