

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	Sofie Becuwe (0009-0004-6630-3669)
Contributor name(s) (+ ORCID) & roles	Edwin Reynders (0000-0002-1042-0282): Supervisor Daniele Giannini (0000-0002-1214-2570): Co-supervisor
Project number ¹ & title	Resonant metamaterials for broadband suppression of flanking sound transmission in buildings
Funder(s) GrantID ²	1S38725N
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

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	<p>Ensuring a sufficiently high level of sound insulation in buildings is essential for protecting our health, well-being and productivity. It is a challenging problem due to the presence of a multitude of sound transmission paths across junctions of building elements, also called flanking transmission paths. The current technological options are often inadequate, especially during renovation and in lightweight, more sustainable buildings. New, more flexible, more robust and more affordable solutions are urgently needed.</p> <p>In this PhD project, such solutions will be developed through basic research on engineered metamaterial structures with unprecedented vibration attenuation properties. The main idea is to add small resonant structures in a dense grid to building elements that make up a junction through which problematic transmission occurs. This minimally intrusive, add-on solution only needs to be applied in the immediate vicinity of the junctions. Its development will involve the realization of three breakthroughs: resonant metamaterial treatments that are effective over wide frequency bands, efficient numerical simulation tools for partially treated building elements and for flanking sound transmission through junctions of such elements, and a system-oriented approach for the optimized design of the metamaterial solutions. In order to showcase the potential of the proposed solution, a pioneering demonstrator case will also be developed and experimentally validated.</p>
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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.

Dataset Name	Description	New or Reused	Digital or Physical	ONLY FOR DIGITAL DATA	ONLY FOR DIGITAL DATA	ONLY FOR DIGITAL DATA	ONLY FOR PHYSICAL DATA
				Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
Matlab files	Scripts for numerical simulations and optimization, saved input data, and output results	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input checked="" type="checkbox"/> Software <input type="checkbox"/> Other:	*.m (MATLAB)	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Experimental data	Acquisition scripts, acquired data from vibration and sound insulation testing	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Textual <input type="checkbox"/> Model <input checked="" type="checkbox"/> Software <input type="checkbox"/> Other:	*.xlsx, *.csv, *.m, *.txt, *.ana	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Demonstrators	Metamaterial resonators, building components	<input checked="" type="checkbox"/> Generate new data <input type="checkbox"/> Reuse existing data	<input type="checkbox"/> Digital <input checked="" type="checkbox"/> Physical				Resonators (a few cm), steel plate (+/- 1 x 2 m)
Pictures	Pictures from experiments/	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input checked="" type="checkbox"/> Images	*.jpg, *.png, *.tiff, ...	<input type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB	

	case studies	<input type="checkbox"/> Reuse existing data		<input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input type="checkbox"/> Software <input type="checkbox"/> Other:		<input checked="" type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
BWM toolboxes	Matlab toolbox for numerical simulation, available at the Structural Mechanics Section	<input type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Audiovisual <input type="checkbox"/> Images <input type="checkbox"/> Sound <input type="checkbox"/> Numerical <input type="checkbox"/> Textual <input type="checkbox"/> Model <input checked="" type="checkbox"/> Software <input type="checkbox"/> Other:	.m (MATLAB)	<input type="checkbox"/> < 1 GB <input checked="" type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> 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 be 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.	BWM toolboxes: toolboxes of the Structural Mechanics Section for numerical simulation, developed during several years of research and available to all members of the Section on shared drives.
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³ Add rows for each dataset you want to describe.

<p>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.</p>	<p><input type="checkbox"/> Yes, human subject data; provide SMEC or EC approval number: <input type="checkbox"/> Yes, animal data; provide ECD reference number: <input type="checkbox"/> Yes, dual use; provide approval number: <input checked="" type="checkbox"/> No Additional information:</p>
<p>Will you process personal data⁴? 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).</p>	<p><input type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input checked="" type="checkbox"/> No Additional information:</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please comment: The developed computational tools and designs are primarily tailored towards academic purposes, with a view to commercial valorization on the longer term. Therefore, the potential for commercial valorization will be carefully checked with KU Leuven IP guidance and LRD, before publication.</p>
<p>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.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:</p>

⁴ See Glossary Flemish Standard Data Management Plan

<p>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.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:</p>
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3. Documentation and Metadata	
<p>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).</p> <p><i>RDM guidance on documentation and metadata.</i></p>	<p>All digital data are stored in chronological order on KU Leuven OneDrive and shared drives. A clear explanation of the contents is provided in accompanying readme.txt files included in the same folders. Relevant commenting is included in Matlab scripts so that they can be reused in the future. The most relevant Matlab scripts (.m) will be included in the BWM toolboxes, to further facilitate their use for future research within the Structural Mechanics Section. Detailed reports will be generated regarding the realization and test of each physical demonstrator, to facilitate the replication of prototypes and experiments in the future.</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please specify (where appropriate per dataset or data type) which metadata standard will be used:</p> <p>If no, please specify (where appropriate per dataset or data type) which metadata will be created:</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 checked="" type="checkbox"/> Shared network drive (J-drive) <input checked="" 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 checked="" type="checkbox"/> Other: Teams-Site, Physical prototypes will be stored at the KU Leuven Laboratory of Acoustics, or at the Structural Mechanics Section </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 type="checkbox"/> Personal back-ups I make (specify) <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 <input type="checkbox"/> No </p> <p>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>The access to KU Leuven OneDrive and shared network drives is secured by KU Leuven authentication. The KU Leuven Laboratory of Acoustics, where physical prototypes will be stored, requires badge access. Furthermore, the prototypes will be stored in secured and locked spaces.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>The available free space provided by KU Leuven on OneDrive and Teams-site should be sufficient. No specific costs are foreseen for the storage of the physical prototypes in the KU Leuven Laboratory of Acoustics.</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 (digital data)</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>Physical prototypes can be preserved in the KU Leuven Laboratory of Acoustics for at least 1 year. Preservation for up to 5 years will be evaluated based on the storage capacity of the laboratory. If this is not possible, as a backup plan, detailed drawings, reports and instructions will be preserved as digital data, to allow for the replication of the prototypes. Prof. Edwin Reynders will have access to all generated data also after the project.</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 type="checkbox"/> KU Leuven RDR <input type="checkbox"/> Large Volume Storage (longterm for large volumes) <input checked="" type="checkbox"/> Shared network drive (J-drive) <input checked="" type="checkbox"/> Other (specify): Physical prototypes will be stored in the KU Leuven Laboratory of Acoustics. </p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>The available free space provided by KU Leuven on OneDrive and Teams-site should be sufficient. No specific costs are foreseen for the storage of the physical prototypes in the KU Leuven Laboratory of Acoustics.</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/#INFOEUREPO-ACCESSRIGHTS</i></p>	<p> <input type="checkbox"/> Yes, as open data <input type="checkbox"/> Yes, as embargoed data (temporary restriction) <input checked="" type="checkbox"/> Yes, as restricted data (upon approval, or institutional access only) <input type="checkbox"/> No (closed access) <input type="checkbox"/> Other, please specify: </p> <p>The datasets might be used for research collaboration purposes with other researchers during the project. The most relevant datasets will be available for further research activities within the Structural Mechanics Section after the project ends.</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</p>	<p>Prof. Edwin Reynders will have access to all datasets after the project. The most relevant datasets will be made available for all members of the Structural Mechanics Section.</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 <input type="checkbox"/> Yes, intellectual property rights <input type="checkbox"/> Yes, ethical aspects <input type="checkbox"/> Yes, aspects of dual use <input type="checkbox"/> Yes, other <input checked="" type="checkbox"/> No </p> <p>If yes, please specify:</p>
<p>Where will the data be made available? If already known, please provide a repository per dataset or data type.</p>	<p> <input type="checkbox"/> KU Leuven RDR <input type="checkbox"/> Other data repository (specify) <input type="checkbox"/> Other (specify) </p>
<p>When will the data be made available?</p>	<p> <input type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input checked="" type="checkbox"/> Other: after publication and upon request and agreement with research collaborators </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 type="checkbox"/> CC-BY 4.0 (data) <input type="checkbox"/> Data Transfer Agreement (restricted data) <input type="checkbox"/> MIT licence (code) <input type="checkbox"/> GNU GPL-3.0 (code) <input checked="" type="checkbox"/> Other: This is not clear yet. Will be decided if necessary during the project. </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 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 checked="" type="checkbox"/> No</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>No cost is expected.</p>

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Sofie Becuwe
Who will manage data storage and backup during the research project?	Sofie Becuwe
Who will manage data preservation and sharing?	Sofie Becuwe
Who will update and implement this DMP?	Sofie Becuwe