

Belgian Federal Science Policy Office (BELSPO): BRAIN 2.0 - BELSPO BRAIN-be 2.0

1. Identification of the proposal

Project Acronym

Project Title

2. Will data be collected, reused and/or generated?

My proposal will...

- Collect data
- Reuse existing data
- Generate new data

Guidance:

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.

3. How will you handle legal issues?

My proposal will use / process / store **personal** data:

- YES
- NO

Guidance:

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.

The work undertaken in the project will possibly result in **research data** with potential for **technology transfer** and **valorisation**:

- YES
- NO

Guidance:

If your answer is **‘YES’**, your proposal 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.

Will agreements with 3rd parties restrict the dissemination or exploitation of the data the project will (re)use:

- YES
- NO

Guidance:

If your answer is **‘YES’**: explain which data are affected by this agreement
State the restrictions that are in place.

4. How will you document your data?

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

Metadata standards will be used:

- FOR ALL DATA
- FOR SOME DATA
- FOR NONE OF THE DATA

Guidance:

- 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.

5. Data storage and backup during the BRAIN-BE 2.0 project

The data will be stored in...

- OTHER
- Institution Networked Research Storage

Guidance:

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.

How will the data be backed up?

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

Guidance:

If your answer is **other than ‘Not applicable’**: Describe the main risks and how these will be managed.

What are the expected costs for data storage and backup during the project?

How will these costs be covered?

Guidance:

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.

6. Data preservation in the long term - after the BRAIN-BE 2.0 project

All data will be preserved in the long term (at least 10 years)

- YES
- NO

Guidance:

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.

The data will be archived within...

- Institution Networked Research Storage
- OTHER

Guidance:

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.

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

Guidance:

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.

What are the expected costs for data preservation in the long term?

How will these costs be covered?

Guidance:

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.

7. Data sharing and reuse

Are there any factors restricting or preventing the sharing or reuse of the data (e.g. agreements with 3rd parties):

- YES
- NO

Guidance:

If your answer is **'YES'**: explain which data are affected by this agreement.
State the restrictions that are in place.

Which data will be made available to the public?

- ALL
- SOME PART
- NONE

Guidance:

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.

Where/how will data be made available to the public?

- Open Access repository
- In a restricted access repository
- Upon request by mail
- Other (specify)

Guidance:

If your answer is **other than 'Open Access repository'**: Indicate where and how access will be provided.

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)

Guidance:

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.

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

Which data will be made available for re-use?

- ALL
- SOME PART
- NONE

Guidance:

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.

Under what license will be data shared for re-use?

- Creative Commons CCO
- Creative Commons CC-BY
- Other (specify)

Guidance:

If your answer is '**OTHER**' : Indicate which license will the data have for reuse, and why.

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

Guidance:

Costs related to data sharing can be covered by the project budget providing these are fully justified and relate to the project.

8. Responsibilities

Who will be responsible for the data documentation & metadata?

Guidance:

In case of the use of personal data, please note the name and contact data of the concerned data protection officers.

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?

Guidance:

Default response:

The Principal Investigator (PI) bears the overall responsibility for updating & implementing this DMP.

Belgian Federal Science Policy Office (BELSPO): BRAIN 2.0 - GDPR

GDPR

Have you registered personal data processing activities for this project?

- Yes
- No
- Not applicable

Belgian Federal Science Policy Office (BELSPO): BRAIN 2.0 - DPIA

DPIA

Have you performed a DPIA for the personal data processing activities for this project?

- Yes
- No
- Not applicable