# BELSPO DMP Template

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| 1. **General Information**
 |
| Name applicant  |  |
| BELSPO Project Code, Title and Acronym |  |
| Affiliation | [ ]  Institute for Cultural Heritage KIK-IRPA[ ]  Institute of Natural Sciences IRSNB-KBIN[ ]  Institute for Space Aeronomy BIRA-IASB[ ]  Royal Library KBR[ ]  Meteorological Institute IRM-KMI[ ]  Museums for Art and History MRAH-KMKS[ ]  Museum for Central Africa MRAC-KMMA[ ]  Museums of Fine Arts MRBAB-KMSKB[ ]  Observatory and Planetarium ORB-KSB[ ]  State Archives AGR-ARA | Centre for Historical Research and Documentation on War and Contemporary Society SOMA-CEGES[ ]  Other:  |
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| 1. **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*If you* ***reuse*** *existing data, specify the* ***source*** *of these data.* *Distinguish data* ***types*** *(the kind of content) from data* ***formats*** *(the technical format).* |  |

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| 1. **Ethical and legal issues**
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| 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.*In case your host institution does not (yet) have a privacy register, a reference is not yet required of course; please add the reference once the privacy register is in place in your host institution.* | [ ]  Yes[ ]  NoIf yes: * Privacy Registry Reference:
* Short description of the kind of personal data that will be used:
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| 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[ ]  NoIf yes: * Reference to ethical committee approval:
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| 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[ ]  NoIf yes, please comment: |
| 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[ ]  NoIf yes, please comment: |

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| 1. **Documentation and metadata**
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| 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[ ]  NoIf yes, please specify: |

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| 1. **Data storage & backup during the BELSPO project**
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| 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, explain how this will be taken care of.  | [ ]  Yes[ ]  NoIf no, please specify:  |
| What are the expected costs for data storage and backup during the project? How will these costs be covered? *Although BELSPO has no earmarked budget at its disposal to support correct research data management, BELSPO 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?  |  |

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| 1. **Data preservation after the end of the BELSPO project**

BELSPO expects that data generated during the project are preserved for long term archiving, in as far as legal and contractual agreements allow. |
| 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? How will the costs be covered? *Although BELSPO has no earmarked budget at its disposal to support correct research data management, BELSPO allows for part of* ***the allocated project budget*** *to be used to cover the cost incurred.* |  |

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| 1. **Data sharing and reuse**
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| 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)?  | [ ]  Yes[ ]  NoIf yes, please 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?  |  |
| Who will be able to access the data and under what conditions?  |  |
| What licence will be used for Open Research Data? | [ ]  CC 0[ ]  CC BY |
| What are the expected costs for data sharing? How will these costs be covered? *Although BELSPO has no earmarked budget at its disposal to support correct research data management, BELSPO allows for part of* ***the allocated project budget*** *to be used to cover the cost incurred.* |  |

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| 1. **Responsibilities**
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| Who will be responsible for the data documentation & metadata?  |  |
| Who will be responsible for data storage & back up during the project?  |  |
| Who will be responsible for ensuring data preservation and sharing?  |  |
| 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* |  |