

DATA MANAGEMENT PLAN

PROJECT	
Project number:	1228525N
Project acronym:	BEST-TEC
Project name:	Boosting the efficiency of skin thermoelectrics by developing stretchable nanocomposite substrates with tunable anisotropic thermal and electrical conductivity

DATA MANAGEMENT PLAN	
Date:	07/04/2025
Version:	1.0

Data Summary

Will you re-use any existing data and what will you re-use it for? State the reasons if re-use of any existing data has been considered but discarded.

No existing data will be reused in the BEST-TEC project. All data generated will be new and experimental.

What types and formats of data will the project generate or re-use?

Type of data	Format	Volume	How created	WP
Materials datasheet	.pdf	1-10 MB	To be received from suppliers.	1
Standard Operating Procedures	.docx, .mp4, .AVI	10 GB	Written or filmed by the researcher	1-3
Microscopy (Optical and SEM) images	.tif .jpg	1 GB	Digital Keyence and SEM microscope images of the nanocomposites and TE device interfaces under strain and alignment.	1-3
Energy-dispersive X-ray spectroscopy (EDS) peaks and mapping images	.docx	1-10 MB	Images and elemental compositional analysis of blended interface	3
Thermal conductivity measurements	.csv	1-10 MB	Generated from thermal analysis (e.g. Light Flash Analysis (LFA)) of the nanocomposites, capturing directional thermal conductivity properties.	1-2
Layouts of device components	CAD files & .bmp	100 MB	Designed using CAD software (e.g., SolidWorks) to create precise blueprints for magnetic field alignment setups, nanocomposite prototypes, and substrate layouts. These layouts guide the fabrication and assembly of flexible substrates and thermoelectric devices	2-3

Simulation data for heat flow and power output	.xls	100 MB	Generated using COMSOL or equivalent tools to model thermal/electrical performance of substrates with different nanorod alignments and geometries..	2-3
Electrical contact resistance data	.xls	100 MB	Measured using the Transmission Line Method (TLM) for various configurations of TE legs, interconnects, and nanocomposite substrates.	3
Videos with demos	.mp4 & .AVI	10 GB	Videos showing working demos and bending tests.	3
Relevant reviewed literature	.pdf, .bib	1-10 MB	Articles will be available at the KU Leuven digital library. The articles may be stored in pdf and the selection of articles can be exported as a .bib file using the reference manager Mendeley.	1-3
Lab books with written details about the different process trials, results, and observations.	Written in paper	1 drawer	Written by researcher in the lab. To be kept for 5 years.	1-3
Physical samples	Physical	-	Fabricated by researcher in the lab. To be kept for 5 years.	1-3

What is the purpose of the data generation or re-use and its relation to the objectives of the project?

The data generated in the BEST-TEC project will provide critical insights into designing advanced materials and devices. It will support the development of skin-mimetic nanocomposites with customizable thermal and electrical transport properties, aimed at significantly enhancing the performance of skin thermoelectric generators (sTEGs). The data is generated to optimize material properties, improve substrate-device interfaces, and validate the efficacy of prototypes through performance testing. This aligns directly with the project's objectives to reduce thermal and electrical resistances, streamline heat flow, and achieve a tenfold improvement in energy conversion efficiency compared to existing technologies.

What is the expected size of the data that you intend to generate or re-use?

Included in the table

What is the origin/provenance of the data, either generated or re-used?

Included in the table

To whom might your data be useful ('data utility'), outside your project?

The data generated in the BEST-TEC project could be valuable to a range of stakeholders outside the project.

- **Researchers and academics.** Scholars in materials science, flexible electronics, and energy harvesting will benefit from insights into the design and optimization of stretchable nanocomposites with anisotropic thermal and electrical properties.
- **Wearable technology developers.** Companies and engineers developing skin-mimetic and wearable devices.
- **Biomedical industry.** The data supports advancements in medical devices such as skin-attached thermoelectric generators for monitoring and therapy.
- **Energy sector.** The insights on heat dissipation and energy harvesting will be valuable for creating sustainable and efficient energy solutions.

- **Consumer electronics and IoT.** Engineers and designers can utilize the results to improve lightweight, flexible energy harvesting devices for everyday applications.
- **Industry stakeholders.** Biotechnology, environmental monitoring, and automotive sectors can adopt the findings for innovative material solutions and improved device interfaces.
- **Educational institutions.** Universities and students can use the data as a case study or foundation for further research into hybrid nanocomposites and thermoelectric technologies.

With its focus on customizable thermal and electrical properties, the data can help establish new industry standards, driving innovation in efficient heat dissipation and energy conversion solutions

FAIR data

Making data findable, including provisions for metadata

Will data be identified by a persistent identifier?

Yes, the data will be identified by a persistent identifier. The full dataset will be uploaded in Zenodo or the OPENAire, where it will be assigned a Digital Object Identifier (DOI) under a CC-BY license.

Will rich metadata be provided to allow discovery? What metadata will be created? What disciplinary or general standards will be followed? In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how.

Yes, rich metadata will be provided to enable data discovery and reuse. Our group joined the pilot program, iRODS, developed by the Research Data Management Competence Center (RDM-CC) at KU Leuven to standardize data and metadata. This allows us to define metadata for different data collections. For instance, we can assign fields like "user", "project", "instrument", "date" to each of our files. The files will be stored in a university-owned server, free of charge and without space limitation. "ReadMe" txt files will be provided as legends for the metadata fields and attributes. Regarding other kinds of generated data:

- **SOPs:** These will be stored in a shared drive and organized by material, process, or device to ensure easy accessibility.
- **Lab books:** Entries will be organized by date, and include details of experiments, measurements, and observations.
- **Microscopy images:** These will be accompanied by a scale bar and a .txt "ReadMe" file detailing the conditions of the measurements (light intensity, contrast, magnification, etc.). These conditions will also be annotated in the lab books.
- **Standard equipment metadata:** Tools such as LFA, SEM, and EDS will generate metadata files with the measurement conditions. These files will be retained, and the corresponding conditions will also be documented in the lab books.
- **Weekly Presentations:** PowerPoint files summarizing experimental setups, partial results, and methodologies will be stored for reference.

Will search keywords be provided in the metadata to optimize the possibility for discovery and then potential re-use?

Yes, search keywords will be provided in the metadata. These keywords will include terms related to the project's focus, such as "skin thermoelectric generators," "stretchable nanocomposites," "anisotropic thermal conductivity," "energy harvesting," and "flexible electronics".

Will metadata be offered in such a way that it can be harvested and indexed?

Yes, metadata will be structured and offered in a manner that allows it to be harvested and indexed. The project will utilize trusted repositories such as Zenodo and OPENAire, which support metadata harvesting through standard protocols like OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting). This ensures the metadata is accessible to indexing services, enhancing discoverability and reusability in accordance with FAIR principle

Making data accessible

Repository:

Will the data be deposited in a trusted repository?

Yes, the data will be deposited in trusted Open Access repositories such as Zenodo or OPENAire, both of which are recognized for their reliability and adherence to FAIR principles. These repositories ensure secure storage, persistent identifiers (e.g., DOIs), and open access, making the data discoverable and reusable by the broader research community.

Have you explored appropriate arrangements with the identified repository where your data will be deposited?

Yes, appropriate arrangements have been explored with the identified repositories,

Does the repository ensure that the data is assigned an identifier? Will the repository resolve the identifier to a digital object?

Yes, the chosen repositories ensure that data is assigned a persistent identifier, typically a Digital Object Identifier (DOI). These identifiers are resolvable to a digital object, allowing users to access the data directly through the repository's interface, ensuring discoverability, citation, and long-term accessibility of the data

Data:

Will all data be made openly available? If certain datasets cannot be shared (or need to be shared under restricted access conditions), explain why, clearly separating legal and contractual reasons from intentional restrictions. Note that in multi-beneficiary projects it is also possible for specific beneficiaries to keep their data closed if opening their data goes against their legitimate interests or other constraints as per the Grant Agreement.

If an embargo is applied to give time to publish or seek protection of the intellectual property (e.g. patents), specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible.

The data will be available to anyone for any purpose, provided that they give appropriate credit to the creators. However unpublished SOPs and other know-how-related knowledge, which is non-essential for the reproducibility of claimed results will not be shared.

Additionally, some data will be subject to an embargo period, typically 12 months, as required by journal policies. During this period, published but embargoed data will be stored in the Lirias KU Leuven repository and can be accessed upon personal request by email.

Will the data be accessible through a free and standardized access protocol?

Yes, the data will be accessible through a free and standardized access protocol. It will support open access and utilize standard protocols like HTTPS (Hypertext Transfer Protocol Secure) and OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting) to ensure accessibility, interoperability, and discoverability.

If there are restrictions on use, how will access be provided to the data, both during and after the end of the project? This controlled access ensures compliance with intellectual property protection while promoting data sharing where feasible.

If restrictions apply, access to the data will be managed as follows:

- During the Project: Embargoed data stored in the Lirias KU Leuven repository can be accessed upon personal request via email, provided the requester agrees to proper use and citation.

- After the Project: Datasets will be openly available in repositories like Zenodo or the OPENAire under a CC-BY license. Embargoed data can still be shared upon justified request during the embargo period.

How will the identity of the person accessing the data be ascertained?

The identity of individuals requesting access to embargoed data will be verified through formal email correspondence. Requesters will be required to provide their full name, institutional affiliation, and the intended purpose of data use. This information will be assessed to ensure alignment with the project's data-sharing policies and any applicable restrictions. For openly available datasets hosted in repositories such as Zenodo or

the OPENAire identity verification will not be necessary, as these datasets will be accessible under a CC-BY license

Is there a need for a data access committee (e.g. to evaluate/approve access requests to personal/sensitive data)?

No, there is no need for a data access committee in the BEST-TEC project, as the data generated does not include personal or sensitive information. Access to restricted or embargoed data, such as unpublished Standard Operating Procedures (SOPs) and know-how-related files, will be managed by the project's Principal Investigator. Requests for such data will be evaluated on a case-by-case basis via email correspondence to ensure compliance with data-sharing policies

Metadata:

Will metadata be made openly available and licenced under a public domain dedication CC0, as per the Grant Agreement? If not, please clarify why. Will metadata contain information to enable the user to access the data?

Yes, metadata will be made openly available and licensed under a public domain dedication (CC0) in accordance with the Grant Agreement. This ensures that metadata can be freely accessed, shared, and reused without restrictions. The metadata will include detailed information such as dataset descriptions, experimental conditions, file formats, and DOIs. It will also provide clear instructions and links to enable users to locate and access the associated data in repositories

How long will the data remain available and findable? Will metadata be guaranteed to remain available after data is no longer available?

The data will remain available and findable for a minimum of 10 years. Metadata will be preserved indefinitely, even after the associated data is no longer available. This ensures that information about the datasets, including their descriptions, experimental conditions, and identifiers, remains accessible for reference..

Will documentation or reference about any software be needed to access or read the data be included? Will it be possible to include the relevant software (e.g. in open source code)?

Yes, documentation or references about any software needed to access or read the data will be included. This will ensure that users can understand the requirements for working with the data. For proprietary or specialized software, details such as version numbers, configuration settings, and usage instructions will be provided. Where possible, relevant open-source software will be included or referenced to facilitate access. For example:

- Scripts or custom tools developed during the project (e.g., MATLAB or Python scripts for data analysis) will be shared in repositories under an open-source license.*
- Any freely available software used, such as COMSOL files for simulations, will be accompanied by links or guidance for obtaining the software.*

Making data interoperable

What data and metadata vocabularies, standards, formats or methodologies will you follow to make your data interoperable to allow data exchange and re-use within and across disciplines? Will you follow community-endorsed interoperability best practices? Which ones?

To ensure interoperability and facilitate data exchange and re-use, the following data and metadata vocabularies, standards, formats, and methodologies will be followed:

Data formats. Standard, widely-used formats such as .csv for measurements, .tif or .jpg for images, and .xls for simulation and analytical data will be employed. Metadata files will be provided in .txt or compatible formats to ensure broad accessibility across disciplines.

Metadata standards. While specific community-endorsed metadata standards may not yet exist for this discipline, the project will adopt general best practices, aligning with the FAIR principles. The metadata will include detailed experimental parameters, methodologies, and descriptions of the datasets to ensure reusability and transparency.

Vocabularies and methodologies. Controlled vocabularies and consistent terminologies will be used for metadata, ensuring clarity and compatibility with other datasets. Experimental conditions and variable definitions will follow recognized methodologies where applicable, with clear documentation in lab books and

accompanying "ReadMe" files.

Community-endorsed practices: Interoperability best practices from repositories like Zenodo and OPENAire will be adopted. The project will participate in KU Leuven's Research Data Management Competence Center (RDM-CC) initiative to align with evolving standards.

In case it is unavoidable that you use uncommon or generate project specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies? Will you openly publish the generated ontologies or vocabularies to allow reusing, refining or extending them?

If it becomes unavoidable to use uncommon or project-specific ontologies or vocabularies, mappings to more commonly used ontologies will be provided wherever possible. This will ensure compatibility with established standards and facilitate data interoperability and reuse.

Additionally, any project-specific ontologies or vocabularies generated will be openly published in trusted repositories under an appropriate open license. This will allow others to reuse, refine, or extend them for future research, contributing to broader scientific advancements and alignment with FAIR principles

Will your data include qualified references¹ to other data (e.g. other data from your project, or datasets from previous research)?

Yes, the data will include qualified references to enhance contextual knowledge and usability. These references will explicitly explain the relationships between datasets and provide meaningful links. For example:

- **Within the project:** Data relationships will be clearly described, such as "Thermal conductivity measurements of Material X are used to validate the simulation results of Model Y" or "Microscopy images of Interface A provide supporting evidence for the electrical resistance data of Device B."
- **External datasets:** If external data is referenced, qualified links will be created, such as "Dataset Z from Research A is used as baseline data for comparing the thermal properties of Material X."

Increase data re-use

How will you provide documentation needed to validate data analysis and facilitate data re-use (e.g. readme files with information on methodology, codebooks, data cleaning, analyses, variable definitions, units of measurement, etc.)? This documentation will ensure external researchers can understand, validate, and reuse the data effectively, supporting reproducibility and alignment with FAIR principles

To validate data analysis and facilitate data reuse, the following documentation will be provided:

- **ReadMe files:** These will accompany each dataset and include detailed methodologies, variable definitions, units of measurement, and experimental conditions (e.g., equipment settings, light intensity, and environmental factors).
- **Software and workflow documentation:** Information about the software and tools used, including version numbers, will be provided. Scripts (e.g., MATLAB, Python) used for data analysis will be shared with comments and, where possible, under an open-source license.
- **Lab books:** Detailed experimental records will be maintained, organized by date. These will document the methodologies, observations, and conditions for each experiment.
- **Weekly summaries:** PowerPoint presentations summarizing experimental progress and partial results will be prepared and stored for reference, ensuring clear communication and traceability.

Will your data be made freely available in the public domain to permit the widest re-use possible? Will your data be licensed using standard reuse licenses, in line with the obligations set out in the Grant Agreement?

Yes, the data generated in the BEST-TEC project will be made freely available in the public domain to permit the widest possible reuse. The data will be deposited in Open Access repositories such as Zenodo or

¹ A qualified reference is a cross-reference that explains its intent. For example, X is regulator of Y is a much more qualified reference than X is associated with Y, or X see also Y. The goal therefore is to create as many meaningful links as possible between (meta)data resources to enrich the contextual knowledge about the data. (Source: <https://www.go-fair.org/fair-principles/i3-metadata-include-qualified-references-metadata/>)

OPENAire and licensed under standard reuse licenses, such as CC-BY, in accordance with the obligations set out in the Grant Agreement. This licensing will ensure that the data is openly accessible while requiring proper attribution to the creators.

However, certain datasets, such as unpublished Standard Operating Procedures (SOPs) and know-how-related files, will remain restricted to protect intellectual property. These datasets will not be made public as they are non-essential for reproducibility. Embargoed data will also follow journal-specific requirements and will be shared upon request during the embargo period

Will the data produced in the project be useable by third parties, in particular after the end of the project?

Yes, the data produced in the BEST-TEC project will be usable by third parties, particularly after the end of the project.

Will the provenance of the data be thoroughly documented using the appropriate standards?

Yes, the provenance of the data will be thoroughly documented to ensure traceability and reliability.

Describe all relevant data quality assurance processes

The following quality assurance processes will be implemented to ensure the integrity, reliability, and consistency of the data generated in the BEST-TEC project:

SOPs: SOPs will be developed and followed for all experiments and data collection processes to maintain consistency and minimize variability. SOPs will include detailed instructions for equipment setup, calibration, and experimental conditions.

Instrumentation calibration: All equipment, such as SEM, LFA, EDS and other measurement tools, will be regularly calibrated to ensure accuracy. Calibration logs will be maintained and referenced during data analysis.

Data validation: Data will be cross-validated by performing replicate measurements and comparing results across different techniques where possible. Outliers and inconsistencies will be reviewed and documented with justifications for inclusion or exclusion.

Peer review and verification: Weekly group meetings will include presentations of experimental results for peer review. Feedback from team members will help identify potential errors and improve data reliability.

Documentation standards: Metadata and ReadMe files will be created for each dataset, providing detailed context, methodology, and conditions to prevent misinterpretation.

Lab books will record all procedural details and observations systematically, ensuring transparency.

Automated data checks: Scripts and workflows used for data processing (e.g., MATLAB, Python) will include error-checking protocols to detect anomalies. Automated checks will ensure data formatting, completeness, and logical consistency.

Version control: Data files will be stored in secure, version-controlled systems (e.g., KU Leuven's Box or MTM drives), enabling tracking of changes and preventing unauthorized modifications.

Data integrity audits: Periodic audits will verify that the data complies with the project's quality standards and FAIR principles. Further to the FAIR principles,

DMPs should also address research outputs other than data, and should carefully consider aspects related to the allocation of resources, data security and ethical aspects.

In addition to data, the BEST-TEC project will produce other research outputs, such as

Scientific publications: Peer-reviewed articles summarizing key findings will be published in open-access journals where possible. Resources have been allocated for publication fees to ensure accessibility.

Prototypes and physical sample: Functional prototypes of skin thermoelectric generators (sTEGs) and related nanocomposites will be developed. Samples will be retained for five years.

Educational resources: Presentations and instructional materials created during weekly meetings will be

archived for training and educational purposes.

Allocation of resources: The data will be generated in lab computers and personal computers, and they will be backed up in a central storage facilities of the KU Leuven facilitated by the pilot data storage management system iRODS.

Data security: We will use the central server storage of KU Leuven, which provides a daily automatic back up. Access is password-protected and limited to authorized team members.

Ethical Aspects: No personal or sensitive data will be used, minimizing ethical risks. Intellectual property arising from outputs will be protected through appropriate agreements

Other research outputs

In addition to the management of data, beneficiaries should also consider and plan for the management of other research outputs that may be generated or re-used throughout their projects. Such outputs can be either digital (e.g. software, workflows, protocols, models, etc.) or physical (e.g. new materials, antibodies, reagents, samples, etc.).

Beneficiaries should consider which of the questions pertaining to FAIR data above, can apply to the management of other research outputs, and should strive to provide sufficient detail on how their research outputs will be managed and shared, or made available for re-use, in line with the FAIR principles.

In addition to data management, the BEST-TEC project carefully plans for the management of other research outputs, both digital and physical, ensuring alignment with the FAIR principles:

Digital outputs:

Software and workflows: Custom scripts (e.g., MATLAB, Python) for data analysis and simulations will be documented and shared under an open-source license. Metadata for scripts will describe their purpose, functionality, and required software versions, ensuring reusability and interoperability. Workflows for experimental and computational processes will be detailed in ReadMe files and publications for reproducibility.

Protocols and models: Experimental protocols, including device fabrication methods, will be described in publications and supplementary materials. Computational models (e.g., for thermal and electrical simulations) will be shared in standardized formats (e.g., .comsol or .xls) with accompanying documentation to facilitate reuse.

Physical outputs:

Prototypes and materials: Prototypes of sTEGs and nanocomposites will be stored for five years. Due to degradation, long-term preservation beyond this period is not feasible. Access to physical samples will be considered on a case-by-case basis, subject to material availability and project needs.

Samples: Fabricated samples (e.g., nanocomposites) will be accompanied by detailed lab notes and metadata describing their preparation and characterization.

Allocation of resources

What will the costs be for making data or other research outputs FAIR in your project (e.g. direct and indirect costs related to storage, archiving, re-use, security, etc.) ?

Since storage, archiving, and security infrastructure are provided by KU Leuven, and metadata creation is part of standard project workflows, no additional financial resources are anticipated for ensuring compliance with FAIR principles. Any open-access publication fees or software-related costs (if applicable) will be covered by institutional or grant allocations.

How will these be covered? Note that costs related to research data/output management are eligible as part of the Horizon Europe grant (if compliant with the Grant Agreement conditions)

KU Leuven provides essential infrastructure for data management, including secure storage solutions (e.g., MTM drives and Box) and tools for metadata preparation, at no additional cost to the project. Repository services such as Zenodo and the OPENAire are free, reducing the need for additional external expenditures.

Open-Access costs: Any publication fees required for open-access dissemination of research outputs will be

covered by project funds designated for dissemination and communication.

Archiving and preservation: Costs for long-term archiving and ensuring data availability will be managed using institutional resources, ensuring compliance with FAIR principles without incurring extra charges.

Who will be responsible for data management in your project?

The PI, Francisco Molina-Lopez, will oversee the overall data management strategy, ensuring compliance with the Horizon Europe Grant Agreement and FAIR principles. The PI will also approve the deposition of data and research outputs into repositories.

Researcher, Altynay Kaidarova, will maintain accurate lab records and metadata. Preparing data for deposition, including creating ReadMe files and associated documentation. Ensuring that data aligns with FAIR principles.

How will long term preservation be ensured? Discuss the necessary resources to accomplish this (costs and potential value, who decides and how, what data will be kept and for how long)?

Long-term preservation in the BEST-TEC project will be ensured through trusted repositories such as Zenodo, OPENAire or Lirias (KU Leuven's repository), with essential datasets preserved for a minimum of 10 years. Institutional resources, including KU Leuven's MTM drives and Box systems, will support secure storage during the project, with long-term archiving provided at minimal or no cost. Decisions on data preservation will be made by the PI in consultation with researcher and KU Leuven's Research Data Management Competence Center (RDM-CC), focusing on datasets with high reuse potential, such as experimental results, validated simulations, metadata, protocols, and scripts. Personnel costs for organizing and archiving data are covered by the Horizon Europe grant, ensuring compliance with FAIR principles. Comprehensive metadata and documentation will accompany preserved data to maximize its value and usability for future research, while non-essential or low-value intermediate datasets may not be retained

Data security

What provisions are or will be in place for data security (including data recovery as well as secure storage/archiving and transfer of sensitive data)?

The BEST-TEC project ensures data security through KU Leuven's secure platforms, such as MTM drives and Box, which provide controlled access, automatic backups, and secure long-term archiving in repositories like Zenodo, OPENAire, and Lirias. Access to data is restricted to authorized team members using password-protected accounts and institutional authentication, with sensitive data access managed by the PI on a need-to-know basis. Data recovery is supported by regular backups on institutional systems, while repositories like Zenodo offer redundancy for archived data. Secure data transfer methods, including encrypted file sharing through institutional tools and VPNs, ensure data is protected during transit. These measures safeguard the project's data throughout its lifecycle, aligning with institutional policies and grant requirements.

Will the data be safely stored in trusted repositories for long term preservation and curation?

Yes, data from the BEST-TEC project will be safely stored in trusted repositories like Zenodo, OPENAire, or Lirias for long-term preservation and curation. These repositories ensure secure storage, metadata curation, and accessibility with persistent identifiers, aligning with FAIR principles.

Ethics

Are there, or could there be, any ethics or legal issues that can have an impact on data sharing? These can also be discussed in the context of the ethics review. If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).

No ethics or legal issues are anticipated that would impact data sharing in the BEST-TEC project, as the data generated does not involve personal, sensitive, or ethically challenging information.

Will informed consent for data sharing and long term preservation be included in questionnaires dealing with personal data?

The BEST-TEC project does not involve the collection or use of personal data; therefore, informed consent for data sharing and long-term preservation is not applicable. If, in the future, any activities involving personal data are introduced, informed consent procedures will be implemented in compliance with GDPR regulations and

Horizon Europe guidelines, ensuring participants' rights and data protection are prioritized

Other issues

Do you, or will you, make use of other national/funder/sectorial/departmental procedures for data management? If yes, which ones (please list and briefly describe them)?

Yes, the BEST-TEC project follows KU Leuven's institutional procedures for data management alongside Horizon Europe requirements. This includes using the Research Data Management Competence Center (RDM-CC) for guidelines and tools to ensure compliance with FAIR principles, as well as secure storage platforms like MTM Drives and Box for data backup and controlled access.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	07/04/2025	Initial version