# 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.

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| 1. **General Information** | |
| Name applicant | Carolin Loyens |
| FWO Project Number & Title | Application number: 1108122N  Mathesis Universalis. The Oeuvre of Rahel Levin Varnhagen as Form of Knowledge in the Early Nineteenth Century |
| Affiliation | KU Leuven  Universiteit Antwerpen  Universiteit Gent  Universiteit Hasselt  Vrije Universiteit Brussel  Other: |
| 1. **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).* | My prime corpus of data comprises letters and diary fragments written in the late eighteenth and early nineteenth century by the German-Jewish author Rahel Levin Varnhagen. This research-project will study an analog manuscript: this main corpus will be a compilation of letters and diary fragments – *Rahel, ein Buch des Andenkens für ihre Freunde* – a six-volume edition of textual material, written by Rahel Levin Varnhagen, edited by Barbara Hahn and published by Wallstein Press in 2011. I will also make use of other compilations of letters and diary fragments by the same author, a list of these can be found in the table below, which will be periodically updated.  The data will be collected by means of a close-reading of these texts. The majority of this data will be of primary nature, in that I will generate the data myself from the analog manuscript(s). The type of data that will be produced during this research is textual (i.e. research notes, articles for scholarly magazines etc.), and will be created in the Evernote application, in Zotero and in a Word-document. I will also make notes in analog notebooks. By means of the TurboScan application (this is an online app that allows you to digitize physical text-sources by making qualitative scans) I will scan and insert relevant analog notes into Evernote and on the OneDrive for Business KU Leuven offers. Scholarly articles and monographs – which are mainly in a .pdf format or analog – will be analyzed for a theoretical and historical background of the research project. The data that will be generated through the analysis of these academic sources will also be created in the Evernote application, the analog notebooks and in a Word-document. The estimated volume of the data that will be generated is 1 GB.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Type of data** | **Format** | **Volume** | **How created?** | **Where stored?** | | **Textual**: A compilation of letters and diary fragments – *Rahel, ein Buch des Andenkens für ihre Freunde* – a 6-volume edition written by Rahel Levin Varnhagen, edited by Barbara Hahn and published by Wallstein Press in 2011 | Analog | 6-volume edition | Analog source | Artes Library Erasmushuis + own private collection | | **Textual**: diary fragments and Letters  *Tagebücher und Aufzeichnungen* by Rahel Levin Varnhagen, edited by Ursula Isselstein, published in 2019 | Analog | 1064 pages | Analog source | Artes Library Erasmushuis + own private collection | | **Texual:** letters  *Briefwechsel mit Ludwig Robert, b*y Rahel Levin Varnhagen and Ludwig Robert, edited by Vigliero Consolina, published in 2001 | Analog | 1014 pages | Analog source | Artes Library Erasmushuis + own private collection | | **Textual:** Letters  *Briefwechsel mit Pauline Wiesel, b*y Rahel Levin Varnhagen and Pauline Wiesel, edited by Barbara Hahn, published in 1997 | Analog | 767 pages | Analog source | Artes Library Erasmushuis + private collection supervisor | | **Textual:** Letters  *Familienbriefe*, by Rahel Levin Varnhagen and several of her family members, edited by Renata Buzzo Màrgari Barovero, published in 2019 | Analog | 1547 pages | Analog source | Artes Library Erasmushuis + private collection supervisor | | **Textual:** Letters  Briefwechsel mit Jugendfreundinnen, by Rahel Levin Varnhagen and several of her youth friends, edited by Barbara Hahn, Birgit Bosold and Friederike Wein, published in 2021 | Analog | 1090 pages | Analog source | Artes Library Erasmushuis + own private collection | | **Textual**: notebooks based on my reading of academic sources, attendance of conferences, reading of the Rahel-corpus, etc. | Analog | To be determined during the research project | Analog source | In my desk at the Faculty of Arts and at home | | **Textual**: notes based on my reading of academic sources, attendance of conferences, etc. | Digital  .docx | To be determined during the research project | Created in a word-document | C:\Users\u0144835\OneDrive - KU Leuven\Desktop\PhD | | **Textual**: notes based on my reading of academic sources, attendance of conferences, reading of the Rahel-corpus, etc; | Digital | To be determined during the research project | Created in Evernote | In the Evernote app | | **Textual:** Bibliographical references | .pdf, .docx, | To be determined during the research project | Created in Zotero | In the Zotero app | |

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| 1. **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: |

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| 1. **Documentation and metadata** | |
| What documentation will be provided to enable understanding and reuse of the data collected/generated in this project? | I will add the following **documentation** to my data:   * Project-level documentation: a README.txt file contained in C:\Users\u0144835\OneDrive - KU Leuven\Desktop\PhD, based on the template README.txt provided by research support staff at KU Leuven and adapted to the needs of my project and discipline. * File-level documentation: additional README.txt files contained in each separate folder in the same location. * Each document containing research data will receive a transparent, uniform file name |
| 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  I will add **metadata** to my data as follows:   * I will add metadata to my references using Zotero and will make use of a tag-system to organize my references in Zotero * I will add metadata to textual files using Evernote and will make use of a tag-system to organize my references in Evernote * Data created in MS Office automatically possesses certain metadata (file name, creator, date, etc.) |

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| 1. **Data storage & backup during the FWO project** | |
| Where will the data be stored? | During the research, my project will be stored using the KU Leuven OneDrive for Business. This storage solution is appropriate for my purposes because it makes automatic back-ups and is free up to 2 terabytes.  I will also keep an extra back up of my research data on my personal external hard drive which allows me to store up to 372 GB of data.  This data will also be kept in the online applications Evernote and Zotero. These applications are accessible via an app on my personal laptop but can also be accessed online, hence, the data in these applications will have an online back-up.  Finally, during the research period, data will also be kept at a repository, such as Zenodo, where it will also be made available to other researchers. |
| How will the data be backed up? | A back-up of my data will be kept in the KU Leuven OneDrive for Business, on my personal external hard drive and in the online applications of Zotero and Evernote. |
| 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  The OneDrive for Business KU Leuven offers is free up to 2 terabytes. My personal hard drive allows me to store up to 372 GB of data. This should cover the necessary amount of storage and backup needed for this research project. |
| 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.* | The OneDrive for Business KU Leuven offers its researchers is free up to 2 terabytes to store data during the research project. There are no costs to be expected for data storage and backup during the project. |
| Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons? | I will protect my laptop by means of a double password: a ‘BitLocker’-numerical code in combination with a password. KU Leuven OneDrive and the Evernote and Zotero applications are also protected by a password. |

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| 1. **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 the data that is produced during the research project will be retained for the expected 5 year period after the end of the project. |
| Where will these data be archived (= stored for the long term)? | After the end of the project, I will store my data on KU Leuven’s ‘Archive Storage’ for the required number of years according to the KU Leuven regulations, which are five years minimum. |
| 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.* | Projected costs for storing data for the required number of years after the project: 375 EUR  The storage costs will be paid from my personal bench fee. |

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| 1. **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? | All data generated during the research project will be made available after the project. |
| 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? | Data will be made available by the principal investigator [Carolin Loyens]as soon as it is finished and approved by the supervisor |
| Who will be able to access the data and under what conditions? | The principal investigator [Carolin Loyens] and the supervisor [Anke Gilleir] will have constant access to the data |
| 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.* | At this point in the research trajectory, there are no expected costs for sharing data. |

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| 1. **Responsibilities** | |
| Who will be responsible for the data documentation & metadata? | The principal investigator [Carolin Loyens] |
| Who will be responsible for data storage & back up during the project? | The principal investigator [Carolin Loyens] |
| Who will be responsible for ensuring data preservation and sharing? | The principal investigator [Carolin Loyens] |
| Who bears the end responsibility for updating & implementing this DMP?  *Default response: The PI bears the overall responsibility for updating & implementing this DMP* | The principal investigator [Carolin Loyens] bears the overall responsibility for updating & implementing this DMP |