FWO DMP Template - Flemish Standard Data Management Plan

Version KU Leuven

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	**Fatima Borrmann; https://orcid.org/0000-0002-7149-6029**
Contributor name(s) (+ ORCID) & roles	**Fatima Borrmann; https://orcid.org/0000-0002-7149-6029 ; Postdoctoral researcher**
Project number [1] & title	**1269024N ; Genealogy, Genes and Generations: the Family Fiction of German and British Women Writers 1900-1945**
Funder(s) GrantID [2]	**FWO; 1269024N**
Affiliation(s)	■ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: ROR identifier KU Leuven: 05f950310
Please provide a short project description	This project examines the depiction of family genealogies and generations in novels and short stories by German and British women writers from the first half of the twentieth century. This period witnessed an obsession with genealogical descent, the rise of the concept of generations and rapid progress in the field of genetics and heredity. Although women did not figure in patrilineal family trees and were underrepresented in the new sciences, women writers did take an interest in what genealogy and the new genetic discoveries could mean for women's lives. In many novels and stories of the time, they stage families across generations and map their genealogical decent. They foreground matrilineal continuities and highlight the experiences of older women. They also present conflict between the generations as well as the individual's struggle with the intellectual and physiognomic inheritance of past generations. Some narratives imagine a genealogical 'other' and engage with contemporary social justice issues such as anti-Semitism and colonialism. This project analyses how women writers questioned contemporary scientific, social and cultural discourse on families and thereby contributed to our current understanding of genealogy, generation and genetics.

[1] "Project number" refers to the institutional project number. This question is optional. 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.

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 [3].

				ONLY FOR DIGITAL DATA	*ONLY FOR DIGITAL DATA*	*ONLY FOR DIGITAL DATA*	*ONLY FOR PHYSICAL DATA*
Dataset Name	Description	New or Reused	Digital or Physical	Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
Physical books + annotations, indexes & markers	Corpus novels, secondary literature, non-fictional writings, biographies, correspondence, periodicals, etc.	☐ Generate new data ☒ Reuse existing data	☐ Digital ☒ Physical	☐ Audiovisual ☐ Images ☒ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:		☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	TBD
Digital Books	Digitalised Primary works; Secondary literature	☐ Generate new data ☒ Reuse existing data	☐ Digital ☒ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	pdfs	<10 GB	
Digital Copies of Articles	Secondary critical sources (on OneDrive,	☐ Generate new data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound	pdfs	<10 GB	

[3] Add rows for each dataset you want to describe.

	Limo, etc.)	☒ Reuse existing data		☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:			
Articles published/ accepted during the project	PDF documents in OneDrive, Lirias	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	pdfs	<5 GB	
Teaching materials	PowerPoint documents, Kaltura screencasts, reading questions (docx), etc. – stored on Toledo	☒ Generate new data ☐ Reuse existing data	☒ Digital ☐ Physical	☒ Audiovisual ☒ Images ☒ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	PowerPoint, Pdf and word documents, Kaltura screencasts, lecture recordings	<10 GB	

GUIDANCE:
The data description forms the basis of your entire DMP, so make sure it is detailed and complete. It includes digital and physical data and encompasses the whole spectrum ranging from raw data to processed and analysed data including analysis scripts and code. Physical data are all materials that need proper management because they are valuable, difficult to replace and/or ethical issues are associated. Materials that are not considered data in an RDM context include your own manuscripts, theses and presentations; documentation is an integral part of your datasets and should described under documentation/metadata.
RDM Guidance on data

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.	Primary corpus: keeping track of ISBN labels; Secondary sources: ISBN, ISSN, DOI (respectively)
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, refer to specific datasets or data types when appropriate and provide the relevant ethical approval number.	☐ Yes, human subject data; provide SMEC or EC approval number: ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☒ No Additional information:
Will you process personal data[4]? If so, please refer to specific datasets or data types when appropriate and provide the KU Leuven or UZ Leuven privacy register number (G or S number).	☐ Yes (provide PRET G-number or EC S-number below) ☒ No Additional information:
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.	☐ Yes ☒ No If yes, please comment:
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.	☐ Yes ☒ No If yes, please explain:

[4] See Glossary Flemish Standard Data Management Plan

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.	☐ Yes ☒ No If yes, please explain:

3. Documentation and Metadata	
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). *RDM guidance on documentation and metadata*.	**I will add a README file to describe the data and facilitate reuse. I will rename any files that have unclear titles. I will also make folders and subfolders in OneDrive.**

Will a metadata standard be used to make it easier to **find and reuse the data**? 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. *REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.*	☐ Yes ☒ No If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used: If no, please specify (where appropriate per dataset or data type) which metadata will be created: 1. I keep a document of a Bibliographical list of the consulted secondary sources. This serves as index notebook to keep track of consulted material. 2. I use color-codes in in PDFs and colored markers/tags for physical books. 3. For corpus novels I encode the content with keywords via paper tags in physical books or comments in PDF. I will create documentation to make these codes transparent.

4. Data Storage & Back-up during the Research Project	
Where will the data be stored? *Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.*	☐ Shared network drive (J-drive) ☐ Personal network drive (I-drive) ☒ OneDrive (KU Leuven) ☐ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ Digital Vault ☐ Other:

How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?*	☒ Standard back-up provided by KU Leuven ICTS for my storage solution ☒ Personal back-ups I make (specify) ☐ Other (specify) External hard drive and a personal OneDrive, both of which are updated every month.
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 Both the KU Leuven OneDrive and the backup OneDrive have 2 TB storage capacity each. The backup hard drive has 1 TB storage space. If no, please specify:
How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons? *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.* *Guidance on security for research data*	My computer has an access PIN code and a secure password. I also use Multifactor Authentication. My computer is managed by the KU Leuven IT services and it has Bitlocker pre-installed, which encrypts data on the hard disk.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	The free KU Leuven One Drive storage allowance is enough.

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...). *Guidance on data preservation*	☒ All data will be preserved for 10 years according to KU Leuven RDM policy ☐ All data will be preserved for 25 years according to CTC recommendations for clinical trials with medicinal products for human use and for clinical experiments on humans ☐ Certain data cannot be kept for 10 years (explain)
Where will these data be archived (stored and curated for the long-term)? *Dedicated data repositories are often the best place to preserve your data. Data not suitable for preservation in a repository can be stored using a KU Leuven storage solution, consult the interactive KU Leuven storage guide.*	☒ KU Leuven RDR ☐ Large Volume Storage (longterm for large volumes) ☐ Shared network drive (J-drive) ☐ Other (specifiy): For teaching materials I will probably use Zenodo because they can't be uploaded in RDR.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	Zenodo and KU Leuven RDR are free to use up to 50 GB / year and my data volume fits within that limit.

6. Data Sharing and Reuse

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. *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: https://wiki.surfnet.nl/display/standards/info-eu-repo/#infoeurepo-AccessRights*	☐ Yes, as open data ☐ Yes, as embargoed data (temporary restriction) ☒ Yes, as restricted data (upon approval, or institutional access only) ☒ No (closed access) ☐ Other, please specify:
If access is restricted, please specify who will be able to access the data and under what conditions.	The data will be available upon motivated request via the data repository.
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.	☐ Yes, privacy aspects ☐ Yes, intellectual property rights ☐ Yes, ethical aspects ☐ Yes, aspects of dual use ☐ Yes, other ☒ No If yes, please specify: This is a literary research project, findings are not based on an accumulation of statistics or data, but rather on analytical the data will mainly consist of notes, drafts and scans of out-of-print works.
Where will the data be made available? If already known, please provide a repository per dataset or data type.	☒ KU Leuven RDR ☐ Other data repository (specify) ☐ Other (specify)

When will the data be made available?	☒ Upon publication of research results ☐ Specific date (specify) ☒ Other (specify) Teaching materials: in the course of the project.
Which data usage licenses are you going to provide? If none, please explain why. *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.* *Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.*	☐ CC-BY 4.0 (data) ☐ Data Transfer Agreement (restricted data) ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☒ Other (specify): the corpus of this research project does not fall under any data usage license restrictions. For teaching material I will try to use Creative Commons.
Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here. *INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.*	☒ Yes, a PID will be added upon deposit in a data repository ☐ My dataset already has a PID ☐ No DOI for publications comes automatically. The same goes for data uploaded on data repositories.
What are the expected costs for data sharing? How will these costs be covered?	Data sharing through a repository is free.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	**Fatima Borrmann**

Who will manage data storage and backup during the research project?	**Fatima Borrmann**
Who will manage data preservation and sharing?	**Fatima Borrmann**
Who will update and implement this DMP?	**Fatima Borrmann (with assistance from the RDM support staff)**