# FWO DMP Template - Flemish Standard Data Management Plan

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](https://www.fwo.be/media/1024841/glossary-flemish-standard-data-management-plan.pdf).

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| 1. **General Project Information** | |
| Name Grant Holder & ORCID | Gaëlle Vanhoffelen (https://orcid.org/0000-0002-8807-8966) |
| Contributor name(s) (+ ORCID) & roles | Laura Vandenbosch (https://orcid.org/0000-0001-6834-8386), supervisor  Lara Schreurs (https://orcid.org/0000-0003-3027-3934), co-supervisor |
| Project number[[1]](#footnote-1) & title | Disentangling the multi-dimensional role of authentic self-presentations on social media in  adolescents’ well-being and identity development. |
| Funder(s) GrantID[[2]](#footnote-2) | 11G2723N (FWO) |
| Affiliation(s) | ◼KU Leuven  ☐ Universiteit Antwerpen  ☐ Universiteit Gent  ☐ Universiteit Hasselt  ☐ Vrije Universiteit Brussel  ☐ Other:  Provide ROR[[3]](#footnote-3) identifier when possible: |
| Please provide a short project description | Today’s adolescents grow up with social media. These media permit them to present themselves as unique individuals. Although such authentic self-presentations are described as key for their identity development, they have received little research attention. Moreover, they have univocally been assumed to positively affect young users. Yet, a scarce number of studies together with insights from motivational goal behavior suggests these links may be more complex as authentic self-presentations can be motivated by differential goals. Given social media’s pivotal role in adolescents’ developmental tasks, the current PhD project addresses this gap. By introducing a multi-dimensional conceptualization of adolescents’ authentic self-presentations on social media, this project will offer a nuanced understanding on when and how this behavior relates to adolescent’s well-being and identity goals. To reach this aim, literature from communication will be integrated with insights from motivational psychology and sociology. A systematic literature review/meta-analysis will be performed to provide a comprehensive overview of the literature of authentic self-presentations on social media. Next, a conceptualization and operationalization of a new multi-dimensional construct on different goal-oriented authentic self-presentations will be developed. Finally, diary research will unravel the links between these self-presentations and the fluctuations in adolescents’ well-being and identity goals. |

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| 1. **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[[4]](#footnote-4).   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | *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 | | Recordings\_Interviews\_WP2 |  | Generate new data  Reuse existing data | Digital  Physical | Observational  Experimental  Compiled/ aggregated data  Simulation data  Software  Other  NA | .por  .xml  .tab  .csv  .pdf  .txt  .rtf  .dwg  .tab  .gml  other: mp3  NA | < 100 MB  < 1 GB  < 100 GB  < 1 TB  < 5 TB  < 10 TB  < 50 TB  > 50 TB  NA |  | | Dataset\_Interviews\_WP2 | Dataset containing the observational notes and transcripts of the interviews performed in study 1 of WP2. | Generate new data  Reuse existing data | Digital  Physical | Observational  Experimental  Compiled/ aggregated data  Simulation data  Software  Other  NA | .por  .xml  .tab  .csv  .pdf  .txt  .rtf  .dwg  .tab  .gml  other: .doc  NA | < 100 MB  < 1 GB  < 100 GB  < 1 TB  < 5 TB  < 10 TB  < 50 TB  > 50 TB  NA |  | | Dataset\_ScaleDevelop\_WP2 | Dataset containing the survey results to explore the factor structure of the newly developed scale (study 2 of WP2). | Generate new data  Reuse existing data | Digital  Physical | Observational  Experimental  Compiled/ aggregated data  Simulation data  Software  Other  NA | .por  .xml  .tab  .csv  .pdf  .txt  .rtf  .dwg  .tab  .gml  other: .sav and xlsx  NA | < 100 MB  < 1 GB  < 100 GB  < 1 TB  < 5 TB  < 10 TB  < 50 TB  > 50 TB  NA |  | | Dataset\_Survey\_WP3 | Dataset containing the survey results to confirm the factor structure of the newly developed scale and examine the relationships of interest on the between-person level (WP3, as well as study 3 of WP2). | Generate new data  Reuse existing data | Digital  Physical | Observational  Experimental  Compiled/ aggregated data  Simulation data  Software  Other  NA | .por  .xml  .tab  .csv  .pdf  .txt  .rtf  .dwg  .tab  .gml  other: .sav and xlsx  NA | < 100 MB  < 1 GB  < 100 GB  < 1 TB  < 5 TB  < 10 TB  < 50 TB  > 50 TB  NA |  | | Dataset\_Diary1\_WP4 | Dataset containing the daily diary survey results focusing on identity goals (sample 1 of WP4) | Generate new data  Reuse existing data | Digital  Physical | Observational  Experimental  Compiled/ aggregated data  Simulation data  Software  Other  NA | .por  .xml  .tab  .csv  .pdf  .txt  .rtf  .dwg  .tab  .gml  other: .sav and xlsx  NA | < 100 MB  < 1 GB  < 100 GB  < 1 TB  < 5 TB  < 10 TB  < 50 TB  > 50 TB  NA |  | | Dataset\_Diary2\_WP4 | Dataset containing the daily diary survey results focusing on well-being (sample 2 of WP4) | Generate new data  Reuse existing data | Digital  Physical | Observational  Experimental  Compiled/ aggregated data  Simulation data  Software  Other  NA | .por  .xml  .tab  .csv  .pdf  .txt  .rtf  .dwg  .tab  .gml  other: .sav and xlsx  NA | < 100 MB  < 1 GB  < 100 GB  < 1 TB  < 5 TB  < 10 TB  < 50 TB  > 50 TB  NA |  | | |
| *Guidance:*  *Data can be digital or physical (for example biobank, biological samples, …). Data type: Data are often grouped by type (observational, experimental etc.), format and/or collection/generation method.*  *Examples of data types: observational (e.g. survey results, sensor readings, sensory observations); experimental (e.g. microscopy, spectroscopy, chromatograms, gene sequences); compiled/aggregated data[[5]](#footnote-5) (e.g. text & data mining, derived variables, 3D modelling); simulation data (e.g. climate models); software, etc.*  *Examples of data formats: tabular data (.por,. spss, structured text or mark-up file XML, .tab, .csv), textual data (.rtf, .xml, .txt), geospatial data (.dwg,. GML, ..), image data, audio data, video data, documentation & computational script.*  *digital data volume: Please estimate the upper limit of the volume of the data per dataset or data type.*  *physical volume: Please estimate the physical volume of the research materials (for example the number of relevant biological samples that need to be stored and preserved during the project and/or after).* | |
| 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. | / |
| 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, please describe these issues further and refer to specific datasets or data types when appropriate. | Yes, human subject data  Yes, animal data  Yes, dual use  No  If yes, please describe: All work packages make use of human subject data (demographic info, personality and well-being, media use). |
| Will you process personaldata*[[6]](#footnote-6)*? If so, briefly describe the kind of personal data you will use. Please refer to specific datasets or data types when appropriate. If available, add the reference to your file in your host institution's privacy register. | Yes  No  If yes:   * Short description of the kind of personal data that will be used: socio-demographical (e.g., gender, age) and background information of the participants (e.g., email addresses) will be collected, but this background/identification info will be stored separately. Hence, all datasets of all work packages will be pseudonymized. * Privacy Registry Reference: ethical approval will be obtained from the Ethical Commission of KU Leuven (SMEC). |
| 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: |

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| 1. **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). | The main researcher will collect all data and group the different datafiles according to the different work packages (WP) in het secured KU Leuven folder. WP2 has 2 datasets and receives the names ‘Dataset\_Interviews\_WP2’ and ‘Dataset\_ScaleDevelop\_WP2’. The raw audio files of the interviews will be stored under file name of ‘Recordings\_Interviews\_WP2’. The survey data collected for WP3 will receive the name ‘Dataset\_Survey\_WP3’. WP4 has also 2 datasets with the names ‘Dataset\_Diary1\_WP4’ and ‘Dataset\_Diary2\_WP4’. All data transformations and analyses performed on this datasets will be explained in a document and stored in a safe folder. |
| 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: It will not be necessary to create a metadata standard for WP1 – WP3. For WP4 (diary research) a metadatafile (with compiled data) will be created in the following steps: 1) a unique identification code is given to each participant; 2) participants answers across consecutive days will be linked in diary research through their unique identification codes. After participants have been linked, the unique identification codes will be deleted and the metadatafile will no longer contain personal information and will be pseudonymized. |

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| 1. **Data Storage & Back-up during the Research Project** | |
| Where will the data be stored? | All data will be stored and managed for the duration of the project on the secure central storage infrastructure (network drives) of KULeuven. Access is personal and can only be obtained through the password protected intranet or through VPN. While materials may also be temporarily loaded onto researchers’ personal computers (password protected) for working purposes, they will be removed following the conclusion of the project. |
| How will the data be backed up?  *What storage and backup procedures will be in place to prevent data loss? Describe the locations, storage media and procedures that will be used for storing and backing up digital and non-digital data during research.**[[7]](#footnote-7)*  *Refer to institution-specific policies regarding backup procedures when appropriate.* | Data are automatically backed up when stored on the secure central storage infrastructure of KULeuven. |
| 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 yes, please specify concisely: KU Leuven ensures sufficient storage for our data which are not exceptionally large.  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. 7* | The secure central storage infrastructure of KU Leuven has very strict rules of access. Access is personal to KU Leuven employees (who received access) and can only be obtained through the password protected intranet or through VPN. The ICTS of KU Leuven guarantee the safety and ensures to update this platform to be resilient to cyber-attacks. The personal data will only be used by the primary researchers of KU Leven (i.e., PhD student and (co-)supervisors) and will not be distributed to anyone else. |
| What are the expected costs for data storage and backup during the research project? How will these costs be covered? | No costs, KU Leuven offers these services for free to KU Leuven employees. |

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| **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...). | In accordance with the data management policy of KULeuven, all data will be stored for 10 years after completion of the project. After this period, all data will be deleted permanently.  All emailaddresses will be deleted after completion of the data collection, and after disseminating the results of the study. |
| Where will these data be archived (stored and curated for the long-term)? | Data will remain stored on the KULeuven central network drives as well as on the repository of OSF where the files will be, in line with open access guidelines, stay available on the long term. |
| What are the expected costs for data preservation during the expected retention period? How will these costs be covered? | No costs |

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| **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*](https://wiki.surfnet.nl/display/standards/info-eu-repo/#infoeurepo-AccessRights) | Yes, in an Open Access repository  Yes, in a restricted access repository (after approval, institutional access only, …)  No (closed access)  Other, please specify:  Only quantified pseudonymized (WP1, survey data of WP2, WP3, WP4) will be made available for reuse. Identification data will be deleted from these sub-datasets, so no full datasets will be made available. All identification data will only be made available to the PhD student and the PI’s. |
| If access is restricted, please specify who will be able to access the data and under what conditions. | Only the PhD student and the PI’s will have access to the data. |
| 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: identification data of the participants will never be shared. |
| Where will the data be made available?  If already known, please provide a repository per dataset or data type. | All anonymized datasets will be made available in the open access repository of OSF. |
| When will the data be made available?  *This could be a specific date (dd/mm/yyyy) or an indication such as ‘upon publication of research results’.* | Upon publication of the research results. |
| 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.*  *Example Answer: E.g. “Data from the project that can be shared will be made available under a Creative Commons Attribution license (CC-BY 4.0), so that users have to give credit to the original data creators.” [[8]](#footnote-8)* | Data from the project that can be shared will be made available under a Creative Commons Attribution license (CC-BY 4.0), so that users have to give credit to the original data creators. |
| 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  No  If yes: A DOI will be automatically made when preregistering the studies on OSF. |
| What are the expected costs for data sharing? How will these costs be covered? | No costs. |

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| **7. Responsibilities** | |
| Who will manage data documentation and metadata during the research project? | Gaëlle Vanhoffelen |
| Who will manage data storage and backup during the research project? | Gaëlle Vanhoffelen |
| Who will manage data preservation and sharing? | Gaëlle Vanhoffelen |
| Who will update and implement this DMP? | Gaëlle Vanhoffelen |

1. “Project number” refers to the institutional project number. This question is optional since not every institution has an internal project number different from the GrantID. Applicants can only provide one project number. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
3. Research Organization Registry Community. https://ror.org/ [↑](#footnote-ref-3)
4. Add rows for each dataset you want to describe. [↑](#footnote-ref-4)
5. These data are generated by combining multiple existing datasets. [↑](#footnote-ref-5)
6. See Glossary Flemish Standard Data Management Plan [↑](#footnote-ref-6)
7. Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/> [↑](#footnote-ref-7)
8. Source: Ghent University Generic DMP Evaluation Rubric: <https://osf.io/2z5g3/> [↑](#footnote-ref-8)