
Plan Overview

A Data Management Plan created using DMPonline.be

Title: C2 PANIC Project

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Template: KU Leuven BOF-IOF

Project abstract:

The PANIC Project Abstract is available online at:

<https://research.kuleuven.be/portal/en/project/3H240231>

ID: 210251

Start date: 01-10-2024

End date: 30-09-2029

Last modified: 15-01-2025

C2 PANIC Project

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.

Dataset name / ID	Description	New or reuse	Digital or Physical data	Data Type	File format	Data volume	Physical volume
		Indicate: N (ew data) or E (xisting data)	Indicate: D (igital) or P (hysical)	Indicate: Audiovisual Images Sound Numerical Textual Model Software Other (specify)		Indicate: <1GB <100GB <1TB <5TB >5TB NA	
Social context indicators	Data used to discern the mindset of times of interviewees and their families. e.g. newspapers, church documents, statements of local bishops and leaders, legal and other texts from archival sources	E	D P	A,I,S,T	digital newspapers, church documents, statements of local bishops and scans of educational textbooks in .pdf	<1 GB	
Scans	Scans of archival documents, non-digital newspapers, textbooks, episcopal statements, and educational textbook material	E	D	I	.pdf .jpg	<100 GB	

Bibliographic references	Bibliographic references managed in Zotero referring to academic articles, books, etc used as reference for an argument or for methodological guidance.	N	D	Textual	.pdf .odt and .docx Data in .docx will be converted to open format for archiving	< 1GB	
Research Notes	Notes and annotations to bibliographic references managed in Zotero	N	D	Textual	.odt and .docx Data in .docx will be converted to open format for archiving	< 1 GB	
Interview preparations	Interview Documentation (Interview Question List and surveys, Key characteristics of interview – schedule, place, biographical info of participant)	N	D	Textual	.odt .docx and .pdf for interview questions list and surveys; .ods and .xlsx for key characteristics of participants. Data in .xlsx and .docx will be converted to open format for archiving and storage	<1GB	
Informed consent forms	Signed Informed consents from participants	N	P D	Textual	paper, .pdf	<1GB	180 ICs
Audio Interviews	Audio files of the 180 interviews	N	D	observational	.mp3	< 100GB	
Transcript interviews	Pseudonymized transcripts of audiofiles of the interviews (these will be scanned and digitised)	N	D	observational	.odt and .docx Data in .docx will be converted to open format for archiving and storage	<1GB	
Interview notes	Notes taken during interview	N	D,P	observational	.odt and .docx .ods and .xlsx Data in .xlsx and .docx will be converted to open format for archiving and storage	<1GB	1-3 small notebooks
Annotated Interview Data	Qualitative data analysis documents produced in NVivo	N	D	observational	.qdp	<1GB	
iCANDID parameters	Set of parameters used for iCANDID searches	N	D	Textual	.txt, .md, .odt	<10MB	

Tweets	Public Twitter tweets gathered through iCANDID	N	D	observational	.csv, .ods, .txt and .json-ld.	<100GB	
Video interviews	Video interviews of those volunteering to share their experiences on new webplatform.	N	D	Audiovisual	.mp4	<100GB	

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:

Archival and other historical materials will be sourced from a range of as of yet unspecified open access archives and libraries; in all cases the data type will be specify the DOI where applicable, the repository or library/archive of origin will be specified (including accession or content numbers/library codes), and we will ensure that relevant urls, PIDs and other metadata are attached to the scanned material in order to make it fully recoverable and accessible.

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 below)

Here, there is clear human subject data in use: For each of the PhD researchers on the project, an application for SMEC approval is in process, and will be submitted at latest in January 2025, and no interviews will be carried out before approval is granted. The Application Numbers for each researcher are as follows:

Giorgio Millesimi: G-2024-8874

Matt Whiffen: G-2024-8873

Once each approval is in place, a note will be added to the DMP stating the date of approval. Further SMEC applications for potential additional researchers will be added as required. A further additional DMP will also be created in the context of social media and/or video material elements which may be added to the project at a later stage.

As part of the informed consent procedure, participants will be offered the opportunity to stay in touch with the research output after their interviews.

Will you process personal data? 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)

As part of the SMEC procedure, PRET will automatically be applied for. The SMEC procedure is ongoing, and permission will be applied for by the end of January 2025 at the latest. The relevant SMEC application numbers for both PhD researchers are as follows: Giorgio Millesimi: G-2024-8874 and Matt Whiffen: G-2024-8873.

Data will be pseudonymised and stored securely on a KU Leuven Onedrive, with any identifying features removed, and with relevant additional encryption and password and dual factor authentication security measures as outlined in [the ICTS Guide to Cloud Storage \(3rd Country\)](#). Access is available only to the members of the project, i.e. the two PhD researchers and the promoter/co-promoters. The personal data will include names, ages, situations and information about both sexual orientation and religious beliefs and practices. Hard copy data, for example informed consent forms, will be stored in a locked cupboard within the research unit, accessible again only to members of the research team. For any large scale data, for example videos or archival material, k drive or l drive storage from KU Leuven will be requested, with the cost of this data storage paid by project funds.

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.

- No

Do existing 3rd party agreements restrict exploitation or dissemination of the data you (re)use (e.g. Material or Data transfer agreements, Research collaboration agreements)? If so, please explain in the comment section to what data they relate and what restrictions are in place.

- No

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 in the comment section to what data they relate and which restrictions will be asserted.

- No

Documentation and Metadata

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).

All the published data (journal, books, reports, theses, and so on.) and their metadata are documented and stored via Zotero and its built-in storage. The metadata can be exported as a .csv file.

For the interview documentation, the questions/topics list, consent forms and information letters will be provided as .pdf files. As for the documentation that will contain the key characteristics of the interview participants and the interview date, time and location, they will be stored on a secure, password-protected .odt and/or .ods files by each researcher separately. This personal identifying material will not be accessible to any other member of the research team. In terms of the archival material, specifically the educational textbooks, a record will be kept in a separate bibliographic database, with relevant codes related to extracts of the material, with metadata according to the DataCite standard, including the origin of the text, the type of file, its time of creation and creator, as well as other standard metadata for written archival material (mandatory, recommended and additionally language and format from the optional metadata categories).

For general file management, OneDrive for Business will be used in an orderly fashion. The files are structured from higher level broader topics to more specific folders within them. Files will be named according to a convention which requires the name to contain the type of file, its creator, its time of creation. Access to this data will be available only to members of the project, (i.e. the PhD researchers and the promoter/co-promoters).

For the analysed interview data, a codebook.tsv and readme.txt will be provided. Metadata and documentation will be generated and extracted through Nvivo Computer Assisted Data Analysis Software.

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.

- Yes

In relation to the metadata, the research will use the DataCite metadata standard. The metadata will include a range of specific points from within the DataCite Standard. Where additional metadata categories are included, these will be added to the DMP promptly. The metadata categories include the 12 mandatory and recommended metadata categories for DataCite version 4.6 (released Dec 6th 2024), with the remainder optional. In the case of written archival material and/or textbooks, the language and format optional metadata categories will also be included.

The project will follow best practice in structural (outline) metadata for the datasets, and will adhere to KU Leuven guidelines on the provision and organisation of such structural metadata elements.

Data Storage & Back-up during the Research Project

Where will the data be stored?

- Sharepoint online
- OneDrive (KU Leuven)

All the data that do not contain any personal or private information of the researcher and the participants (i.e., journal articles, desk research notes, interview questions, information letters, publication materials and interview analyses) will be stored in the researchers' Sharepoint drive through MS Teams. In this context, additional protocols will be added to protect the data in accordance with rules around third country and non-European data storage: (see https://icts.kuleuven.be/sc/english/storage/extra_measures/).

The data that may contain personal and private information, notably pseudonymised transcripts which remain a form of personal data, will be stored in a secure KU Leuven managed storage, specifically the researchers' OneDrive, with access only to the individual PANIC project participants.

Data storage of direct personal information (names, personal identifiers and email addresses of interviewees, for example) will be stored on a separate computer in a password protected odt or ods file accessible only to each researcher individually (as outlined in the relevant SMEC applications).

How will the data be backed up?

- Standard back-up provided by KU Leuven ICTS for my storage solution

Backup data will be created in line with the KU Leuven standard back up storage offering from KU Leuven ICTS. This includes hourly, daily and weekly backups of data as outlined on [ICTS Storage Guidance](#)

Is there currently sufficient storage & backup capacity during the project?

If no or insufficient storage or backup capacities are available, explain how this will be taken care of.

- Yes

There is no expectation of the data exceeding 1 TB in total for all project data; as such, a standard KU Leuven backup is appropriate, as described above. Should very large quantities of data need to be stored, additional large storage facilities will be requested from KU Leuven (a K or L drive), which, like the standard backup, will be paid for out of project funds.

How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

Only the individual PhD researchers (not the supervisors) have access to the files that contain non-pseudonymised personal data, which will be stored separately in files on Bitlocker protected computer drives. In doing so, no crossover access between pseudonymised and original personal data will be possible, except by the individual researchers in each case. Hard copies of any data (consent forms) will be locked in cupboards in the offices of PANIC project promoters/co-promoters. The pseudonymisation keys will be kept separate from the pseudonymised data, and these keys will be in password protected MS Word/Open Office documents that are accessible only to the individual researcher concerned.

What are the expected costs for data storage and backup during the research project? How will these costs be covered?

The expected cost of storing the data on OneDrives is negligible, with no specific costs foreseen at this stage. In the unlikely event that large scale storage becomes necessary (this will involve KU Leuven K or L drive storage), the current cost is 95.14 EUR per

TB per year; again, it is highly unlikely that there will be a need for more than 1 extra TB per year for the data, and this will again be covered by project funds.

Data Preservation after the end of the Research Project

Which data will be retained for 10 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...).

- All data will be preserved for 10 years according to KU Leuven RDM policy
- Certain data cannot be kept for 10 years (explain below)

Audio recordings of the interviews will be deleted after transcription by the researchers, to ensure privacy. Otherwise, all data is stored for 10 years according to KU Leuven RDM policy for C2 projects.

Where will these data be archived (stored and curated for the long-term)?

- KU Leuven RDR

All material will be transferred to KU Leuven RDR at the end of the research project for archiving, in line with the relevant KU Leuven policies on data retention.

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?

The cost of data archiving will depend on the scale of the data. Since each researcher has 50GB of free storage space in the KU Leuven RDR archives, it seems likely that this will be sufficient for the data output of the project, including any added metadata. In terms of potential large scale data, such as videos, only screenshots and fragments will be stored, meaning that the overall volume of data should stay within the 50GB per person limit. In any case, additional storage costs, should they arise, will be covered by project funds.

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.

- Yes, as open data
- Yes, as restricted data (upon approval, or institutional access only)

All research data except for the informed consent forms, interview preparations, and transcripts will be made available for open access through KU Leuven's RDR. Pseudonymised data and any potential personal or identifying data (which may remain even after pseudonymisation).will only be shared as restricted data, with a request to the researcher/promoter required. Rules regarding this data will be included in the informed consent requested from interview participants.

If access is restricted, please specify who will be able to access the data and under what conditions.

Pseudonymised data remains personal data. As such, this data will be restricted and specific requests to the relevant PhD researcher and/or the project Promoter/Co-promoters will be required before the data is released to other researchers, journals for data verification, or other legitimately interested parties. The PhD researcher/Promoter/Co-promoters will make a judgement as to the relevance of the request, and has final authority over the release or otherwise of the restricted data. A written data

access request will be required, and KU Leuven standards for data restriction and data sharing will be followed, including the creation of a Data Transfer Agreement in each case. Where possible, and where there is a legitimate reason to grant access, data restrictions related to pseudonymised data will be lifted after going through this process.

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, ethical aspects
- Yes, privacy aspects

In line with privacy restrictions and the applicable informed consent procedures, no direct personal data will be shared. Access to pseudonymised data is possible only through the data request process outlined in the previous answer. Again, where possible, data will be shared, but the privacy and ethical issues related to this will be taken into full consideration on a case-by-case basis.

Where will the data be made available?

If already known, please provide a repository per dataset or data type.

- KU Leuven RDR (Research Data Repository)

Data that is not restricted will be made available through the KU Leuven RDR system at the end of the project; restricted datasets will also be archived there, but will be subject to Data Access Requests and Data Transfer Agreements as outlined above.

When will the data be made available?

- Specific date (specify below)

The relevant unrestricted data will be made open access at the end of the research project i.e. October 2029. Data storage in line with KU Leuven RDR is envisaged, meaning the data will be stored (archived) for 10 years.

Which data usage licenses are you going to provide?

If none, please explain why.

- CC-BY 4.0 (data)
- Data Transfer Agreement (restricted data)

General unrestricted quantitative data will be licensed under CC-BY 4.0, while all pseudonymised data, which remains personal data, will be restricted through Data Transfer Agreements, should these be needed in the scope of data requests from researchers, journals or other legitimately interested parties.

Do you intend to add a persistent identifier (PID) to your dataset(s), e.g. a DOI or accession number? If already available, please provide it here.

- Yes, a PID will be added upon deposit in a data repository

PIDs will be added to the datasets in good time on deposit in the KU Leuven RDR system, through the use of DOIs and the linking of Orcid numbers to the research data/output. In this context, KU Leuven rules related to metadata and 'findability' will be closely followed.

What are the expected costs for data sharing? How will these costs be covered?

There are no expected costs to data sharing for KU Leuven RDR is free to use for KU Leuven researchers, up to 50GB per researcher. It seems unlikely that additional resources will be needed. If necessary, additional storage costs will be covered by project funds.

Responsibilities**Who will manage data documentation and metadata during the research project?**

The two PhD students conducting the research, Giorgio Millesimi and Matt Whiffen. Within this, the author of the current DMP, Matt Whiffen, will take the leading role in ensuring that all research data documentation, metadata and other data are up-to-date.

Who will manage data storage and backup during the research project?

The two PhD students conducting the research, Giorgio Millesimi and Matt Whiffen. Here, the author of this DMP, Matt Whiffen, will take the lead role in ensuring that the processes envisaged are in place and up to date.

Who will manage data preservation and sharing?

The supervisors of the project, the promoter, Prof Dries Bosschaert, and the two co-promoters, Prof Annemie Dillen and Prof Nenad Polgar have the final responsibility and manage long term preservation and sharing. For day-to-day issues, responsibility will fall to the PhD students, Giorgio Millesimi and Matt Whiffen, with the author of this DMP, Matt Whiffen, taking the lead role.

Who will update and implement this DMP?

The researchers who generate the data and the supervisors are responsible for updating the DMP through collective decision-making and are individually responsible for implementing the DMP accurately. Specifically, for day to day management of the DMP, Matt Whiffen, PhD researcher on the project, will be responsible for updating and implementing the plan, in consultation with the promoter Prof Dries Bosschaert and co-promoters Prof Annemie Dillen and Prof Nenad Polgar where needed.