

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	Kathleen Abraham ORCID 0000-0002-3757-6199
Contributor name(s) (+ ORCID) & roles	Michael Jursa ORCID 0000-0003-2682-8933 , PI-Weave partner at University of Vienna (FWF Grant ID PIN1799724). Dr Matthias Adelhofer, matthias.adelhofer@univie.ac.at for data management.
Project number ¹ & title	
Funder(s) GrantID ²	G030525N
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	Navigating Coercion in Ancient Babylonia: The Experience of Temple Dependants and Chattel Slaves (626–484 BCE)

2. Research Data Summary
<p>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.</p>

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 Add rows for each dataset you want to describe.

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
Tablet Metadata & paraphrases	Metadata on Babylonian cuneiform texts mentioning slaves. Includes information such as date, provenance, content, role, and personal names.	<input checked="" type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital	<input checked="" type="checkbox"/> Textual	.docx, .xlsx, .pdf.	<input checked="" type="checkbox"/> < 1 GB	
File & Dossier Descriptions	Descriptions of groups of related tablets	New	Digital	Textual (meta-level descriptive text)	.docx	<input checked="" type="checkbox"/> < 1 GB	
Integrated Data Files	Combined data for structured upload to NaBuCCo	New	Digital	Textual	.csv	ca. 300 MB	
Project Outputs	Project publications and presentations	New	Digital	Textual (Dissemination materials)	.pdf, .pptx	< 300 MB	
Literature Archive	PDF archive of relevant academic publications	Reused	Digital	Textual (Secondary literature)	.pdf	ca. 700 MB	

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.	<ul style="list-style-type: none">• Tablet Metadata: drawn from scientific editions and corpora available in print and digital form. Persistent identifiers vary per publication, and proper citation will be given. Data drawn from unpublished tablets kept in collections and museums around the world will be extracted and used with permission from the institutions in question; persistent identifiers (e.g., museum numbers or digital object records) will be recorded in the dataset.• PDF archive of academic literature: reused under fair use and institutional licenses; sources include journal articles, monographs, and edited volumes, many of which carry DOIs (e.g., via JSTOR, Brill, or De Gruyter).
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.	<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:
Will you process personal data ⁴ ? 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).	<input type="checkbox"/> Yes (provide PRET G-number or EC S-number below) <input checked="" type="checkbox"/> No Additional information:

⁴ See Glossary Flemish Standard Data Management Plan

<p>Does your work have potential for commercial valorization (e.g. tech transfer, for example spin-offs, commercial exploitation, ...)?</p> <p>If so, please comment per dataset or data type where appropriate.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please comment:</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)?</p> <p>If so, please explain to what data they relate and what restrictions are in place.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, please explain:</p>
<p>Are there any other legal issues, such as intellectual property rights and ownership, to be managed related to the data you (re)use?</p> <p>If so, please explain to what data they relate and which restrictions will be asserted.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please explain:</p> <p>Most of Babylonian texts with which we will be working have been published in scientific studies and are publicly available. Data extracted from unpublished cuneiform tablets in museum collections may be subject to specific restrictions. Where necessary, the project will obtain explicit permission from the holding institutions before using, publishing, or making such data openly available. Any limitations imposed by the museums will be fully respected.</p>

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>The core metadata per Babylonian text include museum and collection numbers, place and date of issue, text type, involved persons, archival context, relevant publications, and editorial information. These follow established conventions in archival and philological studies and will be applied consistently.</p> <p>We will build on metadata and data structuring procedures developed in previous projects using the NaBuCCo platform. The NaBuCCo platform is available on github https://github.com/acdh-oeaw/nabucco/tree/main with an accompanying README.txt file which will be updated as needed to reflect new developments and additions in the current project.</p> <p>A structured codebook (in .tsv or as a written document) will be provided on the NaBuCCo to help users understand the structure of the data, the meaning of each variable, and how to interpret the data. Data consistency and coherence will be monitored and revised where necessary throughout the project lifecycle.</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>Our work will adhere throughout to the FAIR principle (findability, accessibility, interoperability, and reusability). The project will follow established archival and philological metadata standards commonly used in Assyriology and cuneiform studies, ensuring the proper documentation of ancient texts and their metadata for better findability, accessibility, and reusability. Additionally, the NaBuCCo platform will adhere to relevant community standards for data structuring, making the data interoperable for future research.</p>

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

<p>Where will the data be stored?</p> <p>Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.</p>	<div data-bbox="721 151 2110 510"> <input type="checkbox"/> Shared network drive (J-drive) <input type="checkbox"/> Personal network drive (I-drive) <input type="checkbox"/> Teams <input checked="" type="checkbox"/> Sharepoint online <input type="checkbox"/> Sharepoint on-premis <input type="checkbox"/> Large Volume Storage <input type="checkbox"/> ManGO <input type="checkbox"/> Digital vault <input checked="" type="checkbox"/> Other: </div> <div data-bbox="721 534 2110 766"> <p>The most important datasets—<i>Tablet Metadata & Paraphrases</i>, <i>File & Dossier Descriptions</i>, and <i>Integrated Data Files</i> (which contain the preliminary data collected before being uploaded to NaBuCCo)—will be stored on the cloud servers of our respective universities (which offer version control). I will use SharePoint Online, a cloud-based collaboration platform supported by KU Leuven ICTS, while my partner at the University of Vienna will use its designated u:cloud server. Data will be password-protected and accessible to all team members.</p> </div> <div data-bbox="721 798 2110 882"> <p>In addition to the core datasets, the <i>Project Outputs</i> and <i>Literature Archive</i> will also be stored on the respective university clouds, ensuring that all project-related data is securely managed and accessible.</p> </div>
<p>How will the data be backed up?</p> <p>WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?</p>	<div data-bbox="721 888 2110 1082"> <input checked="" type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution (in Vienna, this service is provided by the u:cloud server) <input type="checkbox"/> Personal back-ups I make (specify) <input checked="" type="checkbox"/> Other (specify): A security copy on hard disk will be kept in the offices in each of the two university institutes concerned. </div>
<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>	<div data-bbox="721 1088 2110 1165"> <input checked="" type="checkbox"/> Yes: 1 TB <input type="checkbox"/> No </div> <div data-bbox="721 1197 2110 1276"> <p>If no, please specify:</p> </div>

<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>Using the institutionally supported, professionally maintained platforms ensures that the research data are stored securely, backed up, and managed in accordance with best practices and the data protection policies of KU Leuven and University of Vienna. This includes controlling access rights and the ability to grant data access to authorized colleagues.</p> <p>There are no sensitive or personal data being generated.</p>
<p>What are the expected costs for data storage and backup during the research project? How will these costs be covered?</p>	<p>There are no additional costs for data storage and backup during the research project, as the SharePoint Online service is covered under KU Leuven's institutional Microsoft 365 Education license agreement with Microsoft. Likewise, the University of Vienna provides institutional cloud services at no additional cost to researchers.</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><u>Dedicated data repositories</u> 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 <u>interactive KU Leuven storage guide</u>.</i></p>	<p> <input type="checkbox"/> KU Leuven RDR <input type="checkbox"/> Large Volume Storage (longterm for large volumes) <input type="checkbox"/> Shared network drive (J-drive) <input checked="" type="checkbox"/> Other (specify): </p> <p>At the end of the project's duration, the data in NaBuCCo will be archived in the ARCHE repository (https://arche.acdh.oeaw.ac.at), managed by the Austrian Centre for Digital Humanities ACDH-CH. This repository ensures secure long-term storage, curation, and accessibility of research data.</p>
<p>What are the expected costs for data preservation during the expected retention period? How will these costs be covered?</p>	<p>Archiving costs in the ARCHE repository for research data has been budgeted for in the project application.</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/#INFO-EU-REPO-ACCESSRIGHTS</i></p>	<p> <input checked="" type="checkbox"/> Yes, as open data <input type="checkbox"/> Yes, as embargoed data (temporary restriction) <input 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>Data are accessible to the entire project team during the project. Upon request, data may be shared with interested scholars. Once validated, the data collected in the core datasets will be placed on, and made available through NaBuCCo (https://nabucco.acdh.oeaw.ac.at/) for public access. NaBuCCo allows both the curation and the exploration of the underlying dataset online. The database is searchable and information can be retrieved in the form of structured data adhering to established community standards.</p> <p>At the end of the project's running time, the data will be archived in the repository for research data ARCHE (https://arche.acdh.oeaw.ac.at) run by ACDH-CH.</p> <p>Project publications are in compliance with the FWO-FWF Open Access policy.</p>
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If access is restricted, please specify who will be able to access the data and under what conditions.	N/A
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.	<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 If yes, please specify:
Where will the data be made available? If already known, please provide a repository per dataset or data type.	<input type="checkbox"/> KU Leuven RDR <input checked="" type="checkbox"/> Other data repository (specify) <input type="checkbox"/> Other (specify) The core textual data will be made available on NaBuCCo (< https://nabucco.acdh.oeaw.ac.at/ >) for public access.
When will the data be made available?	<input checked="" type="checkbox"/> Upon publication of research results <input type="checkbox"/> Specific date (specify) <input checked="" type="checkbox"/> Other (specify) Once processed by the team members and validated by the PI's.
Which data usage licenses are you going to provide? If none, please explain why. <i>A DATA USAGE LICENSE INDICATES WHETHER THE DATA CAN BE REUSED OR NOT AND UNDER WHAT CONDITIONS. IF NO LICENSE 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> Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.	<input checked="" 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 type="checkbox"/> Other (specify) The data in the ARCHE repository will have a persistent identifier (DOI) and will be accessible under a CC-BY licence.

<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>See above</p>
<p>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>The costs have been budgeted for in the project application</p>

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	Dr. Matthias Adelhofer (matthias.adelhofer@univie.ac.at) will supervise data management for the entire project from Vienna, in cooperation with the project PIs. Part of his working time will be allocated to data management tasks in coordination with members of the Austrian Centre for Digital Humanities (ACDH) of the Austrian Academy of Sciences (ÖAW), where the IT infrastructure will be hosted.
Who will manage data storage and backup during the research project?	Storage and backup will be handled using institutional cloud services (SharePoint Online at KU Leuven and the University of Vienna cloud). Security copies on hard disk will be kept in the PI's offices in each of the two university institutes concerned.
Who will manage data preservation and sharing?	Final datasets will be published on NaBuCCo and archived long-term in the ARCHE repository maintained by ACDH-CH
Who will update and implement this DMP?	The PIs