FWO DMP Template

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.

1. General Information	
Name applicant	**Yovan de Coene**
FWO Project Number & Title	**1234222N** **LABEL-FREE IMAGING OF CELLULAR ACTIVITY USING SECOND HARMONIC GENERATION**
Affiliation	☒ KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ Other:
2. Data description	
Will you generate/collect new data and/or make use of existing data?	☒ Generate new data ☐ Reuse existing data

Describe the origin, type and format of the data (per dataset) and its (estimated) volume *If you **reuse** existing data, specify the **source** of these data.* *Distinguish data **types** (the kind of content) from data **formats** (the technical format).*	**Experimental data will be collected in a variety of file formats. Coding for instrument control, data visualization and experimental data analysis and will be performed in Python language, using several open source packages. Below is an overview of the data types and formats, no specific differentiation will be made between the raw data and the converted and or output data formats.**

origin	Data type	format	Estimated volume
Second harmonic generation microscopy	**Images with metadata**	**Jpg, txt, lut, tif, bmp, roi**	**30 GB**
Hyper-Rayleigh scattering	**Spectra with metadata**	**Txt, sif, asci, opj, opju, tiff**	**30 GB**
UV-VIS-NIR	**Spectra with metadata**	**SP, xls, opj, WSD**	**1GB**
Wide-field SHG	**Spectra with metadata**	**Asci, sif, opj**	**Currently unkown**
Patch clamp	**Graphs with metadata, protocols for voltage and current modulation**	**Rlt, png, csv, opj,abf, atf,txt**	**10 GB**

3. Ethical and legal issues

Will you use personal data? If so, shortly describe the kind of personal data you will use AND add the reference to your file in your host institution's privacy register.
 	
In case your host institution does not (yet) have a privacy register, a reference is not yet required of course; please add the reference once the privacy register is in place in your host institution.
	☐ Yes
	☒ No
	If yes:
	   - Privacy Registry Reference:
	   - Short description of the kind of personal data that will be used:

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).	☐ Yes ☒ No If yes: - Reference to ethical committee approval:

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?	☐ Yes ☒ No If yes, please comment:
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?	☐ Yes ☒ No If yes, please comment:

4.   Documentation and metadata

What documentation will be provided to enable understanding and reuse of the data collected/generated in this project?	
Will a metadata standard be used? If so, describe in detail which standard will be used. If not, state in detail which metadata will be created to make the data easy/easier to find and reuse.	☐ Yes ☒ No If yes, please specify:

5.   Data storage & backup during the FWO project

Where will the data be stored?	Personal computer and external hard drive
How will the data be backed up?	External hard drive, Kuleuven onedrive
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 If no, please specify:

What are the expected costs for data storage and backup during the project? How will these costs be covered? *Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of* **the allocated project budget** *to be used to cover the cost incurred.*	**None**
Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?	**Password protected external hard drive, password protected clouds**

6. Data preservation after the end of the FWO project FWO expects that data generated during the project are retained for a period of minimally 5 years after the end of the project, in as far as legal and contractual agreements allow.	
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 of the data will be stored and maintained**
Where will these data be archived (= stored for the long term)?	**The archive will be made on an external hard drive and personal cloud and via kuleuven onedrive. These archives will be made available to my promotor (Koen Clays, full professor).**

What are the expected costs for data preservation during these 5 years? How will the costs be covered? *Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of **the allocated project budget** to be used to cover the cost incurred.*	**Costs for external hard drives (less than 300 euros) are foreseen. They will be covered by internal funds of the group.**

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)?	☐ Yes ☒ No If yes, please specify:
Which data will be made available after the end of the project?	**Raw data on the laboratory desktops. Metadata upon request.**
Where/how will the data be made available for reuse?	☐ In an Open Access repository ☐ In a restricted access repository ☒ Upon request by mail ☐ Other (specify):
When will the data be made available?	**They are available internally for the group at all times.**
Who will be able to access the data and under what conditions?	**Personnel working within the group.**
What are the expected costs for data sharing? How will these costs be covered? *Although FWO has no earmarked budget at its disposal to support correct research data management, FWO allows for part of **the allocated project budget** to be used to cover the cost incurred.*	**None**

8. Responsibilities	
Who will be responsible for the data documentation & metadata?	**Myself**
Who will be responsible for data storage & back up during the project?	**Myself**
Who will be responsible for ensuring data preservation and sharing?	**Myself and my promotor, Koen Clays**
Who bears the end responsibility for updating & implementing this DMP? *Default response: The PI bears the overall responsibility for updating & implementing this DMP*	**Myself**