**DATA MANAGEMENT PLAN**

Impulse Actions 2021-2026

*The present DMP form was designed for research projects. Some fields might not be applicable for particular projects. It is nevertheless requested to indicate all essential information that is relevant and applicable to the RI project.*

**FOREWORD**

### *WHAT IS UNDERSTOOD 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 BELSPO's data management policy, research data also includes digital information extracted from physical objects such as scientific and archaeological collections, physical arts works or biobanks.

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

### *WHY IS A DATA MANAGEMENT PLAN NECESSARY?*

Data Management Plans document and sustain a research project by explaining how it deals with copyright / open access requirements and ethical issues, and describe the plan for acquisition, long-term data preservation and sharing modes. They contribute to increasing the impact and visibility of research data, and ensure that the way handled data comply with the Open Data principle applied by BELSPO.

### *WHAT IS EXPECTED FROM THE DATA MANAGEMENT PLAN?*

The Data Management Plan (DMP) should describe how a researcher **deal with the collected data before, during and after the project.** It is a key element of a good data management.

As part of making research data findable, accessible, interoperable and re-usable (**FAIR**), the DMP shall include information on:

* how the data will be collected,
* the type, size and format of the generated data,
* when, where and in what format the data will be made accessible
* how the data will be curated and preserved for ulterior use (including after the end of the project).

It will clearly specify which categories of users are likely to benefit from access to the data.

The DPM must also contain information regarding the legal and ethical aspects of data.

In this respect, researchers shall use to the maximum existing platforms having the highest standard of preservation, curation, deposit and reuse.

**INFORMATION REGARDING THE PROJECT**

|  |  |
| --- | --- |
| PROJECT ACRONYM |  |
| PROJECT TITLE |  |

1. **WILL DATA BE COLLECTED, REUSED AND/OR GENERATED?**

Please select the adequate answer(s) taking into account the following concepts:

* Data content:

*Refers to the type of data regarding what it contains. E.g. numeric (databases, spread sheets), textual (documents), image, audio, video, mixed media…*

* Data format:

*Refers to the technical format of data; to the way in which the data is encoded for storage, often reflected by the filename extension. For example: pdf, xls, doc, txt, rdf…*

*Whenever possible, give preference to open and standard formats as they facilitate sharing and long-term re-use of data.*

* Data volume:

*You may roughly estimate this using the following categories: From 0 – 10GB; From 10 – 100 GB; From 100 – 1000 GB; More than 1000 GB.*

|  |  |
| --- | --- |
| * 1. My project will… | COLLECT DATA  REUSE EXISTING DATA  GENERATE NEW DATA |
| *Please describe:*   * *Which data you will collect/reuse/generate* * *How data will be collected / from which source it will be reused / how will it be generated* * *Its content, technical format and estimated volume.* * *Any existing constraints regarding its use.* | |
| Click here to enter text. | |

1. **HOW WILL YOU HANDLE LEGAL ISSUES?**

Please answer the following statements taking into account the following concepts:

Legal issues: *This includes* personaldata *and* intellectualproperty issues.

*Regarding personal data, you must ensure when dealing with* personal data *that Data Protection Laws (i.e. GDPR) are complied with.*

|  |  |  |
| --- | --- | --- |
| 2.1. My project will use / process / store **personal** data: | | YES  NO |
| *If your answer is* ***‘YES’****: shortly describe the kind of personal data.*  *Add the process and reference to your file in your host institution’s privacy register.* | | |
| Click here to enter text. | | |
| 2.2. The work undertaken in the project will possibly result in **research data** with potential for **technology transfer** and **valorisation:** | YES  NO | |
| *If your answer is* ***‘YES’****, your project must take into account possible intellectual property issues.*  *Explain who will be the owner of the data (who will have the rights to control access).*  *Indicate whether there will be intellectual property rights/restrictions for the data you created, and if applicable, describe how these will be managed.* | | |
| Click here to enter text. | | |
| 2.3. Will agreements with 3rd parties restrict the dissemination or exploitation of the data the project will (re)use: | | YES  NO |
| *If your answer is* ***‘YES’****: explain which data are affected by this agreement*  *State the restrictions that are in place.* | | |
| Click here to enter text. | | |

1. **HOW WILL YOU DOCUMENT YOUR DATA?**

Please answer the questions/statements, taking into account the following information:

*Data must comply, as much as possible with FAIR principles; it must be findable, accessible, interoperable and reusable. For this purpose, data must be accompanied by descriptive information in the form of metadata. Metadata is the information that describes, explains, locates, and /or makes the use of an information source easier to retrieve. Where metadata are in place, researchers are advised to use and mention metadata standards.*

|  |  |
| --- | --- |
| 3.1. What documentation will be provided to enable understanding and reuse of the data collected / generated in this project? | |
| Click here to enter text. | |
| 3.2. Metadata standards will be used: | FOR ALL DATA  FOR SOME DATA  FOR NONE OF THE DATA |
| * *if your answer is* ***‘for all data’*** *or* ***‘for some data’****, please describe in detail which standards will be used.* * *if your answer is* ***‘none of the data’****, please state in detail which metadata will be created to make the data easy/easier to find and reuse.* | |
| Click here to enter text. | |

1. **DATA STORAGE AND BACKUP DURING THE PROJECT**

Please answer the statements/questions, taking into account the following information. Note that you may choose one or more answers to statement 4.1.

*Please give preference to the use of robust, managed storage with automatic backup, such as provided by IT support services of your home institution. Most research institutions have networked drives, which offer ample storage space and data security for most purposes*.

*Consider data protection, particularly if your data is sensitive – for example, containing personal data, politically sensitive information or information relating to religion and health. If this is your case, enquire with your institution's research support staff whether your intended storage solution meets your institution's data security policy.*

|  |  |  |
| --- | --- | --- |
| 4.1. The data will be stored in… | Institution Networked Research Storage  OTHER | |
| *If your answer includes ‘****OTHER’****:*   * *Specify which storage solutions you will use during the project, in addition to / instead of the institutional networked research storage.* * *Explain the reasons for using these solutions. E.g. because you need more space than offered by your institution; to facilitate data sharing with collaborators; or because your data requires additional security.* | | |
| Click here to enter text. | | |
| 4.2. How will the data be backed up? | | |
| Click here to enter text. | | |
| 4.3. How will data security and protection of sensitive data be taken care of during the research? | | Not applicable (there are no sensitive data)  Default security of the institution networked research storage  Additional security measures |
| *If your answer is* ***other than ‘Not applicable’****: Describe the main risks and how these will be managed.* | | |
| Click here to enter text. | | |
| 4.4. What are the expected costs for data storage and backup during the project? How will these costs be covered? | | |
| *Costs related to data storage and backup during the project can be covered by the project budget providing these are fully justified and relate to the project.* | | |
| Click here to enter text. | | |

1. **DATA PRESERVATION IN THE LONG TERM - AFTER THE PROJECT**

Please answer the following questions/statements, taking into account the following information. Note that you may choose one or more answers to statement 5.2.

*BELSPO expects the data generated during the project to be preserved (archived) in the long term, in as far as legal and contractual agreements allow. As rule of thumb, long-term storage is considered to be at least 10 years, unless legal provisions or discipline-specific guidelines dictate otherwise.*

|  |  |  |
| --- | --- | --- |
| 5.1. All data will be preserved in the long term (at least 10 years) | | YES  NO |
| *If your answer is* ***‘NO’****: clearly describe what data will be preserved long-term and what data will be destroyed for contractual, legal or regulatory purposes, or for physical preservation issues. Indicate how you will decide which data to keep.* | | |
| Click here to enter text. | | |
| 5.2. The data will be archived within… | Institution Networked Research Storage  OTHER | |
| *If your answer includes ‘****OTHER’****: Specify which storage solutions you will use in the long term, in addition to/instead of the institutional networked research storage. Please explain the reasons for using these solutions.* | | |
| Click here to enter text. | | |
| 5.3. How will data security and protection of sensitive data be taken care in the long term? | Not applicable (there are no sensitive data)  Default security of the institution networked research storage  Additional security measures | |
| *If your answer is* ***other than ‘Not applicable’****: Describe the main risks and how these will be managed. Inquire with your institution's research support staff whether your intended storage solution meets your institution's data security policy if your research involves sensitive data.* | | |
| Click here to enter text. | | |
| 5.4. What are the expected costs for data preservation in the long term? How will these costs be covered? | | |
| *Costs related to data preservation in the long term can be covered by the project budget providing these are fully justified and relate to the project.* | | |
| Click here to enter text. | | |

1. **DATA SHARING AND REUSE**

Please answer the following questions taking into account the following information:

*As stated before, data must comply, as much as possible with FAIR principles; it must be findable, accessible, interoperable and reusable. It is thus important that you provide information regarding data sharing and reuse.*

*Data sets will be linked to the scientific publication they underpin and which have either been deposited in, or linked to Orfeo, BELSPO's central Open Access Repository for publications.*

*Note that the data available for sharing and reuse may differ from the preserved data, since there may be legal, IP, privacy or security related reasons preventing or restricting the access to data, or lacking of space for large data volumes to deposit them in a repository in its entirety. This could be the case for part or the entirety of data; in the short, mid or long term. For data requiring protection, BELSPO therefore observes the “as open as possible, as closed as necessary” principle. A staged approach will provide access for communities of certified users, adapting the degree of certification of users to the sensitivity of the data.*

|  |  |  |  |
| --- | --- | --- | --- |
| 6.1. Are there any factors restricting or preventing the sharing or reuse of the data (e.g. agreements with 3rd parties): | | | YES  NO |
| *If your answer is* ***‘YES’****: explain which data are affected by this agreement.*  *State the restrictions that are in place.* | | | |
| Click here to enter text. | | | |
| 6.2. Which data will be made available to the public? | | ALL  SOME PART  NONE | |
| *If your answer is* ***‘SOME PART’*** *or ‘****NONE’****:*   * *Indicate the restrictions on the sharing of the data (why can’t it be shared)* * *Explain what data sharing agreement will be implemented* * *Explain what actions will be taken to overcome or to minimise restrictions.* | | | |
| Click here to enter text. | | | |
| 6.3. Where/how will data be made available to the public? | Open Access repository  In a restricted access repository  Upon request by mail  Other (specify) | | |
| *If your answer is* ***other than ‘Open Access repository’****: Indicate where and how access will be provided.* | | | |
| Click here to enter text. | | | |
| 6.4. When will data be made available to the public? | As soon as corresponding communication(s) are published  After the project is finished  After the completion of the project (with embargo) | | |
| *If your answer is* ***other than ‘as soon as corresponding communication(s) are published’****: Indicate the reasons for the restrictions on the time release of data (embargo periods). For example, to publish, protect intellectual properties, or seek patents.* | | | |
| Click here to enter text. | | | |
| 6.5. Who will be able to access the data and under which conditions? | | | |
| Click here to enter text. | | | |
| 6.6. Which data will be made available for re-use? | ALL  SOME PART  NONE | | |
| *If your answer is* ***‘SOME PART’*** *or ‘****NONE’****: Indicate the restrictions on the re-use of the data. Explain what actions could be taken to overcome or to minimise restrictions.* | | | |
| Click here to enter text. | | | |
| 6.7. Under what license will be data shared for re-use? | Creative Commons CCO  Creative Commons CC-BY  Other (specify) | | |
| *If your answer is* ***’OTHER’*** *: Indicate which license will the data have for reuse, and why.* | | | |
| Click here to enter text. | | | |
| 6.8. What are the expected costs for data sharing? How will these costs be covered? | | | |
| *Costs related to data sharing can be covered by the project budget providing these are fully justified and relate to the project.* | | | |
| Click here to enter text. | | | |

1. **RESPONSIBILITIES**

Please answer the following questions/statements, taking into account the following information:

|  |
| --- |
| * 1. Who will be responsible for the data documentation & metadata? |
| *In case of the use of personal data, please note the name and contact data of the concerned data protection officers.* |
| Click here to enter text. |
| * 1. Who will be responsible for data storage & back up during the project? |
| Click here to enter text. |
| * 1. Who will be responsible for ensuring data preservation and sharing? |
| Click here to enter text. |
| * 1. Who bears the end responsibility for updating & implementing this DMP? |
| *Default response: The Principal Investigator (PI) bears the overall responsibility for updating & implementing this DMP.* |
| Click here to enter text. |