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

Version information

DMP version

Example Answer:
Draft version 0.1
First submitted version 1.0
Final DMP version 4.0

Date

Description of changes

1. Research Data Summary

1.1 List and describe all data and research materials that you plan to generate/collect or reuse during your research project.

Guidance:
Start a new row in the table for each dataset that you will generate/collect or reuse during your research project and fill in the following information:
Dataset referenceID: provide an abbreviation or ID per dataset to be able to refer to it in other sections of the DMP.
Description: describe per dataset its content and method of collection/creation (e.g. workflow, methodology, software used).
New or reused: [...]
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: give an estimation of the upper limit of the volume of the data per dataset or data type.
Physical volume: give an estimation of 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).

1.2 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

1.3 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

1.4 Will you process personal data (data in scope of the GDPR)? If so, mention the dataset reference as the additional information. If applicable, provide a reference to the privacy register.

- Yes: I collect personal data
- Yes: I process existing personal data (incl. pseudonymous data)
- No

1.5 Do any of the following ethical and legal considerations apply to your research? If so, explain in the additional information to which dataset(s) they relate and which restrictions they imply.

- Potential for commercial valorization
- Material/Data transfer agreements, research collaboration agreements, etc.
- Intellectual Property Rights
- Data ownership
- Other

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.

2.2 How will metadata be provided for the data? If already known, please list the standard metadata schemas for each dataset or data type that will be used and/or what type of metadata will be provided.

- Generated by instruments
- Embedded in the data file
- Via a data storage or management platform
- Via a data repository
- As a separate file accompanying the data
- Other: specify as additional information

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 otherwise confidential 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 Which datasets will be made findable or discoverable by others?

5.2 When will the data be made available? Per dataset, state when it will be made findable and if an embargo is foreseen.

Guidance:

This could be a specific date or an indication such as 'upon publication of research results', 'after protection of intellectual property rights has been secured'

5.3 If already known, please specify the data usage licenses you are going to assign to each dataset. Check your institutional guidance for more information.

- The default license of the repository, namely ...
- A Creative Commons license, namely ...
- An open source software license, namely ...
- Other:

Guidance:

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.

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

5.5 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?

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GDPR record

stub for asking about GDPR record

DPIA

Stub for asking about DPIA