
‘Successful’ Women of the Transnational Field

A Data Management Plan created using DMPonline.be

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Application DMP

Questionnaire

Describe the datatypes (surveys, sequences, manuscripts, objects ...) the research will collect and/or generate and /or (re)use. (use up to 700 characters)

1. New data

The research will generate new observational textual and multimedia data. Those include the collection of primary research data: field notebooks; recorded interviews (audiotapes); photographs and videotapes. Primary data will include mostly handwritten fieldnotes. Analogue data will be digitized during the research, which involves the scan of field notebooks (PDF and JPEG), the transcript of interviews (WORD), the storage of photographs (JPEG) and videotapes (AVI and WMV). Secondary data will include qualitative data analysis forms (WORD). The research also includes filmmaking, which will generate multimedia files in MPEG-4 format. The various objectives will also generate secondary data linked to digital ethnography, such as videos, photos and stories on social networks (screenshots in PNG format, PDF files such as flyers, videos in WMV format).

2. Existing data

During the research, I will also reuse existing data (fieldnotes and recorded interviews) collected during earlier phases of the research.

3. Personal data

The research involves mainly personal data.

Specify in which way the following provisions are in place in order to preserve the data during and at least 5 years after the end of the research? Motivate your answer. (use up to 700 characters)

1. New data

The expected total of digitized data generated is about 200GB. Digitized data will be stored on KU Leuven network drives as provided by KU Leuven IT Services (ICTS), which ensures automatic back-up procedures and is compliant with standard security protocols. Digitized data will be uploaded and archived for at least ten years on KU Leuven Servers (Research Data Repository). They will be coded according to a pattern generated by the data (data-driven approach) and documented in a reference document (Readme). Only the researcher and the supervisor will have access to the digitized data, but they will be made available upon motivated request from peers and if allowed by the informed consent of participants. The researcher will keep the physical materials for academic re-use, if the participants consent to this, and if the storage is safe (see security measures).

2. Existing data

Existing data is stored on the server of the Max Planck Institute for Social Anthropology, Germany, which ensures high protection and storage with no time limit. The data are coded directly in scanned fieldnotes (colour code) and in a reference document (Xcel file).

What's the reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years? (max. 700 characters)

The research will stick to the minimum preservation term of 5 years.

Are there issues concerning research data indicated in the ethics questionnaire of this application form? Which specific security measures do those data require? (use up to 700 characters)

The research involves the collecting and processing of personal data. Data storage and access will follow the General Data Protection Regulation. This will require that participants give informed consent and know about processes of pseudonymization. Personal data files and folders will be encrypted and safely secured on KULeuven central archive servers. Processes of pseudonymization will involve: (1) hiding of names, dates of birth and other personal information in field notebooks and interviews (2) blurring of photos, videos and tapes via editing softwares (MS Paint, Adobe Photoshop, Audacity and softwares like Morph VOX or Voxal). Participants will be associated with a code/identification key.

Regarding data protection in case of equipment loss (stolen computer, stolen recorder): recorded files are directly stored on a computer and deleted on the recorder, and computer access is done via password *and* digital fingerprint, which protects it from hacking.

Which other issues related to the data management are relevant to mention? (use up to 700 characters)

A PRET (Privacy and Ethics) application will be submitted for the processing of personal data. Regarding filmmaking, participants will provide consent to be filmed and feature in the film, which will unavoidably imply disclosure of identities. However, the researcher will first disclose the film to participants and ensure their consent before publicizing the final result to an external audience. Finally, as per KU Leuven data management regulations, all data will require to gain consent from research participants to preserve data for ten years.

‘Successful’ Women of the Transnational Field DPIA

DPIA

Have you performed a DPIA for the personal data processing activities for this project?

Question not answered.

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GDPR

GDPR

Have you registered personal data processing activities for this project?

Question not answered.

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FWO DMP (Flemish Standard DMP)

1. 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
Fieldnotes	Notebooks	New	Physical				5 notebooks
Fieldnotes	Scanned Notebooks	New	Digital	Textual	.pdf and .jpeg	<100GB	
Interviews	Recorded interviews	New	Digital	Observational	.wma	<100GB	
Transcripts	Transcripts of recorded interviews	New	Digital	Observational	.word	<1GB	
Photographs	Ethnographic pictures	New	Digital	Observational	.jpeg	<1GB	
Videos	Ethnographic videotapes	New	Digital	Observational	.avi and .wma	<100GB	
Analysis forms	Qualitative data analysis forms	New	Digital	Textual	.word	<1GB	
Film	Ethnographic filmmaking files	New	Digital	Observational	.mpeg-4	<1TB	
Social media content	Data gathered on social networks (videos, photos, flyers)	New	Digital	Observational	.png, .pdf, .wma	<100GB	
Fieldnotes	Scanned notebooks	Reused	Digital	Textual	.pdf and .jpeg	<100GB	
Fieldnotes	Notebooks	Reused	Physical				4 notebooks

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:

Reused datasets include data generated by the researcher in previous projects and deposited on the server of the Max Planck Institute for Social Anthropology. There is no persistent identifier associated to them, data are protected and not made public/accessible (access limited to the researcher herself and supervisor of the research). Data are available upon motivated request from peers and if allowed by the informed consent of participants. The most confidential data are restricted from access.

Are there any ethical issues concerning the creation and/or use of the data (e.g. experiments on humans or animals, dual use)? Describe these issues in the comment section. Please refer to specific datasets or data types when appropriate.

- Yes, human subject data

The research involves the collecting and processing of personal data. Data storage and access will follow the General Data Protection Regulation. This will require that participants give informed consent and know about processes of pseudonymization. Personal data files and folders will be encrypted and safely secured on KULeuven central archive servers. Please note that the PRET (Privacy and Ethics) is not yet available.

Will you process personal data? If so, briefly describe the kind of personal data you will use in the comment section. Please refer to specific datasets or data types when appropriate.

- Yes

Processes of pseudonymization will involve: (1) the hiding of names, dates of birth and other personal information in field notebooks and interviews (2) blurring of photos, videos and tapes via editing softwares (MS Paint, Adobe Photoshop, Audacity and softwares like Morph VOX or Voxal). Participants will be associated with a code/identification key. Please note that the PRET (Privacy and Ethics) is not yet 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.

- No

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 in the comment section to what data they relate and what restrictions are in place.

- No

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 in the comment section to what data they relate and which restrictions will be asserted.

- No

2. 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).

The following metadata sets will be made available:

1. On fieldnotes (digital and physical): a colour code according to a pattern by theme accompanied by an .excel file that explains the coding
2. On RDR: the coding of the digitized data according to a pattern generated by the data (data-driven approach) and documented in a reference document (Readme).
3. On RDR: the coding of photos, videos and social media content according to a pattern by theme related to notebooks accompanied by an .excel file
4. On RDR: the coding of filmmaking data (videos) according to a data-driven approach

Will a metadata standard be used to make it easier to find and reuse the data? If so, please specify (where appropriate per dataset or data type) which metadata standard will be used. If not, please specify (where appropriate per dataset or data type) which metadata will be created to make the data easier to find and reuse.

- No

The data produced and/or used in the research project will not be discoverable with metadata, identifiable and locatable by means of a standard identification mechanism (e.g. persistent and unique identifiers such as Digital Object Identifiers). The project will not create interoperable or reusable data, it will not produce metadata.

3. Data storage & back-up during the research project

Where will the data be stored?

Digitized data will be stored on KU Leuven network drives as provided by KU Leuven IT Services (ICTS), which ensures automatic back-up procedures and is compliant with standard security protocols. Digitized data will be uploaded and archived for at least ten years on KU Leuven Servers managed by the supervisor. Moreover, data related to earlier phases of the project are stored on owncloud.gwdg.de, which the institutional cloud of the Max Planck Institute for Social Anthropology and ensures immediate and secure back-up from my computer. Due to the connection between this research and the previous one (and which I will return to after the FWO funding), I will keep this system to keep coherence in the data stored and backed up, so that all data are kept in the same place.

How will the data be backed up?

I will use standard back up provided by KU Leuven ICTS and back up procedures related to my own computer and to the owncloud.gwdg.de. The back up on the cloud is immediate regarding any document produced and stored on my computer. In case of data or equipment loss, it is possible to recover and redownload the files immediately.

Regarding notebooks, there will be digitalized (scanned) 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

The data produced will be between 200GB and 500GB, which is comparatively low and can be easily stored and backed up, both on computer, server and cloud.

How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

The data recorded are confidential. Additionally to the owncloud, A SharePoint Online site will be used to secure data. Those network systems ensure high protection and security. Regarding data protection in case of equipment loss (stolen computer, stolen recorder): recorded files are directly stored on a computer and deleted on the recorder, and computer access is done via password and digital fingerprint, which protects it from hacking.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?

The research does not involve additional costs for data storage and back up.

4. 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...).

Digitized data will be uploaded and archived for at least ten years on KU Leuven Servers.

Where will these data be archived (stored and curated for the long-term)?

The data will be stored on KU Leuven Research Data Repository, with confidentiality restrictions.

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?

I do not expect additional costs regarding data preservation.

5. Data sharing and reuse

Will the data (or part of the data) be made available for reuse after/during the project? In the comment section please explain per dataset or data type which data will be made available.

- Yes, in a restricted access repository (after approval, institutional access only, ...)
- No (closed access)

Digitized data will be uploaded and archived for at least ten years on KU Leuven Servers managed by the supervisor. Some of the digitized data will be made available upon motivated request from peers and if allowed by the informed consent of participants. The most sensitive data will not be made available (closed access). The researcher will keep the physical materials for her own academic re-use (but not re-use by peers and other scholars), if the participants consent to this, and if the storage is safe.

If access is restricted, please specify who will be able to access the data and under what conditions.

Because of the sensitive nature of collected data, I will guarantee the anonymity of the research participants and the confidentiality of the collected data. Therefore, I will not make the data available for reuse, I will not share data with other scholars, the public or other actors in order to safeguard the anonymity, the security and the privacy of the informants. Most of the data of the research project (interviews, photos, videos) will be openly available. The data collected will be mainly produced by interviews that will include confidential and sensitive data. The data will be anonymously published in academic papers or communicated in lectures and conferences. The other data (analytical forms, social media content, which is already public) will be made available upon request.

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 in the comment section per dataset or data type where appropriate.

- Yes, Ethical aspects

The security of the informants will be guaranteed by restricted access to personal data (interviews, photos, videos) and anonymization of data.

Where will the data be made available? If already known, please provide a repository per dataset or data type.

I will use the KU Leuven Research Data repository for all data, with confidentiality restrictions.

When will the data be made available?

Upon publication of research results. This may not coincide with the end of the project.

Which data usage licenses are you going to provide? If none, please explain why.

The project will not generate interoperational, reusable or replicable data. Therefore, I do not intend to use a data usage licence.

Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, you have the option to provide it in the comment section.

- No

What are the expected costs for data sharing? How will these costs be covered?

I do not expect additional costs for data sharing.

6. Responsibilities

Who will manage data documentation and metadata during the research project?

Dr. Anaïs Menard

Who will manage data storage and backup during the research project?

Dr. Anaïs Menard

Who will manage data preservation and sharing?

Prof. Katrien Pype

Who will update and implement this DMP?

Dr. Anaïs Menard

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