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 coordination 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	Dr. Glenn Kiekens (PhD); ORCID: 0000-0001-8747-3385
Contributor name(s) (+ ORCID) & roles	Glenn Kiekens (PhD); ORCID: 0000-0001-8747-3385; Principal Investigator
Project number [1] & title	1204924N; Towards the scientific foundation for just-in-time-adaptive interventions to prevent non-suicidal self-injury among adolescents and (young) adults in daily life
Funder(s) GrantID [2]	1204924N
Affiliation(s)	x KU Leuven ☐ Universiteit Antwerpen ☐ Universiteit Gent ☐ Universiteit Hasselt ☐ Vrije Universiteit Brussel ☐ 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	Non-suicidal self-injury (NSSI) is a major mental health concern worldwide. One in five individuals engages in NSSI before age 25, with treatment-seeking individuals reporting the highest prevalence, severity, and risk of adverse outcomes (e.g., attempting suicide). Unfortunately, the status quo of traditional treatment (weekly sessions) is not sufficient in addressing NSSI, as it does not allow intervening outside the therapy room (gap 1), when and where it is needed most in daily life (gap 2), with interventions tailored to the dynamic needs of an individual (gap 3). As such, there is an urgent need to understand how to prevent instances of NSSI in the moment. Using a novel intervention design and intensive, smartphone-based monitoring methods, DAILY-Assist aims to provide the scientific foundation for interventions that address these gaps and support people when and where it matters most, taking intervention research for NSSI into daily life. This will be established by co-designing just-in-time-adaptive-interventions with people with lived experience of NSSI and mental health professionals and evaluating these novel dynamic interventions in a micro-randomized trial. This research program will facilitate the deployment of real-time support adapted in terms of type, intensity, and timing for treatment-seeking individuals who self-injure.

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].

				ONLY FOR DIGITAL DATA	*ONLY FOR DIGITAL DATA*	*ONLY FOR DIGITAL DATA*	*ONLY FOR PHYSICAL DATA*
Dataset Name	Description	New or Reused	Digital or Physical	Digital Data Type	Digital Data Format	Digital Data Volume (MB, GB, TB)	Physical Volume
DAILY MASTER EMA.RData	Data set created during junior FWO post-doc (12ZZM21N)	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☒ Numerical ☐ Textual ☐ Model ☐ Software ☐ Other:	.Rdata	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
Interview data DAILY-PROJECT	Data set created during junior FWO post-doc (12ZZM21N)	☐ Generate new data ☒ Reuse existing data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images ☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:	Word	☒ < 1 GB ☐ < 100 GB ☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ NA	
Focus-group data	Data set including	☒ Generate new data	☒ Digital ☐ Physical	☐ Audiovisual ☐ Images	Word	☒ < 1 GB ☐ < 100 GB	

[3] Add rows for each dataset you want to describe.

	transcripts of focusgroups with patients and mental health professionals	☐ Reuse existing data		☐ Sound ☐ Numerical ☒ Textual ☐ Model ☐ Software ☐ Other:		☐ < 1 TB ☐ < 5 TB ☐ > 5 TB ☐ 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 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.	Daily-project data created during junior FWO post-doc (12ZZM21N): https://osf.io/wfvzk/
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.	☒ Yes, human subject data; provide SMEC or EC approval number: s64989 ☐ Yes, animal data; provide ECD reference number: ☐ Yes, dual use; provide approval number: ☐ No Additional information: We will use data from the DAILY project that received ethical approval during the junior FWO post-doc (12ZZM21N). The focus groups that we will execute have been already approved via an amendment to this project (AMEND-Id:0004).

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).	☒ Yes (provide PRET G-number or EC S-number below) ☐ No Additional information: G-2020-2849-R3(AMD)
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.	☐ Yes ☒ No If yes, please comment:
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.	☐ Yes ☒ No If yes, please explain:
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.	☐ Yes ☒ No If yes, please explain:

3. Documentation and Metadata

[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*.	The following documentation will be provided for each of the datasets listed: A codebook, the syntax that processes raw data, and a ReadMe file. We will also make the transcripts available for the interviews.
Will a metadata standard be used to make it easier to **find and reuse the data**? 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. *REPOSITORIES COULD ASK TO DELIVER METADATA IN A CERTAIN FORMAT, WITH SPECIFIED ONTOLOGIES AND VOCABULARIES, I.E. STANDARD LISTS WITH UNIQUE IDENTIFIERS.*	☐ Yes ☒ No 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: We will make the data accessible via DROPS of KU Leuven.

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

Where will the data be stored? *Consult the interactive KU Leuven storage guide to find the most suitable storage solution for your data.*	☐ Shared network drive (J-drive) ☒ Personal network drive (I-drive) ☐ OneDrive (KU Leuven) ☐ Sharepoint online ☐ Sharepoint on-premis ☐ Large Volume Storage ☐ Digital Vault ☒ Other: The master copy of the data will be uploaded to an internal data repository (Drops)
How will the data be backed up? *WHAT STORAGE AND BACKUP PROCEDURES WILL BE IN PLACE TO PREVENT DATA LOSS?*	☒ Standard back-up provided by KU Leuven ICTS for my storage solution ☐ Personal back-ups I make (specify) ☐ Other (specify)
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:
How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons? *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.* *Guidance on security for research data*	All data (i.e., M-path, REDCA) will be de-identified and merged in a master file. Each participant's record will be stored pseudonymized by which the personally identifiable information will be removed and replaced by a pseudo code (which is needed for data analysis). This linking file will be password encrypted and stored within the secure KU Leuven network. In case interviews have to be conducted online, the audio of the interviews will be recorded through Skype for Business of KU Leuven, a university's secured platform. The audio record will be deleted once the interview of that participant has been fully transcribed (as requested by the EC of UZ Leuven). The transcriptions will be preserved for ten years after the end of the study (as requested by the privacy and ethical review of KU Leuven; PRET). All physical data (i.e., informed consent) will be stored in a locked archive closet.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	The final master dataset will be hosted on the servers of KU Leuven. In view of the expected size of the database (+- 10 GB), the estimated cost will be 10 euros per year. This will be covered by the FWO bench fee and the research group thereafter.

5. Data Preservation after the end of the Research Project	
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...). *Guidance on data preservation*	☒ All data will be preserved for 10 years according to KU Leuven RDM policy ☐ 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 ☐ Certain data cannot be kept for 10 years (explain)
Where will these data be archived (stored and curated for the long-term)? *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.*	☐ KU Leuven RDR ☐ Large Volume Storage (longterm for large volumes) ☐ Shared network drive (J-drive) ☒ Other (specifiy): The master copy of the data will be uploaded to an internal data repository (Drops)
What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	There will need to be a Redcap license within the research team to allow external researchers to request access to the data via a data-checkout system (+- 30 euro each year). This will be covered by the FWO bench fee and the research group thereafter.

6. Data Sharing and Reuse	
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. *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*	☐ Yes, as open data ☐ Yes, as embargoed data (temporary restriction) ☐ Yes, as restricted data (upon approval, or institutional access only) ☐ No (closed access) ☒ Other, please specify: We will share data immediately with researchers at Tilburg University (as described in point 1) and following an embargo period with other parties (as described in point 2). 1. Immediately during the project: The data will be shared with researchers at Tilburg University through a data-sharing agreement. Dr. Kiekens Glenn, the principal investigator at KU Leuven, works also at Tilburg University as an assistant professor. His PhD students, postdoctoral researchers, and colleagues at Tilburg University will be granted access to the data for scientific research aligned with the specified objectives. 2. After an embargo period of five years following the end of the project, the data will be made available to other parties that request access to the data. This five-year period allows the PI and the team at KU Leuven/Tilburg University sufficient time to publish findings related to the objectives of the FWO mandate.
If access is restricted, please specify who will be able to access the data and under what conditions.	We will share data immediately with researchers at Tilburg University (as described in point 1 above) and following an embargo period with other parties (as described in point 2 above). The PI (Dr. Glenn Kiekens) will upload the data in Redcap and maintain access to a personal copy of the master database for research purposes at KU Leuven/Tilburg University. Data access, as described above, will be granted following the submission of a request/abstract via Drops, detailing the intended reuse. Access will be limited to research purposes consistent with the study's stated objectives, with commercial reuse explicitly prohibited.

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.	☐ Yes, privacy aspects ☐ Yes, intellectual property rights ☐ Yes, ethical aspects ☐ Yes, aspects of dual use ☐ Yes, other ☒ No If yes, please specify:
Where will the data be made available? If already known, please provide a repository per dataset or data type.	☐ KU Leuven RDR ☒ Other data repository (specify): The master copy of the data will be uploaded to an internal data repository (Drops) ☐ Other (specify)
When will the data be made available?	☐ Upon publication of research results ☐ Specific date (specify) ☒ Other (specify): We will share data immediately with researchers at Tilburg University (as described in point 1 above) and following an embargo period of five years with other parties (as described in point 2 above).
Which data usage licenses are you going to provide? If none, please explain why. *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.* *Check the RDR guidance on licences for data and software sources code or consult the License selector tool to help you choose.*	☐ CC-BY 4.0 (data) ☒ Data Transfer Agreement (restricted data) ☐ MIT licence (code) ☐ GNU GPL-3.0 (code) ☐ Other (specify)

Do you intend to add a PID/DOI/accession number to your dataset(s)? If already available, please provide it here. *INDICATE WHETHER YOU INTEND TO ADD A PERSISTENT AND UNIQUE IDENTIFIER IN ORDER TO IDENTIFY AND RETRIEVE THE DATA.*	☐ Yes, a PID will be added upon deposit in a data repository ☐ My dataset already has a PID ☒ No
What are the expected costs for data sharing? How will these costs be covered?	None

7. Responsibilities	
Who will manage data documentation and metadata during the research project?	**Glenn Kiekens (PI)**
Who will manage data storage and backup during the research project?	**Glenn Kiekens (PI)**
Who will manage data preservation and sharing?	**Glenn Kiekens (PI) and promotor Laurence Claes (**laurence.claes@kuleuven.be)
Who will update and implement this DMP?	**Glenn Kiekens (PI)**