DMP title

Project Name My plan (FWO DMP) - DMP title
Principal Investigator / Researcher Wouter Wolfs
Institution KU Leuven

1. General Information
Name applicant

Wouter Wolfs

FWO Project Number & Title

1294122N: Taking Control? Administrative Capacity-building in the European Parliament

Affiliation

- KU Leuven

2. Data description
Will you generate/collect new data and/or make use of existing data?

- Generate new data

Describe in detail the origin, type and format of the data (per dataset) and its (estimated) volume. This may be easiest in a table (see example) or as a data flow and per WP or objective of the project. If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).

Internal Documents EU institutions	.pdf	<1GB	access to documents request with EU institutions
survey	.xls	<1GB	online survey
20-25 interviews	audiorecorded and stored in WAV format	1-5GB	face-to-face interviews

3. Legal and ethical issues
Will you use personal data? If so, shortly describe the kind of personal data you will use. Add the reference to your file in KU Leuven's Register of Data Processing for Research and Public Service Purposes (PRET application). Be aware that registering the fact that you process personal data is a legal obligation.

- Yes

Privacy Registry Reference:
Short description of the kind of personal data that will be used: recordings of face-to-face interviews

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, add the reference to the formal approval by the relevant ethical review committee(s)

- No

Does your work possibly result in research data with potential for tech transfer and valorisation? Will IP restrictions be claimed for the data you created? If so, for what data and which restrictions will be asserted?

- No

Do existing 3rd party agreements restrict dissemination or exploitation of the data you (re)use? If so, to what data do they relate and what restrictions are in place?

- No

4. Documentation and metadata
What documentation will be provided to enable reuse of the data collected/generated in this project?

internal documents of the EU institutions	description of request process and document information
survey	codebook with study design, sampling process and variable information
interviews	description of interview setting, respondent consent and respondent instructions

Will a metadata standard be used? If so, describe in detail which standard will be used. If no, state in detail which metadata will be created to make the data easy/easier to find and reuse.

- No

Metadata consisting of question texts, response codes, variable codes, the ID of respondents, etc.

5. Data storage and backup during the FWO project
Where will the data be stored?
Since we will be working with sensitive personal data that will only be anonymised at the end of the project, the data will be stored in the university's secure environment for private data.

How is backup of the data provided?
The data will be stored on the university's central servers with automatic daily back-up procedures.

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

What are the expected costs for data storage and back up during the project? How will these costs be covered?
No additional costs for data storage are expected

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?
Since we will be working with sensitive personal data that will only be anonymised at the end of the project, the data will be stored in the university's secure environment for private data.

6. Data preservation after the FWO project
Which data will be retained for the expected 5 year period after the end of the project? In case only a selection of the data can/will be preserved, clearly state the reasons for this (legal or contractual restrictions, physical preservation issues, ...).
All data will be retained for at least 10 years (internal EU documents, survey results, interview recordings)

Where will the data be archived (= stored for the longer term)?
The data will be stored on the university's central servers (with automatic back-up procedures) for at least 10 years, conform the KU Leuven RDM policy.

What are the expected costs for data preservation during the retention period of 5 years? How will the costs be covered?

No additional costs for data preservation are expected

7. Data sharing and reuse
Are there any factors restricting or preventing the sharing of (some of) the data (e.g. as defined in an agreement with a 3rd party, legal restrictions)?

- No

Which data will be made available after the end of the project?
Internal documents, survey results (in cvs-format) and transcripts of interviews will be made available

Where/how will the data be made available for reuse?

- Upon request by mail

Data will be available on request after signing a data sharing agreement.

When will the data be made available?

- Immediately after the end of the project

Who will be able to access the data and under what conditions?
Data will be available on request by email after signing a data sharing agreement.

What are the expected costs for data sharing? How will the costs be covered?
no additional costs for data sharing are expected

8. Responsibilities
Who will be responsible for data documentation & metadata?
Wouter Wolfs

Who will be responsible for data storage & back up during the project?
Wouter Wolfs

Who will be responsible for ensuring data preservation and reuse ?
Wouter Wolfs

Who bears the end responsibility for updating & implementing this DMP?
The PI bears the end responsibility of updating & implementing this DMP.