Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO): FWO DMP + - Application DMP

Questionnaire

1. Describe the datatypes (surveys, sequences, manuscripts, objects...) the research will collect and/or generated and/or (re)use. (max. 700 characters)

Guidance:

When answering this question, include information about the following:

- will you reuse existing data, generate new data, or do both?
- will you be working with personal data (= any information relating to an identified/identifiable natural person)?
- make a list of all data types (interviews, samples, observations, manuscripts, experiments, models...) that you will presumably be using during the project. Also provide information on data formats (e.g. .txt, .csv...).
- if possible, estimate the expected total volume of data (e.g. in KB/MB/GB/TB...); this will be indicative of whether you will need a budget for data storage or preservation.

If you expect that your project will not use/generate any research data (in which case you can skip questions 2-5), explain here why that is the case.

2. Are the following provisions in place in order to preserve the data for at least 5 years after the end of the research? Please motivate your answer. (max. 700 characters)

Guidance:

1. FWO expects relevant research data to be preserved for a minimum term of 5 years beyond the end of the research. Who is the person responsible for data preservation (if known already)? In case the FWO wants to contact someone with questions regarding the long-term preservation of the data, who can be contacted?

2. Is sufficient storage capacity guaranteed during and after the research project? In view of the type, format and estimated volume of the data, will you be able to guarantee safe and secure storage during the project and for at least 5 years beyond the end of the project? It is good practice to already mention where data will be kept (and who will have access to them).

You can also do more than passively archive the data, and opt to share/publish them (if appropriate given the nature of the data). Best practice here is to make use of established, trusted resources listed in re3data.org or FAIRsharing.org, such as:

- discipline-specific data repositories (if available), e.g. as recommended by journals with data availability policies such as Scientific Data (Nature), PLoS, F1000 (section 4.1)
- general-purpose/multi-disciplinary repositories, e.g. Zenodo; Open Science Framework; EUDAT's B2Share; figshare; Harvard's Dataverse
- repositories for non-digital materials, e.g. the Belgian Co-ordinated Collections of Micro-Organisms (BCCM) for the deposit of biological material

When answering this part of the DMP section in the FWO application form, keep in mind that not all data should or can be kept (indefinitely) beyond the lifetime of a project. Data to keep include:

- data that you are legally obliged to keep
- data crucial for the verification of research results
- data that cannot be re-created
- data obtained at great cost of time and money

- data with great potential re-use value, incl. for your own research unit
- data with great scientific, historical or cultural significance

3. Is there a reason why you wish to deviate from the principle of preservation of data and of the minimum preservation term of 5 years? (max. 700 characters)

Guidance:

In case keeping (some of) the data for at least 5 years after the end of the research is not possible, explain why this is so. Reasons could include:

- legal/ethical restrictions (e.g. research participants have not given informed consent for archiving personal data)
- contractual restrictions (e.g. when you re-use data from a third party, the latter may not allow you to keep the data beyond the project's lifetime)
- practical obstacles

4. If issues concerning research data are indicated in the ethics questionnaire of this application form, will those data require specific security measures; if yes, can they be put in place? (max. 700 characters)

Guidance:

For all projects that work with personal data, human participants, animals, or data with dual use/misuse potential (i.e. data that could be used maliciously for military, criminal or terrorism purposes) this section should receive an answer.

To all personal or otherwise sensitive data (e.g. data from research with dual use potential, data that - if disclosed - could cause harm to endangered species, to vulnerable sites or groups, to public health and safety, etc.) stringent security measures relating to storage and access apply. Provide a short description of how this can be guaranteed by the project/the host institution.

5. Are there other issues related to the data management you think relevant to mention? (max. 700 characters)

Guidance:

FWO is eager to receive feedback to update its guidance or Research Data Management policy.

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1. General Information

Name applicant

FWO Project Number & Title

Affiliation

- KU Leuven
- Universiteit Antwerpen
- Universiteit Gent
- Universiteit Hasselt
- Vrije Universiteit Brussel
- other

2. 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.

Guidance:
   If you reuse existing data, specify the source of these data. Distinguish data types (the kind of content) from data formats (the technical format).

3. 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.

- Yes - default
- No

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

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

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

4. Documentation and metadata

What documentation will be provided to enable understanding and reuse of the data collected/generated in this project?

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

5. Data storage & backup during the FWO project

Where will the data be stored?

How will the data be backed up?

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

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

Guidance:
Although the 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.

Data security: how will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

6. Data preservation after the end of the FWO project

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...).

Where will these data be archived (= stored for the long term)?

What are the expected costs for data preservation during these 5 years? How will the costs be covered?

Guidance:
Although the 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.

7. 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)?

- No
- Yes. Specify:

Which data will be made available after the end of 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?

- Immediately after the end of the project
- Upon publication of the research results
- After an embargo period. Specify the length of the embargo and why it is necessary

Who will be able to access the data and under what conditions?

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

Guidance:

Although the 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.

8. Responsibilities

Who will be responsible for the data documentation & metadata?

Who will be responsible for data storage & backup during the project?

Who will be responsible for ensuring data preservation and sharing?

Who bears the end responsibility for updating & implementing this DMP?

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test

Do you like GDPR?

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DPIA

Why do you want to make a DPIA?

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