

## 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>Angeliki Paidakaki 0000-0001-5019-0998</b>
Contributor name(s) (+ ORCID) & roles	<b>Pieter Van den Broeck (supervisor) 0000-0002-3388-0759</b>
Project number <sup>1</sup> & title	Identifying the political potential of housing alliances for the production of post-crisis egalitarian cities: a transatlantic and transdisciplinary perspective.
Funder(s) GrantID <sup>2</sup>	1254823N
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 <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>This research focuses on the question: how do housing alliances impact the governance and development of post-crisis cities? Housing alliances not only implement urban policies through their members, but also aim to improve the institutions of affordable housing provision. In the midst of a multifaceted housing crisis in Europe and the US, several housing alliances have emerged and become invigorated. These have further democratized their own operations from a bottom-linked perspective (conciliating bottom-up and top-down logics) by co-learning between housing organizations and institutions, democratizing communication and decision-making, and fitting the housing system to the needs of all. Yet their institutional impact on shaping “cities for all” has been underexamined. This study unlocks this impact by studying four housing alliances through transdisciplinary and transatlantic lenses and with a triple ambition: (1) to further develop the concept of bottom-linked governance, the neo-welfare state and an egalitarian city; (2) to identify the potentials of housing alliances to advance bottom-linked governance in promoting egalitarian cities; and (3) to make concrete suggestions on how research can better support urban policy makers and housing advocates. By reflecting on advocacy strategies and governance-formation processes led by housing alliances, this research aspires to provide suggestions for democratizing housing governance systems and materializing egalitarian cities.</p>
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## 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
Interview and meeting attendance transcripts and notes	The audio recorded interviews and meetings will be transcribed, coded and pseudonamized. Consent forms will be signed.	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input checked="" type="checkbox"/> Observational <input 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 type="checkbox"/> .por <input checked="" type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input checked="" 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 type="checkbox"/> other: <input type="checkbox"/> NA	<input checked="" 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"/> NA	Around 100-120 pages (consent forms) and 5-6 notebooks.
Audio interviews	Interviews will be recorded, coded and pseudonamized after a consent form is signed	<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 type="checkbox"/> Experimental <input type="checkbox"/> Compiled/aggregated data <input type="checkbox"/> Simulation data	<input type="checkbox"/> .por <input type="checkbox"/> .xml <input type="checkbox"/> .tab <input type="checkbox"/> .csv <input type="checkbox"/> .pdf <input type="checkbox"/> .txt	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> < 10 TB	

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

	between the interviewer and the interviewees.			<input type="checkbox"/> Software <input type="checkbox"/> Other <input type="checkbox"/> NA	<input type="checkbox"/> .rtf <input type="checkbox"/> .dwg <input type="checkbox"/> .tab <input type="checkbox"/> .gml <input checked="" type="checkbox"/> other: m4a <input type="checkbox"/> NA	<input type="checkbox"/> < 50 TB <input type="checkbox"/> > 50 TB <input type="checkbox"/> NA	
Photographing/videotaping	Photo taking and videotaping will be coded and pseudonymized after a consent form is signed by the individuals appearing in the pictures and the videos.	<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 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 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: .jpg and mp4 <input type="checkbox"/> NA	<input type="checkbox"/> < 100 MB <input type="checkbox"/> < 1 GB <input checked="" 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"/> NA	

<p><i><b>GUIDANCE:</b></i></p> <p><i>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.</i></p> <p><i>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 &amp; DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.</i></p> <p><i>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 &amp; COMPUTATIONAL SCRIPT.</i></p> <p><i>DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.</i></p> <p><i>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).</i></p>	
<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>N/A</p>

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<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:</p> <p>Human participation in this project is planned on a voluntary basis. Research subjects will be over the age of 18 and be fully informed about the objective, methodology and expected outcome of the research project and the voluntary nature of their participation orally and in written form, namely in the form of emails when first contact is established as well as through consent request forms signed by both parties (interviewer and interviewee) prior to the interviews, photographing and videotaping.</p> <p>Short description of the kind of personal data that will be used: Research participants include representatives from housing alliances (staff and member organizations), housing experts, public authorities, and charity foundations. Only personal data that enable the researcher to contact participants and communicate with them will be collected. For example, Name, e-mail address, profession/role in the institution/organization that the participant represents, phone number (when voluntarily provided for facilitating communication), images of participants in photos taken and audio recorded during research activities. The personal data of the participants (described in the previous section) will not be processed, but collected to facilitate the communication and define their role in case study analysis.</p>
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<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          If yes:          - 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>
<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

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



<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>All recordings and transcripts of formal interviews and meetings will be marked with the date of interview/activity and either only a code for assigned to the participant or the institution they represent.</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  <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 list of participants and their contact details with the key relating interviews codification will be saved in separate files and folders, protected with password, and will never be subject to sharing or publication. Only the researcher who collected the data and the Promotor will have access to these protected files.</p>

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

<p>Where will the data be stored?</p>	<p>Hard copies and physical documents (handwritten notes, signed consent forms) will be kept in the researcher's locked cupboard/drawer. After the project is finished, paper data will be handed over to the supervisor, who will store them in his office in a locked drawer or cupboard that can only be accessed by himself.</p> <p>Digital data (text documents, images, audio files, videos, presentations) and metadata will be stored and preserved in the researcher's laptop, OneDrive and the proposed project's subfolder that is added in the existing folder of Planning and Development Research Group in the J-drive or K-drive of the KU Leuven server.</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 data and metadata will be stored in the J-drive of the KU Leuven server, and as a backup, also in OneDrive.</p>

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

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify concisely:  Sufficient storage and backup capacity is ensured, since KUL supervisor and researchers have access to 2 TB storage in KUL Network Drive each, plus 2 TB online storage in KUL OneDrive for business cloud system.  If no, please specify:
How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?  <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>	The J-drive of the KU Leuven server is a password protected, encrypted server that only designated individuals have access to. The supervisor of the proposed research project - Prof. Pieter Van den Broeck - as well as myself have access to this subfolder. Prof. Pieter Van den Broeck will have access to the folder for at least ten years after the end of the research, according to KU Leuven policy. The Department's Network Drive and OneDrive for Business cloud accessed by KUL managed PCs and accounts are considered by the KU Leuven as the most secure solutions for storing confidential data. Further protection techniques will be applied, such as the KUL Authenticator App, encryption and password protected folders and files.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	In the view of the expected size of the database (<200GB) there are no costs for data storage and backup during the research project, because the project does not exceed allocated storage space.

## 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 audio recordings of interviews with participants who asked to be pseudonomized and who will appear with a coded name in the transcripts will be destroyed after being transcribed. The ones in which participants agreed in the consent form to have their details visible will not be destroyed and will remain at the KU Leuven drives as recommended by the University. Recordings from participant observation activities will be coded with the name, date and place of the event, safeguarding confidentiality about people involved, and making sure no details are included that may reveal identities. Data and metadata will be stored and preserved in OneDrive and the proposed project's subfolder that is added in the existing folder of Planning and Development Research Group in the J-drive of the KU Leuven server. Prof. Pieter Van den Broeck will have access to the folder for at least ten years after the end of the research, according to KU Leuven policy.
Where will these data be archived (stored and curated for the long-term)?	The volume of data and metadata to be archived after the finalization of the project is not expected to be larger than 200 GB. They will be stored on the supervisor's J-Drive for 10 years to comply both with FWO and KUL RDM requirements.
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	In the view of the expected size of the database (<200GB) there are no costs for data preservation during the retention period of 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: <a href="https://wiki.surfnet.nl/display/standards/info-eu-repo/#infoeu-repo-accessrights">https://wiki.surfnet.nl/display/standards/info-eu-repo/#infoeu-repo-accessrights</a></i></p>	<p> <input type="checkbox"/> Yes, in an Open Access repository  <input type="checkbox"/> Yes, in a restricted access repository (after approval, institutional access only, ...)  <input checked="" type="checkbox"/> No (closed access)  <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 Planning &amp; Development research group coordinator (Prof. Pieter Van den Broeck) will always have access. Moreover, potential manuscript co-authors could be able to access some of the data, after signing a collaboration agreement setting the conditions under which this is possible (e.g. data cannot be shared or be made available publicly).</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 checked="" type="checkbox"/> Yes, privacy aspects  <input checked="" type="checkbox"/> Yes, intellectual property rights  <input checked="" type="checkbox"/> Yes, ethical aspects  <input checked="" type="checkbox"/> Yes, aspects of dual use  <input type="checkbox"/> Yes, other  <input 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>The data will not be made available. Project outputs will be available, through the KU Leuven repository Lirias, open access publications, and online repositories like google scholar and ResearchGate.</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>The data will not be made available. Project outputs will be available, through the KU Leuven repository Lirias, open access publications, and online repositories like google scholar and ResearchGate.</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>N/A</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 type="checkbox"/> No If yes:</p> <p>N/A</p>

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<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?	N/A
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7. Responsibilities	
Who will manage data documentation and metadata during the research project?	<b>Angeliki Paidakaki</b>
Who will manage data storage and backup during the research project?	<b>Angeliki Paidakaki</b>
Who will manage data preservation and sharing?	<b>Angeliki Paidakaki and Pieter Van den Broeck</b>
Who will update and implement this DMP?	<b>Angeliki Paidakaki</b>