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	Jan-Willem Verbeke, ORCID ID: 0000-0002-2793-428X
Contributor name(s) (+ ORCID) & roles	Prof. Dr. Bernard Tilleman; main supervisor Prof. Dr. Nicolas Carette; co-supervisor Prof. Dr. Benoît Kohl, co-supervisor
Project number[1] & title	11B9423N; The duty to cooperate in construction projects
Funder(s) GrantID[2]	Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO)
Affiliation(s)	✓ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other: Provide ROR[3] identifier when possible:

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[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	Due to the inherent complexity of a construction project (long execution time, multi-party, complex object of the contract and uncertainty of environmental factors), cooperation between all construction actors is necessary to successfully complete the construction project. Moreover societal requirements that construction projects must meet are increasingly higher and more ambitious. Sustainability and ecological challenges require climate-neutral buildings with reusable building materials. New building standards and practices (e.g. circular construction) make good collaboration on the construction site an absolute top priority more than ever. Yet there is no conceptual framework for collaboration in Belgium. The exact content and legal consequences are unclear. Moreover, liability within the construction network is problematic. The contractual relativity principle prevents contractual liability towards non-contracting parties. Strict concurrence rules simultaneously preclude extra-contractual liability. The intent of this proposed functional and integrated comparative research (between Belgian, German, Dutch and Swiss law) is to provide a conceptual framework for the duty of cooperation and its enforcement in construction projects. This framework will give plain guidance to all actors of what is expected from them (cooperation) and clear answers when things go wrong on who can be held liable and to what extent (enforcement).

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[4].

				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
DS 1	Books, journal articles, legislation and case law available online (textual data)	☐ 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	NA
DS 2	Scanned images of books, journal articles or case law if only physically	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Observational ☐ Experimental ☐ Compiled/ aggregated data ☐ Simulation data	☐ .por ☐ .xml ☐ .tab ☐ .csv ☒ .pdf ☐ .txt	☐ < 100 MB ☐ < 1 GB ☒ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ < 10 TB	NA

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

				Software / Other / NA	Format	Size	
	available (textual data)			☐ Software ☐ Other ☒ NA	☐ .rtf ☐ .dwg ☐ .tab ☐ .gml ☐ other: ☐ NA	☐ < 50 TB ☐ > 50 TB ☐ NA	
DS 3	Contract templates (textual data)	☐ 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	NA

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.	DS 1 - These sources are downloaded from different online Databases (jurisquare, jura, stradalex, limo, juris, SSRN, beckonline, Legalintelligence, etc.) DS 2 - Document scanning of paper source; after consulting the different law libraries (KU Leuven/ U Antwerpen/ U Liège/ Ruprecht-Karls-Universität Heidelberg) and the Belgian court's archives. DS 3 - Some contract models are collected through contacts with three law firms that specialise construction law (i.e. Schoups, Stibbe and Equator). Others are available in open access and treated as 1).
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:

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

Will you process personal data[6]? 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: - Privacy Registry Reference:
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:

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[6] 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).	1) All reused existing data from DS 1 and DS 2 will be documented in a pdf file and categorized: - per source (legal scholarship, case law or legislation); - per country for the legal (fully integrated and functional) comparison (Belgium, Germany, the Netherlands and Switzerland); 2) All contract templates from DS 3 will be documented in a pdf file and categorized per country.
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

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

Where will the data be stored?	The data will be stored on my KU Leuven personal network drive (Onedrive) as well as on the KU Leuven central network drive (J:drive) that is only accesible for other researchers at the Institute for Contract law and the Centre for Methodology of Law.
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.[7]* *Refer to institution-specific policies regarding backup procedures when appropriate.*	The data will stored on the central server (J:drive) accesible for researchers at the Institute for Contract Law has a daily back-up procedure. The Onedrive-support is also automatically backed up. The data will be furthermore backed up on a personal external drive (WD 4 TB) every three months
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 The shared network drive and Onedrive-support as well as the external drive exceeds significantly the required capacity

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[7] Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

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]*	The network drives and Onedrive-support by the KU Leuven are password protected. No personal data is used.
What are the expected costs for data storage and backup during the research project? How will these costs be covered?	No expected costs

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 relevant research data generated will be retained for a period of minimally 10 years after the end of the project (cfr. KU Leuven Research Data Management Policy).

Where will these data be archived (stored and curated for the long-term)?	- KU Leuven network drives (I-drive and J-drive) - KU Leuven Onedrive-support - KU Leuven K-drive (back-up)
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	No expected costs

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/#inf oeurepo-AccessRights*	☐ Yes, in an Open Access repository ☒ Yes, in a restricted access repository (after approval, institutional access only, …) ☐ No (closed access) ☐ Other, please specify: The doctoral thesis will be made available via LIRIAS in open access. Reused existing data (DS 1,2 and 3) will not be made available, but will be referenced to in the doctoral dissertation according to the V&A reference rules, so other researchers or legal practitioners can consult these existing data themselves. Only the data that is not already available (e.g. unpublished case law) will be attached to the output of the project (the doctoral thesis).
If access is restricted, please specify who will be able to access the data and under what conditions.	Therefore, I apply the LIRIAS policy of the KU Leuven
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
Where will the data be made available? If already known, please provide a repository per dataset or data type.	- Doctoral dissertation will be available in LIRIAS (institutional repository) - Non-official reused existing data will be available upon request by mail (jan-willem.verbeke@kuleuven.be).

When will the data be made available? *This could be a specific date (dd/mm/yyyy) or an indication such as 'upon publication of research results'.*	Upon publication of research results
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."* [8]	NA
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:
What are the expected costs for data sharing? How will these costs be covered?	No expected costs

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[8] Source: Ghent University Generic DMP Evaluation Rubric: https://osf.io/2z5g3/

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Jan-Willem Verbeke, under supervision of Prof. Dr. Bernard Tilleman (main supervisor)
Who will manage data storage and backup during the research project?	Jan-Willem Verbeke, under supervision of Prof. Dr. Bernard Tilleman (main supervisor)
Who will manage data preservation and sharing?	Jan-Willem Verbeke, under supervision of Prof. Dr. Bernard Tilleman (main supervisor)
Who will update and implement this DMP?	Jan-Willem Verbeke, under supervision of Prof. Dr. Bernard Tilleman (main supervisor)