

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	Ruth Peeters (ORCID-ID: 0000-0003-2629-1881)
Contributor name(s) (+ ORCID) & roles	/
Project number ¹ & title	3H230611 Les carrières littéraires de femmes écrivains juives françaises et belges qui ont vécu l'Occupation dans les années '40: Une étude de cas. (The literary trajectories of French and Belgian Jewish women writers who lived through the Occupation in the 1940s: A case study).
Funder(s) GrantID ²	11P1724N
Affiliation(s)	<input checked="" type="checkbox"/> KU Leuven <input type="checkbox"/> Universiteit Antwerpen <input type="checkbox"/> Universiteit Gent <input type="checkbox"/> Universiteit Hasselt <input type="checkbox"/> Vrije Universiteit Brussel <input type="checkbox"/> Other: ROR identifier KU Leuven: 05f950310
Please provide a short project description	The aim for this research project is to map out the literary trajectories of Jewish women writers who lived through the Occupation in France and Belgium in the 1940s. The project thus wants to contribute to the existing body of work on women's writing from the WWII period by focusing on a case that has not been studied much thus far: that of Jewish women writers. Moreover, for France and Belgium, the specific context of the Occupation adds to the exceptional nature of this time for Jewish women writers and the development of their careers as authors. The corpus consists of seven authors, and includes both the three primary literary genres (fiction, poetry, and drama) as well as works of non-fiction (published diaries and memoirs). The project takes a sociological approach to the study of literary texts and authorial careers. Thus, its aim is to unearth how the war shaped and changed Jewish women writers' status as published authors through an analysis of (their own perspective on) their publication history before, during, and after the war, as well as of the ways in which they write about questions of gendered and Jewish identity and the problem of creation in relation to urgent historical events throughout these years. The project aims ultimately to encourage future research into the specificities of Jewish women writers' responses to and experiences of the Second World War.

2. Research Data Summary

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.

3. Documentation and Metadata

³ Add rows for each dataset you want to describe.

⁴ See Glossary Flemish Standard Data Management Plan

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.](#)

1. Corpus:

For the corpus, several document types are created:

- a) a template for corpus annotations i.e. structured note-taking
- b) a corpus annotation key that accompanies this template and which explains what the various elements in the system stand for i.e. RQs and tags
- c) the corpus annotation files themselves
- d) a spreadsheet to gather metadata relating to the corpus
- e) bibliographical references, which will be turned into an annotated bibliography

To manage these documents:

I will create a README.txt file to describe

- a) how the corpus was assembled i.e. selection criteria
- b) how my corpus annotations work i.e. description of how the *template* that I used for my annotations works, and how to interpret the *annotation key* that I created, which specifies what the various RQs and tags used in the template refer to more specifically (i.e. workflow).

The *corpus annotation files* themselves contain some basic bibliographical information to help identify the text the notes relate to: full name author – full title of the work – (original) date of publication – publisher.

Bibliographical references are managed through Zotero. To each Zotero entry, I add the related corpus annotation file and a child-parent note that summarises the content and relevance of the work. This information will be used to create the annotated bibliography.

The *spreadsheet* will need to be accompanied by an explanation of the metadata standard used (this standard remains to be decided upon; I will discuss this with my supervisor when the time comes to start working on the RQ for which this spreadsheet will be relevant).

2. Secondary literature and archival materials:

For *secondary literature and archival materials*, I again work with a template for structured note-taking. Each file contains a full bibliographical reference for the source at the top of the first page. My notes always follow the same structure: page numbers – quote – footnotes – personal comments.

Bibliographical references are again managed through Zotero. Each Zotero file contains a child-parent note that summarises the source and its relevance for my research, and that contains several tags to identify the topics the

	<p>source deals with. This information will be used to create the annotated bibliographies. To the Zotero entry, I also add the annotation file, so that notes and bibliographical information are attached to each other.</p> <p>NOTE: For archival materials and/or scans I receive of corpus materials that are no longer in print and not yet in the public domain, I will also create a separate document that specifies any copyright regulations or information on acknowledgements. This document will also specify in what format I consulted each work in my corpus (for example printed book available through a library, own copy of a printed book, scan received through an archive etc.), so that I'll be able to remember this later on.</p>
<p>Will a metadata standard be used to make it easier to find and reuse the data?</p> <p>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.</p> <p><i>REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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:</p> <p>For the spreadsheet that describes relevant metadata for the corpus, I will need to decide upon a metadata standard. I will discuss this with my supervisor when the time comes to start working on RQ4.</p> <p>Both for the corpus and for secondary literature, detailed bibliographical information i.e. metadata will be managed using Zotero. Each annotation file in itself also contains some essential bibliographical information cf. metadata collected in Zotero (see previous question), and each annotation file will be added to the accompanying Zotero entry, so that data and metadata are attached to each other and stay together. Each Zotero entry also contains a summary of the content and relevance of the source for my research.</p> <p>I also use a transparent folder structure, and a consistent file-naming system, so as to make it easy for myself to find relevant documents on my computer whenever I need them.</p>

4. Data Storage & Back-up during the Research Project	
<p>Where will the data be stored?</p> <p><i>Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.</i></p>	<p> <input type="checkbox"/> Shared network drive (J-drive) <input type="checkbox"/> Personal network drive (I-drive) <input checked="" type="checkbox"/> OneDrive (KU Leuven) <input type="checkbox"/> Sharepoint online <input type="checkbox"/> Sharepoint on-premis <input type="checkbox"/> Large Volume Storage <input type="checkbox"/> Digital Vault <input type="checkbox"/> Other: </p>
<p>How will the data be backed up?</p> <p><i>WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?</i></p>	<p> <input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution <input checked="" type="checkbox"/> Personal back-ups I make (specify): all data are stored on my personal computer hard drive + personal Microsoft Onedrive, and I am also planning on getting an external hard drive for back-up purposes (I'm in the process of deciding on which one to purchase). As stated above, annotation files are also stored in Zotero. <input type="checkbox"/> Other (specify) </p>
<p>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.</p>	<p> <input checked="" type="checkbox"/> Yes: I mostly work with text-files, which means that the 2TB provided by KULEuven Onedrive should be largely sufficient for the project. My personal Onedrive is also big enough to store all of my documents, and storage capacity can be expanded if and when needed. <input type="checkbox"/> No If no, please specify: </p>

<p>How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?</p> <p><i>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.</i></p> <p>Guidance on security for research data</p>	<p>For KULeuven Onedrive: I manage access myself. The only people who have access to files related to the project are my supervisor and myself. My Toledo account is protected with a strong password and with KULeuven authenticator.</p> <p>For files stored on my personal computer and personal Onedrive, and on Zotero: I have a personal subscription to Norton Firewall to protect me from potential dangers. My personal laptop and Onedrive can only be accessed with a password, and the same goes for my Zotero account of course.</p> <p>I will also purchase an external hard-drive to make sure that I won't lose any documents, should my laptop/Onedrive ever be compromised in some way or other. I am looking into purchasing one that is password protected.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>An external hard-drive costs around € 100 - € 200. My FWO bench fee will be used to cover this cost.</p> <p>The free 2TB provided by KULeuven for the use of Onedrive will suffice. No extra costs are expected for this.</p> <p>My personal Onedrive is paid for with my own resources, as it is part of my personal Microsoft package. The same goes for my Norton Firewall subscription.</p>

5. Data Preservation after the end of the Research Project	
<p>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...).</p> <p>Guidance on data preservation</p>	<p><input checked="" type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Certain data cannot be kept for 10 years (explain)</p>

<p>Where will these data be archived (stored and curated for the long-term)?</p> <p><i>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.</i></p>	<p><input checked="" type="checkbox"/> KU Leuven RDR: Some documents, I will be able to share through the KULEuven RDR repository. These are 1. the annotated bibliographies that I will create (both for my corpus and for my secondary literature), 2. the corpus annotation key and template (workflow), and 3. the corpus spreadsheet that will be used for RQ4.</p> <p><input checked="" type="checkbox"/> Large Volume Storage (longterm for large volumes): Some documents, I will not be able to share in the repository, due to copyright issues. For almost all the authors included in my corpus, copyright legislation still applies. Therefore, I will not be able to share 1. corpus annotation files 2. scans for works included in the corpus received from archives and libraries 3. scans and annotation files for other archival materials. Since I copy large chunks of text into my annotation files, I will moreover also not be able to share 4. secondary literature annotation files. All of these will need to be stored separately from the other documents.</p> <p><input type="checkbox"/> Shared network drive (J-drive)</p> <p><input type="checkbox"/> Other (specify):</p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>Since I won't generate huge volumes of data, costs should not be too high, though it is difficult to estimate costs at this point. Costs for long-term storage will be covered by my research group's budget.</p>

6. Data Sharing and Reuse

<p>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.</p> <p><i>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/#INFOEU-REPO-ACCESSRIGHTS</i></p>	<p><input checked="" type="checkbox"/> Yes, as open data: : Some documents, I will be able to share through the KULeuven RDR repository. These are 1. the annotated bibliographies that I will create (both for my corpus and for my secondary literature), 2. the corpus annotation key and template (workflow), and 3. the corpus spreadsheet.</p> <p><input type="checkbox"/> Yes, as embargoed data (temporary restriction)</p> <p><input type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only)</p> <p><input type="checkbox"/> No (closed access)</p> <p><input type="checkbox"/> Other, please specify: Some documents, I will not be able to share in the repository, due to copyright legislation. For all the authors included in my corpus, copyright legislation still applies. Therefore, I will not be able to share 1. corpus annotation files 2. scans for works included in the corpus received from archives and libraries 3. scans and annotation files for other archival materials. Since I copy large chunks of text into my annotation files, I will moreover also not be able to share 4. secondary literature annotation files.</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>N.A.</p>
<p>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.</p>	<p><input type="checkbox"/> Yes, privacy aspects</p> <p><input checked="" type="checkbox"/> Yes, intellectual property rights</p> <p><input type="checkbox"/> Yes, ethical aspects</p> <p><input type="checkbox"/> Yes, aspects of dual use</p> <p><input type="checkbox"/> Yes, other</p> <p><input type="checkbox"/> No</p> <p>If yes, please specify: The authors in my corpus have not been deceased for more than 70 years, except for one. This means that copyright legislation still applies to all their works and their archives. Therefore, I will not be able to share certain files: 1. corpus annotation files 2. scans for works included in the corpus received from archives and libraries 3. scans and annotation files for other archival materials. Since I copy large chunks of text into my annotation files in order to comment upon them, I will moreover also not be able to share 4. secondary literature annotation files.</p>

<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p><input checked="" type="checkbox"/> KU Leuven RDR: see above. Some documents, I will be able to share through the KULeuven RDR repository. These are 1. the annotated bibliographies that I will create (both for my corpus and for my secondary literature), 2. the corpus annotation key and template (workflow), and 3. the corpus spreadsheet.</p> <p><input type="checkbox"/> Other data repository (specify)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>When will the data be made available?</p>	<p><input checked="" type="checkbox"/> Upon publication of research results: Since I will continue to update the annotated bibliographies as I read more and more materials throughout the project, it seems logical to only share them towards the end, so that the most complete and comprehensive version becomes available to the public. The same goes for the other two document types that I will be able to share (see above).</p> <p><input type="checkbox"/> Specific date (specify)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>Which data usage licenses are you going to provide? If none, please explain why.</p> <p><i>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.</i></p> <p>Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.</p>	<p><input checked="" type="checkbox"/> CC-BY 4.0 (data)</p> <p><input type="checkbox"/> Data Transfer Agreement (restricted data)</p> <p><input type="checkbox"/> MIT licence (code)</p> <p><input type="checkbox"/> GNU GPL-3.0 (code)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here.</p> <p><i>INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.</i></p>	<p><input checked="" type="checkbox"/> Yes, a PID will be added upon deposit in a data repository</p> <p><input type="checkbox"/> My dataset already has a PID</p> <p><input type="checkbox"/> No</p> <p>I'm not sure about this yet, but I do think that for the documents I share in RDR, a DOI will be available. This is, however, something that remains to be decided upon as the project progresses.</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>There are no expected costs, since I will not exceed the limit for free deposit in the KULeuven RDR repository.</p>

7. Responsibilities

Who will manage data documentation and metadata during the research project?	I am responsible for this during the project.
Who will manage data storage and backup during the research project?	Again, I am responsible for this during the project.
Who will manage data preservation and sharing?	I will manage this, in collaboration with my supervisor.
Who will update and implement this DMP?	I will be responsible for updating and implementing this DMP.