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	**Safa El Alami** **https://orcid.org/0009-0006-9818-1912**
Contributor name(s) (+ ORCID) & roles	**Supervisor: Dr. Anneleen Masschelein** **https://orcid.org/0000-0002-4162-9708**
Project number [1] & title	11P8124N Thinking past pride, creating beside shame: "hshouma" in visual artist's work from the Moroccan diaspora in Belgium and France.
Funder(s) GrantID [2]	11P8124N
Affiliation(s)	☒ 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	"Hshem!" ("be ashamed!") is a recurring keyword in traditional Moroccan education, it is an advice, a limit socially and politically well implemented in Moroccan society. The proposed project is particularly timely as, over the past ten years, the themes of shame and national identity have been central in Moroccan diasporic cinema and photography in Europe. An important wave of these diasporic artists has adopted visual arts to expose the complexities of Moroccan identities, especially paired with queerness, as a significant shift from the traditional literature that is often associated with the colonial French-coded intellectual "elite". This proposed project will focus on visual identity and queered-themed artwork productions, from 2010 onwards, made by Moroccan diaspora artists based in Belgium and France. This project aims to examine how visual art can provide a space for the Moroccan diaspora to negotiate their multilayered identity, the strategies used by these artists use to (de)/(re)construction of a Moroccan identity in visual artwork, and if the power of "hshouma" can be queered or absolved. In doing so, this project will contribute to the knowledge of how forms of shame and pride are negotiated by the Moroccan diaspora in visual art works themed around non-normative identities, and to a concrete exploration of their potential to be queered to become aesthetic strategies.

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
Literature: Digital books and articles	Downloaded scientific papers and books	☐ Generate new data (N) ☒ Reuse existing data (E)	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	.pdf	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	NA
Literature: Print books	Physical books	E(xisting)	Physical	NA	NA	NA	Mainly from libraries -> NA
Literature: bibliographic references	Bibliographical references from Zotero	N(ew)	Digital	Textual	.rtf	< 1 GB	NA
Corpus: photographs	Photographs and photo series for analysis (main corpus and additional material)	E	Digital	Images	.pdf, .jpg	<100GB	NA
Corpus: drawings	Drawings for analysis (main corpus and	E	Digital	Images	.pdf, .jpg	<100GB	NA

	additional material)						
Corpus: movies	Movies for analysis (main corpus)	E	Digital& Physical	Audiovisual	.mp4, .avi	<100GB	DVDs (less than 10)
Notes: Literature	Notes and annotations on existing (source) literature	N	Digital	Textual	.txt, .pdf (scans of handwritten notes)	< 1 GB	NA
Notes: photographs	Notes and annotations on photographs/ photo-series	N	Digital	Textual and Images	.txt, .pdf (scans of handwritten notes)	<1GB	NA
Notes: drawings	Notes and annotations on drawings	N	Digital	Textual and Images	.txt, .pdf (scans of handwritten notes)	<1GB	NA
Notes: movies	Notes and annotations on movies and movie scenes.	N	Digital	Textual and Images	.txt, .pdf (scans of handwritten notes)	<1GB	NA
Notes: academic/sci entific events (conferences, seminars, symposiums …)	Notes from live scientific events such as conferences, seminars, symposiums, talks etc.	N	Digital	Textual	.pdf (scans of handwritten notes)	<1GB	NA
Articles: drafts	Drafts from articles, saved drafts for further study,	N	Digital	Textual	.docx	<1GB	NA

	reusable information for other works						
Articles: finals	Final version of articles	N	Digital	Textual	.docx, .pdf	<1GB	NA
Project administration (application, contracts, DSP, team meetings notes)	Notes and files on practical and administrative aspect of the project	N	Digital	Textual	.docx, .pdf	<1GB	NA
Pedagogical content	Class/guestlecture preparations, PowerPoints, notes from other classes.	N	Digital	Textual	.pdf, .txt, .docx, .pptx	<1GB	NA

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.	There will be made use of published papers and books from (digital) libraries, movies (streaming and DVD), and unpublished archives (exhibitions, photographs and drawing series). - Any textual data collected digitally (online): this concerns research articles and publicly available reviews. Whenever possible, these data will be stored with a specific date, and timestamp will be added to it, preserving the state in which these data found themselves when I accessed them. - Any audiovisual data collected online: this concerns publicly available digitized movies, usually on streaming platforms with a paywall. Protected by copyright. I will work with screenshots and extracts. - Any unpublished archives data collected digitally: this concerns photo and drawing series that have been the object of a physical or digital exhibition. These are under copyright; some artists - on a case-by-case basis - have given me a written permission to store the digitized (.pdf or .jpg) version of their series as a data for my research. They will not be publicly available; or at least not the entirety of the series. Permission is needed from the copyright holder(s).
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:

[4] See Glossary Flemish Standard Data Management Plan

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: I am committed to providing my generated output as open source as much as possible. I have received the permission to access and reuse some photographs and include them in Open Access publications, from copyright holders and will properly cite the movies and use screenshots from movies to illustrate (as these fall under the exceptional conditions of citation).

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_.	- Bibliographic references will be organised in Zotero, in different folders per subject, and with tags. They are linked to the digital files. - Personal writings will be stored in structured folders per publication and PhD chapter on KU Leuven Onedrive. - Alongside my data, I will work with two README.txt files sets, 1) A general-level README.txt file which will provide general documentation regarding the project itself 2) A file-folder-level README.txt file which will provide more specific documentations concerning a specific file and/or folder. Notes for further study will be accessible with a README.txt file which includes a description of the context in which data was generated, to which research project the data belongs, and how the data should be interpreted. - The unpublished archive (photographs and past exhibitions) will be stored in structured folders on KU Leuven Onedrive. These won't be openly accessible for public as they are protected by copyright.
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: This project will adopt the Dublin Core metadata standard and, when it comes to audiovisual sources and visual art, it will adopt the Visual Resources Association (VRA) Core metadata standard. This data will be generated with the open-source program Zotero. If no, please specify (where appropriate per dataset or data type) which metadata will be created:

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)
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 All KUL OneDrive accounts have 2TB storage. 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](#)	SharePoint online and OneDrive (KULeuven) are suitable for strictly confidential data as long as multifactor authentication with the KU Leuven Authenticator app is activated.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	There are no expected costs for data storage and backup.

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):
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	In accordance with KU Leuven and faculty policy, the cost of data preservation is a responsibility of the promotor to cover, in this case, Dr. Anneleen Masschelein.

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.	Corpus data (photographs, movies and drawings) will not be publicly accessible as they are protected by copyrights. Project administration will have restricted access as they contain the researcher's personal information and are not of any relevance to the research.
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: Corpus data (photographs, movies and drawings) will not be publicly accessible as they are protected by copyrights.

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)
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)
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?	There are no expected costs for data sharing.

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Will be managed by the PhD Researcher, Safa El Alami
Who will manage data storage and backup during the research project?	The researcher (Safa El Alami) and supervisor (Dr. Anneleen Masschelein)
Who will manage data preservation and sharing?	The supervisor (Dr. Anneleen Masschelein)
Who will update and implement this DMP?	The researcher (Safa El Alami)