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	**Felix Deckx - 0000-0002-8257-3704**
Contributor name(s) (+ ORCID) & roles	**Kaat (Katelijne) Wils – 0000-0002-9828-3760 – Full professor at KU Leuven, Faculty of Arts** **Idesbald Goddeeris – 0000-0001-8189-1594 – Full professor at KU Leuven, Faculty of Arts**
Project number[1] & title	**11N4923N – Sulfones, Sickness and Segregation? The Landscapes of Leprosy Care in Congo (1930- 1970)**
Funder(s) GrantID[2]	**11N4923N**
Affiliation(s)	**X** KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: Provide ROR[3] identifier when possible: https://ror.org/05f950310

[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/

Please provide a short project description	My research investigates the evolution of the treatment, experience and sociocultural significance of leprosy in Congo between 1930 and 1970. After being known for centuries as an incurable disease, the sulfone therapy succeeded in effectively curing leprosy around 1950. In the preceding period, missionaries and colonial authorities established leprosaria in their African colonies. In doing so, they followed the socio-cultural schemes that had taken shape in the centuries before. Within the existing historiography, the introduction of the sulfones is often presented as the endpoint of colonial leprosy care in leprosaria. The Belgian colony of Congo, however – known for its very high number of leprosy patients – took a different path. It expanded its network of leprosaria and combined isolation with sulfone treatments. This research project aims to understand this survival and adaptation in a transnational perspective. It takes an innovative approach to this unstudied history that gave colonial leprosaria a second life. The Congolese agency is a central theme to this research, during the colonial period, but also after political independence, when these (former) colonial institutions started a third life. An extensive corpus of archival, material and oral sources stemming from all different types of actors involved is used. These sources are analysed by close reading, (audio)visual analysis and ethnographic fieldwork.

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.

				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

		☐ Generate new data ☐ Reuse existing data	☐ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data ☐ Software ☐ Other ☐ NA	☐ .por ☐ .xml ☐ .tab ☐ .csv ☐ .pdf ☐ .txt ☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☐ other: ☐ NA	☐ < 100 MB ☐ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB ☐ < 50 TB ☐ > 50 TB ☐ NA	
Archival Material	1. Digital reproductions (photographs) of physical archival material taken by myself with permission of the archive and stored on my personal onedrive-part of the KU Leuven onedrive. E.g.: correspondence, medical files & reports, building plans, manuscripts for journal articles, historical photographs, films … 2. Digital reproductions of physical (microfilm/ fiche) or digital reproductions (photograms) of physical	Generate new data	Digital	Observational and/or Experimental	Audiovisual data (film): .IFO .VOB All other data: .JPG	Estimation: 20GB – 1TB	/

	archival material taken/ copied by myself with permission of the archive and stored on my personal onedrive-part of the KU Leuven onedrive. E.g.: idem						
Published primary sources	Digital reproductions of published primary sources taken by myself and strictly used for research purposes. E.g. medical articles, journals, books – Missionary propaganda	Generate new data	Digital	Observational and/or Experimental	.JPG .PDF	Estimation: 10 – 500 GB	/
Transcriptions and notes	Transcriptions and notes of forementioned data	Generate new data	Digital	Observational	.docx .PDF	Estimation: < 1 GB	/
Recorded interviews	Ten interviews of relevant actors in the history of leprosy care in Congo (1930-1970) will be recorded via audio. The audio files will be inserted on computer files.	Generate new data	Digital	Experimental	.wav	Estimation: < 1 GB	/
Transcriptions of interviews	Transcriptions of the aforementioned interviews	Generate new data	Digital	Observational	.docx	Estimation: < 1 GB	/
Bibliographic references	Bibliographic references of the most relevant primary and secondary sources	both	Digital	Other	Zotero-files	Estimation: < 1 GB	/

GUIDANCE: *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.* *EXAMPLES OF DATA TYPES: OBSERVATIONAL (E.G. SURVEY RESULTS, SENSOR READINGS, SENSORY OBSERVATIONS); EXPERIMENTAL (E.G. MICROSCOPY, SPECTROSCOPY, CHROMATOGRAMS, GENE SEQUENCES); COMPILED/AGGREGATED DATA[4] (E.G. TEXT & DATA MINING, DERIVED VARIABLES, 3D MODELLING); SIMULATION DATA (E.G. CLIMATE MODELS); SOFTWARE, ETC.* *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 & COMPUTATIONAL SCRIPT.* *DIGITAL DATA VOLUME: PLEASE ESTIMATE THE UPPER LIMIT OF THE VOLUME OF THE DATA PER DATASET OR DATA TYPE.* *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).*	
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.	The bibliographic references will, if possible, be compiled using the Zotero extension in the browser.
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.	☒ Yes, human subject data ☐ Yes, animal data ☐ Yes, dual use ☐ No If yes, please describe: *1. experiments of leprosy doctors on leprosy patients in medical journals (historic medical ethics was fundamentally different than today's medical ethics), 2. sheets (fiches) with personal medical information (possibly of (ex-)patients still alive), 3. interviews with (formerly) stigmatized people in a country known for systematic human right violations*

[4] These data are generated by combining multiple existing datasets.

Will you process personal data[5]? 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.	☒ Yes ☐ No If yes: - Short description of the kind of personal data that will be used: *Idem, please see above (the personal and the ethical make a fundamental overlap). 1 &2: archival material and published primary sources; 3: recorded interviews and transcriptions* - Privacy Registry Reference: *not available*
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:
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: *Historical photographs and films of which the copyright has not yet expired, if not used as actual research objects.*

[5] See Glossary Flemish Standard Data Management Plan

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).	**For the Archival Material:** *All collected research data will be stored in the KU Leuven Faculty of Arts OneDrive and Trophy. There the material will be classified according to the threefold geographic lens (supra) that is central to the research and will always be provided with a transparent name using a/the title, the archival creator(s), the archival repository and the medium. The three-part structure of the classification is as follows: 1. local: separate leprosaria, 2. national: mission, State and parastatal organisations, 3. transnational: Vatican, WHO, international leprosy congresses. An additional branch 4 is intended for the interviews.* *Within 1, a distinction is made between the region within Congo and the affiliation and size of the leprosarium. For example: 1. Leprosaria => 1.1. Equator Province => 1.1.1. Iyonda - R(oman)C(atholic) - CIO (Centre d'Isolation Organisé).* *Within 2, a distinction is made between 1. State: < Ministry of colonies: hygiene service 2. Mission: Separate provincial governments of missionary congregations (MSC, FDNSC, C.P., ...) 3. Separate parastatales (FOPERDA, FOREAMI, . ..). For example: 2. National => 2.2. Mission => 2.2.1. MSC => 2.2.1.1. MSC archive of the provincial authority of Borgerhout.* *Within 3, a distinction is made between 1. Vatican (different archive creators), 2. WHO (different archive creators) and 3. international leprosy congresses (the various congresses). For example: 3. transnational, 3.3. international leprosy congresses, 3.3.1. The Congress of Cairo (1938)* *Within 4, a distinction is made between 1. the actual sound recordings and 2. the transcriptions. For example: 4. Interviews 4.1. sound recordings 4.1.1. interview Edith Lechat-Dasnoy* **For the Litterature:** *The metadata of the literature used for this project will be stored and generated by Zotero. Each filename will be standardized (surname author – compact title of article).*

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 *The metadata standard as provided in Zotero will be used for the literature. The metadata standard in Trophy will be used for the digital reproductions of the archival sources*

4. Data Storage & Back-up during the Research Project	
Where will the data be stored?	*During the project I will make use of the Onedrive cloud service provided by the Faculty: this storage space is safe and automatically backed up. I will standardly receive 2 TB in Onedrive storage, and I can request up to 5TB storage (free of charge) if necessary. I will purchase a pc through the Faculty's ICT service with my benchfee. All PCs purchased through the Faculty have Bitlocker pre-installed, which means sensitive data are protected by the Bitlocker system. Following the Arts Faculty's policy regarding data management, I will make use of the KU Leuven data repository RDR, which allows me to store the data in a funder compliant manner before the project reaches its end.*

How will the data be backed up? *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] *Refer to institution-specific policies regarding backup procedures when appropriate.*	*Please see above (question 4.1.)*
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 yes, please specify concisely: *According to the current prognosis, the current 2TB limit on my KU Leuven Faculty of Arts OneDrive will sufficient. If that is not the case, I will request a free extension to 5TB in time.* 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.* [7]	*Please see above (question 4.1.)*
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	*Apart from the purchase of a laptop secured by the ICT service of the Faculty of Arts via my bench fee, the data storage and back-up facilities of the Faculty of Arts are free of charge.*

[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...).	*All forementioned data will be retained for at least five years.*
Where will these data be archived (stored and curated for the long-term)?	*These data will be archived for the long-term in the KU Leuven data repository RDR.*
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	*The use of RDR is free of charge.*

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, in an Open Access repository ☒ Yes, in a restricted access repository (after approval, 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.	*Only researchers who have an ethical clearance issued by an internationally recognized research institute for their research with regard to medical data and interviews with vulnerable persons in a country with systematic human rights violations*
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: *Ethical and privacy concerns apply to the following sources: 1. experiments of leprosy doctors on leprosy patients in medical journals (historic medical ethics was fundamentally different than today's medical ethics), 2. sheets (fiches) with personal medical information (possibly of (ex-)patients still alive), 3. interviews with (formerly) stigmatized people in a country known for systematic human right violations*

Where will the data be made available? If already known, please provide a repository per dataset or data type.	*All data will be made available in RDR (if the access conditions are met for the restricted access sources), KU Leuven's Research Data Repository*
When will? *This could be a specific date (dd/mm/yyyy) or an indication such as 'upon publication of research results'.*	*The data will be made available (if the access conditions are met for the restricted access sources) shortly after the final presentation of the research results (PhD defense)*
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.* *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]	*The data from the project (if the access conditions are met for the restricted access sources) will be made available under a Creative Commons Attributions license, so that attributors have to give credit to the original data creators*
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 ☒ No If yes:

[7] 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?	*The use of RDR is free of charge.*

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	*I will manage data documentation and metadata during the research project.*
Who will manage data storage and backup during the research project?	*I will manage data storage and backup during the research project.*
Who will manage data preservation and sharing?	*I will manage data preservation and sharing.*
Who will update and implement this DMP?	*I will update and implement this DMP.*