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	**Stéphane Symons 0000-0003-0091-7815**
Contributor name(s) (+ ORCID) & roles	**Till Grohmann 0000-0002-7662-3787, Co-PI**
Project number [1] & title	G030023N **THE FRANKFURT SCHOOL MEETS PHENOMENOLOGY: WALTER BENJAMIN AND HUSSERLIAN THOUGHT**
Funder(s) GrantID [2]	
Affiliation(s)	x KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: ROR identifier KU Leuven: 05f950310

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[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.

Please provide a short project description	The centennial of the Frankfurt School in 2023 will be an excellent opportunity to take stock of its academic legacy. The present project starts from the assumption that the early Frankfurt School was first and foremost a philosophical movement. It reconstructs the position of one of its most prominent members, Walter Benjamin, in a crucial philosophical debate of his time: the debate with Husserlian phenomenology. The project combines a historical and a systematic approach. It argues that Husserlian phenomenology was an important interlocutor for the development of Benjamin's thought and that it helps us to better understand its central concerns. For this reason, the project analyses both the phenomenological sources that were explicitly referred to by Benjamin and relevant sources that were most likely unknown to him. It goes beyond the writings of Benjamin and Husserl themselves and also focuses on the relevant writings of Husserl's disciples (including but not limited to Heidegger, Héring and the Munich and Göttingen circle). The project is structured around four thematic strands: knowledge, language, ideas and essences, and history. This will enable a systematic elaboration of the shared research interests of Benjamin and Husserlian phenomenology. The project will result in a thorough reconstruction of a foundational debate in continental thought, and a better understanding of both Benjamin's writings and phenomenology.

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].

Dataset Name	Description	New or Reused	Digital or Physical	*ONLY FOR DIGITAL DATA* Digital Data Type	*ONLY FOR DIGITAL DATA* Digital Data Format	*ONLY FOR DIGITAL DATA* Digital Data Volume (MB, GB, TB)	*ONLY FOR PHYSICAL DATA* Physical Volume
		☐ 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	
Source material	Published books and articles	Reuse	D and P	T	.pdf and physical copies	Max 10 GB	Max. 10000 pages
Conference contributions	Abstracts, conference presentations	Generate	D	T	.pdf, .docx, .ppt	Max. 2 GB	
Notes and drafts	Notes and drafts based on source material	Generate	D and P	T	.pdf, .docx, .ppt, physical	Max 1 GB	Max. 1000 pages
Publications	Published articles, book chapters	Generate	D and P	T	.pdf and physical	Max 500 MB	Max. 500 pages

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

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.	We will use published books and articles (both physical and digital) and archive material (unpublished notes, diaries, letters etc., both physical and digital) as source material. Most published resources are available in KU Leuven Libraries: archival material will be retrieved in the Walter Benjamin Archive in Berlin and Husserl Archive of KU Leuven. All sources relevant for the research will be cited in our publications.
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) xNo 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:

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[4] See Glossary Flemish Standard Data Management Plan

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:

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*.	Source material: a clean copy of all digital source material will be saved (folder 'Source material', items will get file name including author and title, e.g. Benjamin Walter – Arcades Project'). Physical source material will mostly be available in KU Leuven Libraries. Conferences: a clean copy of all the materials will be saved (folder 'Conferences'). For every conference or workshop, a sub-folder will be created (e.g., 2023 Visit Nathan Ross) in which all notes, abstracts, presentations related to the conference will be saved. Publications: a clean copy of all digitally available publications will be saved (folder 'Publications'). For every publication in progress, a sub-folder will be created (e.g., 2023 Benjamin's view of eidos) in which all notes and drafts related to the publication (version 1, 2, etc.) will be saved.

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: The reference lists of our publications will be compiled according to common standards in the field of continental philosophy. References will contain author name, year, title of publication, publisher, title of journal, page range, and DOI (if there is one). Source materials will be saved in a folder 'Source material', items will get file name including author and title, e.g. Benjamin Walter – Arcades Project'. That is sufficient for the purposes of this research. We will work mainly with data which are already publicly available and rather easy to find. The scans of unpublished archive material will also be added to this folder. Conference contributions will be saved in a folder 'Conferences'. For every conference or workshop, a sub-folder will be created (e.g., 2023 Visit Nathan Ross) in which (all versions of) all notes, abstracts, presentations related to the conference will be saved. That is sufficient for the purposes of this research. Publications: a clean copy of all digitally available publications will be saved (folder 'Publications'). For every publication, a sub-folder will be created (e.g., 2023 Benjamin's view of eidos) in which all (versions of) notes and drafts related to the publication will be saved. That is sufficient for the purposes of this research.

<table>
<tr><td>4.   Data Storage & Back-up during the Research Project</td></tr>
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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)
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:
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](#)	We will not work with sensitive data. Security of personal network drives is high enough for this research (KU Leuven services are sufficiently secured by Multi Factor Authentication), no additional security measures are necessary.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	No costs expected. (Covered by KU Leuven.)

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): Newly published data will be available through Lirias, the KU Leuven Repository

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	No costs. (Covered by KU Leuven.)

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: Source material is primarily already published material. The unpublished archival material that will be used (and referenced) in the publications will not be made available in a direct manner since it is only relevant as source material for the publications. Notes and drafts will not be made available (they are unlikely to be of any use to researchers outside the research team), but the published material based on these notes, drafts, etc. will be made available. Depending on the venue in which articles, book chapters, conference proceedings, etc. are published, the publications will be available Open Access from the start or after an embargo period. All publications will be made available through Lirias (KU Leuven Repository). Publications under embargo will be made available upon request.
If access is restricted, please specify who will be able to access the data and under what conditions.	All interested scholars will get access to the data, taking into account potential copyright restrictions (embargo periods). We will comply with KU Leuven Open Access policy.

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:
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) Publications will be made available through Lirias (KU Leuven Repository)
When will the data be made available?	☒ Upon publication of research results ☐ Specific date (specify) ☐ Other (specify)

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 <u>RDR guidance on licences</u> for data and software sources code or consult the <u>License selector tool</u> to help you choose.	☒ CC-BY 4.0 (data) ☐ Data Transfer Agreement (restricted data) ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☐ Other (specify)
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
What are the expected costs for data sharing? How will these costs be covered?	No costs. (Covered by KU Leuven.)

7. Responsibilities

Who will manage data documentation and metadata during the research project?	**PIs and project researcher**
Who will manage data storage and backup during the research project?	**PIs and project researcher**
Who will manage data preservation and sharing?PIs	**PI**
Who will update and implement this DMP?	**PI**