**Data Management Plan Template**

This template is intended for creating a data management plan, based on the data management section that was part of your research proposal. NWO expects you to incorporate any comments received from the referees and/or the committee about the data management section in this data management plan.

**What does NWO understand as research data?**

Research data are the evidence that underpin the answer to research questions, and can be used to validate findings. Data can be quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence.

For the purpose of NWO’s data management policy, the definition of research data does not include physical objects such as scientific and archaeological collections, physical arts works or biobanks; however, digital information extracted from such objects are to be regarded as research data.

Software is also not included in the definition. NWO recognizes that software (algorithms, scripts and code developed by researchers in the course of their work) may be necessary to access and interpret data. In such cases, the data management plan will be expected to address how information about such items will be made available.

**About this template and how to proceed**

This template is in line with Science Europe’s “[Core Requirements for Data Management Plans](https://www.scienceeurope.org/our-resources/practical-guide-to-the-international-alignment-of-research-data-management/)”.

You are kindly requested to complete the plan below and submit it to NWO within four months after the awarding of the grant. NWO will review the data management plan as quickly as possible. If necessary, NWO will call upon the help of (data) experts from your scientific discipline for the evaluation. As soon as the data management plan has been approved by NWO, the project can be started. It is advised to regularly review the data management plan when required during the course of the research project.

You are expected to consult with research data management support staff at your home institution for the completion of this plan[[1]](#footnote-1).NWO strongly advises researchers to seek such support at an early stage. Plans that have not been consulted with institutional data management support staff will not be accepted.

You should submit the completed form via the online application system [ISAAC](https://www.isaac.nwo.nl/en/home). The main applicant has to submit the data management plan via his/her/their own ISAAC account. Data management plans not submitted via ISAAC will not be taken into consideration.

We strongly advise you to complete this plan through [DMP-online](https://dmp.nwo.nl/), a web-based tool created by the Digital Curation Centre that helps to create, review, and share data management plans that meet institutional and funder requirements. DMP-online makes it easy to share the plan with institutional data management support staff for comments and advice. Some Dutch universities have institutional instances of the tool that allow you to sign in with your institutional credentials. Through the tool, you will benefit from additional guidance and explanations. A PDF of the plan can be downloaded at the end for submission into ISAAC.

|  |  |  |
| --- | --- | --- |
| **0** | **General Information** | |
| 0.1 | Name applicant and project number | Ella Gorithm 3.14159 |
| 0.2 | Name of data management support staff consulted during the preparation of this plan | Ching-Chu (June) Sun  Data steward Tilburg School of Humanity and Digital Sciences, Tilburg University  [c.sun@tilburguniversity.edu](mailto:a.m.w.m.aarts@tilburguniversity.edu) |
|  | Date of consultation with support staff | 30 February 2025 |
|  |  | |
| **1** | **What data will be collected or produced, and what existing data will be re-used?** | |
| 1.1 | Will you re-use existing data for this research? | Yes     No |
|  | **If yes**: explain which existing data you will re-use and under which terms of use. | Existing corpora of linguistic data (e.g., Chinese Lexical Database) will be re-used under its open license. No constraints are anticipated for re-use. |
| 1.2 | If new data will be produced: describe the data you expect your research will generate and the format and volumes to be collected or produced. | Data Types: numerical (CSV files), textual datasets, and analytical results.  Formats: CSV, TXT, and JSON files.  Volume: Approximately 50-100 GB. |
| 1.3 | How much data storage will your project require in total? | 0 – 10 GB      10 – 100 GB  100 – 1000 GB  >1000 GB |

|  |  |  |
| --- | --- | --- |
| **2** | **What metadata and documentation will accompany the data?** | |
| 2.1 | Indicate what documentation will accompany the data. | Data dictionaries describing variable definitions and units.  Methodology documentation detailing data collection and pre-processing steps.  README files for each dataset. |
| 2.2 | Indicate which metadata will be provided to help  others identify and discover the data. | During the research project, data will be organized using a standardized folder structure and consistent file naming conventions to ensure it remains easily findable.  Metadata fields will include key information such as the project title, data description, authorship, and licensing details.  Upon project completion, anonymized transcripts will be securely archived and made available with restricted access in the Tilburg University (TiU) Dataverse, which is part of the DataverseNL network. Metadata following the DDI standard will be attached to the data, and each data file will be accompanied by comprehensive documentation, including a data report. |
|  | | |
| **3** | **How will data and metadata be stored and backed up during the research?** | |
| 3.1 | Describe where the data and metadata will be stored and backed up during the project. | Institution networked research storage  Other (please specify) |
|  | Explanation: | Throughout the project, the team will use SURFdrive, a service provided and maintained by Tilburg University’s ICT department, with regular backups ensured. All research data will be managed in compliance with the university’s established procedures, policies, and workflows, and the necessary measures will be taken to adhere to these standards. |
| 3.2 | How will data security and protection of sensitive data be taken care of during the research? | Not applicable (no sensitive data)  Default security measures of the institution networked research storage  Additional security measures (please specify) |
|  | Explanation: | Default security measures of SURFdrive.  Data containing personal information will be anonymized before storage. |
| **4** | **How will you handle issues regarding the processing of personal information and intellectual property rights and ownership?** | |
| 4.1 | Will you process and/or store personal data during  your project? | Yes     No |
|  | **If yes**, how will compliance with legislation and (institutional) regulation on personal data be ensured? | GDPR compliance is assessed during the combined ethical, GDPR and data management process of the university.  [plus any necessary info] |
| 4.2 | How will ownership of the data and intellectual property rights to the data be managed? | Owner of the data will be Tilburg University. Dr. Who (PI of project) and Dr. Why Not (co-PI) co-determine whether access to the raw data can be granted.  Intellectual property rights will be detailed in the institutional data agreement. |
|  |  | |
| **5** | **How and when will data be shared and preserved for the long term?** | |
| 5.1 | How will data be selected for long-term preservation? | All data resulting from the project will be preserved for at least 10 years  Other (please specify) |
|  | Explanation: | The XYZ data will be securely archived with restricted access in the Tilburg University Dataverse for a minimum of 10 years. To safeguard participants’ privacy, the raw data, including audio files and non-anonymized transcripts, will be permanently deleted. |
| 5.2 | Are there any (legal, IP, privacy related, security related) reasons to restrict access to the data once made publicly available, to limit which data will be made publicly available, or to not make part of the data publicly available? | Yes     No |
|  | **If yes**, please explain. | The anonymized data will not be made publicly available as [reasons]. |
| 5.3 | What data will be made available for re-use? | All data resulting from the project will be made available  Other (please specify) |
|  | Explanation | ABC datasets and XYZ will be made available besides the complete anonymized personal information. |
| 5.4 | When will the data be available for re-use, and for how long will the data be available? | Data available as soon as article is published  Data available upon completion of the project  Data available after completion of project (with embargo) |
|  | Explanation |  |
| 5.5 | In which repository will the data be archived and made available for re-use, and under which license? | Anonymized data will be securely archived with restricted access in the Tilburg University (TiU) Dataverse, a central online repository that is part of the DataverseNL network. Metadata, following the DDI standard, will be included with the data, along with accompanying documentation for the data files. |
| 5.6 | Describe your strategy for publishing the analysis software that will be generated in this project. | Scripts and analysis code will be hosted on GitHub, with links provided in the metadata. |
|  |  | |
| **6** | **Data management costs** | |
| 6.1 | What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-usable)? | The responsibility for data management will rest with the team members. Two new team members, including at least one experienced in collecting qualitative data, will be hired specifically for the project to ensure adequate personnel and time are dedicated to this task. Integrating FAIR principles into the data aligns with the ongoing research activities of the involved researchers. Additionally, the team has access to expertise in IT, intellectual property, privacy, and research data management (RDM) through the university's support services. |
|  |  | |

1. Academic and research institutions in the Netherlands provide professional support for research data management. Relevant contacts can be found on the [RDM in the Netherlands](https://www.lcrdm.nl/en/rdm-in-the-netherlands) website. [↑](#footnote-ref-1)