

# **Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO): Flemish DMP Template (plan A 2024) - Application DMP**

## **Questionnaire**

To add questions that are asked during application process at FWO

# Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO): Flemish DMP Template (plan A 2024) - Full DMP

## 1. Research Data Summary

1.1 Add the data and research materials that you plan to **generate/collect** during your research project to the Research Outputs tab. Describe per research output its content and method of collection/creation (e.g. workflow, methodology, software used) in the description field.

*Example Answer:*

Research Outputs have been added.

*Guidance:*

*Guidance: Select at least the data type (select from audiovisual, collection, data\_paper, dataset, event, image, interactive\_resource, model, physical\_object, service, software, sound, text, workflow, other) and provide the title of the research output. Add an abbreviation or ID per research output to be able to refer to the output in other sections of the DMP.*

1.2 What file formats will be used for the data?

*Guidance:*

*Guidance: It is recommended to use open and/or standard formats (e.g. .txt, .csv, .pdf), and not proprietary formats.*

1.3 If you reuse existing data, please describe their content and specify the source:

- previous research from myself or my group
- publicly available data including journal papers and data repositories
- data from a academic, clinical or other not-for-profit collaborator
- data from an industry partner
- commercial data provider or other purchased data
- other

1.4 Are there any ethical considerations for your project? If applicable, indicate your ethical approval number in the comments section. Consider research involving:

- Human participants (e.g. interviews/surveys, experiments)
- Human bodily material or patient data
- Experiments on animals
- Research results that can be used for military or unethical purposes (dual use or violations of human rights)
- Other: specify in the comments section

1.5 Will you process personal data (data in scope of the GDPR)? If applicable, provide a reference to the privacy register.

1.6 Does your work have potential for commercialization (valorization) such as patents, spin-offs, ... ? If so, comment per dataset or data type.

- Yes
- No

1.7 Are there 3rd party agreements applicable and do these restrict exploitation or dissemination of the data you (re)use (e.g. Material/Data transfer agreements/ research collaboration

agreements)?

If so, explain in the comment section to what data they relate and what restrictions are in place.

- Yes
- No

1.8 Are there any other ethical or legal considerations, such as the Nagoya protocol and data ownership, needed to be managed related to the data you (re)use?

If so, please explain in the comment section to what data they relate and which restrictions will be asserted.

- Yes
- No

1.9 Will you use Artificial Intelligence (AI) to assist you in any of the data flows (collection, creation, analysis, etc.)?

If so, please explain in the comment section to which dataset(s) this applies, and which impact this will have on your data management.

- Yes
- No

## **2. Documentation and metadata**

2.1 What documentation or other supporting material will accompany the data for it to be interpreted correctly? e.g. (Electronic) Lab Notebooks, README files, Codebooks etc.

## **3. Data storage and back-up during the research project**

3.1 Where will the digital and physical data be stored during the project?

3.2 How will the digital data be backed up?

- I store my data on the institution's network storage for which back-up is provided by the institution.
- I make my own backups, for which I describe the procedure in the comment box below.

3.3 Is there currently sufficient storage & backup capacity during the project? If no or insufficient storage or backup capacities are available, then explain how this will be taken care of.

3.4 How will you ensure that the data are securely stored and not accessed or modified by unauthorized persons?

→ Define for each dataset who (role) has access to it and how, including secure data transfer between project partners during the project.

→ When working with personal or sensitive data, explain the pseudonymization procedures and other security measures (e.g. encryption, multi-factor authentication, etc.).

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

## **4. Data preservation after the end of the research project**

4.1 Which data will be preserved for at least five years (or longer, in agreement with other preservation policies that are applicable) after the end of the project?

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

## 5. Data sharing and reuse

5.1 Indicate in the Research Outputs tab which datasets will be made findable and discoverable by others via a repository. Specify the metadata standard used by the repository, the anticipated release date, access level and data usage license.

5.2 For each dataset deposited in a repository, mention the DOI or accession number provided by that repository.

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

*Guidance:*

*Additional resources might be needed to prepare data for deposit or to meet any charges from data repositories. If yes, explain how much is needed and how such costs will be covered.*

## 6. Responsibilities

6.1 Who is responsible for managing the data and updating the DMP **during** the project? Please state a position and the current person in that position.

6.2 Who is responsible for the data management **after** the project ends? Please state a position and the current person in that position.

6.3 Who bears the overall responsibility of this DMP?

# **Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO): Flemish DMP Template (plan A 2024) - GDPR**

## **GDPR record**

stub for asking about GDPR record

# **Fonds voor Wetenschappelijk Onderzoek - Research Foundation Flanders (FWO): Flemish DMP Template (plan A 2024) - DPIA**

## **DPIA**

Stub for asking about DPIA