FWO DMP Template

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.

1. General Information	
Name applicant	**Pieter Beullens**
FWO Project Number & Title	Mind Your Words! The Role of Medieval Translations in the History of Concepts 12W5722N
Affiliation	☒ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other:
2. Data description	
Will you generate/collect new data and/or make use of existing data?	☒ Generate new data ☒ Reuse existing data

Describe the origin, type and format of the data (per dataset) and its (estimated) volume	Type	Format	Volume (approx.)	Origin
If you reuse existing data, specify the source of these data. *Distinguish data types (the kind of content) from data formats (the technical format).*	Digitally processed texts	.docx	100 MB	Aristoteles Latinus Database and the Library of Latin texts
	Texts from existing editions	.docx	250 MB	Scanning and OCR processing
	Texts preserved in manuscripts or early editions	.docx; .cte	100 MB	Manually created from (the available images of) manuscripts (digital or microfilm)
	Raw text material	.txt	150 MB	Texts processed into a raw format without punctuation and references and with standardized spelling
	Quantitative data	.csv	250 MB	Results from processing with stylometric tools (e.g. Stylo for R)
	Manuscript images	.jpg; microfilm; photographs	n/a	Images available from the De Wulf-Mansion Centre's archive or from the internet – missing necessary documents will be purchased from the holding libraries.
	Hand written notes, manuscript collations	Hard paper copy	n/a	Researcher's own archive.

3. Ethical and legal issues	

Will you use personal data? If so, shortly describe the kind of personal data you will use AND add the reference to your file in your host institution's privacy register.
 	
In case your host institution does not (yet) have a privacy register, a reference is not yet required of course; please add the reference once the privacy register is in place in your host institution.
	☐ Yes
	☒ No
	If yes:
	   - Privacy Registry Reference:
	   - Short description of the kind of personal data that will be used:

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 ☒ No If yes: - Reference to ethical committee approval:
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?	☐ Yes ☒ No If yes, please comment:
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?	☒ Yes ☐ No If yes, please comment: A number of text files were supplied by Brepols Publishers and the Centre 'Traditio Litterarum Occidentalium'. These texts were published as part of the 'Aristoteles Latinus Database' and of the 'Library of Latin Texts'. While the texts themselves are not under copyright, the critical editions and digitally processed versions are. The copyright holder made them available under the strict condition that they will not be freely circulated. If third parties want to repeat experiments of the project, they will receive upon request (part of) the texts with the words scrambled in a random order.

4. Documentation and metadata	
What documentation will be provided to enable understanding and reuse of the data collected/generated in this project?	Readme files with the metadata on the texts and editions used and with the data selection criteria will be published on Zenodo or GitHub.
Will a metadata standard be used? If so, describe in detail which standard will be used. If not, state in detail which metadata will be created to make the data easy/easier to find and reuse.	☐ Yes ☒ No If yes, please specify:

5. Data storage & backup during the FWO project	
Where will the data be stored?	The data are stored on the researcher's laptop and on KU Leuven's OneDrive.
How will the data be backed up?	KU Leuven's OneDrive provides for automatic backups during the workflow.
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 ☐ No If no, please specify:
What are the expected costs for data storage and backup during the project? How will these costs be covered? *Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of **the allocated project budget** to be used to cover the cost incurred.*	None – covered by KU Leuven.

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?	KU Leuven services are secured by multi-factor authentication (password and KU Leuven Authenticator app).

6. Data preservation after the end of the FWO project
FWO expects that data generated during the project are retained for a period of minimally 5 years after the end of the project, in as far as legal and contractual agreements allow.

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, ...).	All data generated by the project will be retained.
Where will these data be archived (= stored for the long term)?	Research data: Zenodo and/or GitHub. Manuscript images: - the metadata will be catalogued in the De Wulf-Mansion Centre's database - digital images will be stored on the De Wulf-Mansion Centre's server - microfilms and photographs will be physically filed in the Centre's archive
What are the expected costs for data preservation during these 5 years? How will the costs be covered? *Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of **the allocated project budget** to be used to cover the cost incurred.*	None – GitHub and Zenodo are free services.

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 ☐ No If yes, please specify: See § 3, under the agreement with Brepols Publishers and the Centre 'Traditio Litterarum Occidentalium'.
Which data will be made available after the end of the project?	All data generated by the project will be made available in forms that comply with the copyright restrictions.
Where/how will the data be made available for reuse?	☒ In an Open Access repository ☐ In a restricted access repository ☒ Upon request by mail ☐ Other (specify):
When will the data be made available?	Relevant data will be made available as soon as the results are published, the remaining data at the end of the project.
Who will be able to access the data and under what conditions?	Scholars who intend to repeat the research can request all relevant data.
What are the expected costs for data sharing? How will these costs be covered? *Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of **the allocated project budget** to be used to cover the cost incurred.*	No costs involved.

8. Responsibilities	
Who will be responsible for the data documentation & metadata?	The researcher
Who will be responsible for data storage & back up during the project?	The researcher

Who will be responsible for ensuring data preservation and sharing?	The researcher in consultation with the promotors and Research Centre's director
Who bears the end responsibility for updating & implementing this DMP? *Default response: The PI bears the overall responsibility for updating & implementing this DMP*	The researcher