

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	Kasra Abdavi Azar (0000-0001-5206-4733)
Contributor name(s) (+ ORCID) & roles	Jan Opsomer (0000-0001-7723-1120), Professor at the Institute of Philosophy
Project number ¹ & title	FWO Junior Postdoctoral Fellowship
Funder(s) GrantID ²	1236125N
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	<p>This project explores how Greek philosophers envisioned their intellectual efforts vis-à-vis those of non-Greek and non-philosophical traditions. The focus is mostly on the larger Platonic tradition and their engagement with ‘religious’ truth claims, i.e. how does the Neoplatonist Proclus maintain the uniqueness and superiority of Plato while also regarding the Orphic or Chaldaean tradition as divinely inspired truth? Through a philosophical, historical, and philological analysis of a selected, wide body of sources, it will be argued that the heritage and identity of Plato(nism) and Greek philosophy as such was throughout antiquity more often than not construed, contested, and legitimised in a (mostly) sympathetic dialogue with other, non-Greek civilisations.</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.

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
Academic publications	Research papers/books/chapters, editions/translations (of ancient texts, mostly), encyclopaedias/lexica etc.	<input type="checkbox"/> Generate new data <input checked="" type="checkbox"/> Reuse existing data	<input checked="" type="checkbox"/> Digital <input checked="" 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 type="checkbox"/> Software <input type="checkbox"/> Other:	Online publications (browser-based, PDF download)	<input checked="" type="checkbox"/> < 1 GB <input type="checkbox"/> < 100 GB <input type="checkbox"/> < 1 TB <input type="checkbox"/> < 5 TB <input type="checkbox"/> > 5 TB <input type="checkbox"/> NA	
Online resources	TLG, dictionaries	<input checked="" type="checkbox"/> Reuse existing data		Online software (browser-based)			
Publications	+ everything that leads to it: extensive literature notes (incl. reading lists), conceptual notes, drafts, arguments, translations, ...	<input checked="" type="checkbox"/> Generate new data	<input checked="" type="checkbox"/> Digital <input checked="" type="checkbox"/> Physical	<input checked="" type="checkbox"/> Textual	Online publications (browser-based, PDF download, green open access)	<input checked="" type="checkbox"/> < 1 GB	Some publications will be in print as well

³ Add rows for each dataset you want to describe.

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](#)

<p>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.</p>	<p>I work intensively with the <i>Thesaurus Linguae Graecae</i> (TLG) and their online database of Greek texts (https://stephanus.tlg.uci.edu/). My publications will partly reproduce passages/sections of the various Greek editions that are stored there, and frequently (but not solely) rely on them to evaluate the texts that I work with.</p> <p>I will also use other online resources such as The Brill Dictionary of Ancient Greek (https://brill.com/display/db/bdgo?language=en), and those that are implemented within above-mentioned TLG.</p> <p>Other than this, I will reuse data found in online publications and printed volumes/books, like every researcher does.</p>
<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:</p> <p><input type="checkbox"/> Yes, animal data; provide ECD reference number:</p> <p><input type="checkbox"/> Yes, dual use; provide approval number:</p> <p><input checked="" type="checkbox"/> No</p> <p>Additional information:</p>

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:
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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:

3. Documentation and Metadata

⁴ See Glossary Flemish Standard Data Management Plan

<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>I store parts of my notes physically on written paper but mostly save them to my hard drive. The physical ones are mostly produced in the early stage of my research (brainstorming ideas, developing concepts, listing possible outcomes/problems), while proper drafts and more complex and ordered notes are produced on my Laptop (including literature reviews, argument outlines, reading lists, translations). There are also intermediate stage notes (things to remember, small remarks, spontaneous insights/ideas), which are either included within the draft on my Laptop (usually in a different colour to indicate the nature of the remark) or also written down on my physical notes.</p> <p>All the generated data listed above will eventually be brought together as a coherent whole in the final drafts of my papers, which are then submitted to the publishers (usually journals).</p> <p>The only metadata I will produce are those on my Academia.edu and PhilPapers profile, where I present and store my publications and the relevant data about the publications (year, volume, publishing house etc.).</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: By uploading the metadata on Academia.edu and PhilPapers, I hope to reach a broader audience and make my results (and the correct way to locate/cite them) more easily discoverable.</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 type="checkbox"/> Shared network drive (J-drive) <input type="checkbox"/> Personal network drive (I-drive) <input type="checkbox"/> Teams <input 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: on my hard drive + physically + Google Drive </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 type="checkbox"/> Standard back-up provided by KU Leuven ICTS for my storage solution <input checked="" type="checkbox"/> Personal back-ups I make (specify) <input type="checkbox"/> Other (specify) </p> <p>I bi-weekly back-up all my notes and writings on an external hard drive. The physical notes are stored at home in organised folders. Whenever I make substantial progress, I store another back-up on my personal Google Drive.</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>As long as my apartment is not burnt down (or emptied by a burglar), my external hard drive and physical notes should be safe. Similarly, no unauthorised person could possibly access any of them unless they hack my password-protected Laptop (or, again, break into my apartment).</p> <p>Additional back-ups on my Google Cloud ensure that even in unlikely scenarios involving the loss of my property, the major progress is securely saved on the servers of Google.</p>

What are the expected costs for data storage and backup during the research project? How will these costs be covered?	No notable costs. I already possess a Laptop, an external hard drive, and regularly buy notebooks once the old ones are full.
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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 type="checkbox"/> All data will be preserved for 10 years according to KU Leuven RDM policy <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 <input type="checkbox"/> Certain data cannot be kept for 10 years (explain) </p> <p>The results (research papers, book chapters, book) will be retained on my external hard drive and computer as long as they serve me, and in addition to the publication via the publisher—which is the main way of data preservation—be made available through KU Leuven’s Lirias and stored on PhilPapers and Academia.edu. If the licence agreement does not allow for uploading the final document, I will upload the penultimate draft (without the typesetting) to Lirias and store a preview thereof on Academia.edu.</p> <p>Physical data which is of no use anymore because all its content is accessible in a better organized and revised version in those publications, will be destroyed. Notes that I could not incorporate but might be of future use, I will keep on my hard drive/folders.</p>
<p>Where will these data be archived (stored and curated for the long-term)?</p> <p>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.</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): my Laptop, external hard drive, Google Drive </p>

What are the expected costs for data preservation during the expected retention period? How will these costs be covered?	No additional costs.
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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/#INFOEU-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>They final data will be published in journals and books accessible to both scholars and interested general audience.</p>
<p>If access is restricted, please specify who will be able to access the data and under what conditions.</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 checked="" type="checkbox"/> Other (specify): On the webpages of the publisher + my Academia.edu and PhilPapers page+ in physical form to buy in book stores </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 (specify): as soon as my papers are accepted, I will upload the abstract and make announcements on my Academia.edu page. Upon request, I will already share the penultimate draft then. Once it is officially published, I will seek to make it widely accessible through above-mentioned repositories. </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 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></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)</p> <p><input type="checkbox"/> Data Transfer Agreement (restricted data)</p> <p><input type="checkbox"/> MIT licence (code)</p> <p><input type="checkbox"/> GNU GPL-3.0 (code)</p> <p><input checked="" type="checkbox"/> Other (specify): that one which is free (depends on the publisher), preferably open-access</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 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>What are the expected costs for data sharing? How will these costs be covered?</p>	<p>No additional costs.</p>

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

