

Please be aware that you can contact the EUR datateam ([www.eur.nl/ub/en/edsc/](http://www.eur.nl/ub/en/edsc/)) to help you draw your DMP. (For individual advice on your Data Management Plan, see: [www.eur.nl/en/erasmus-data-service-centre/individual-support.](http://www.eur.nl/en/erasmus-data-service-centre/individual-support.))

Ad 3) What data will be generated by your research?

Here you should respond to the following questions:

- What kind of data? (i.e. recordings, transcripts, survey responses, summaries...)
- How will the data be generated? (i.e. interviews, focus groups, surveys, archival retrieval, field notes...)
- What kind of format will be used to store the data? Name the file types such as electronic formats (including audio such as .mp3, or SPSS file such as .sav, Altas.ti file such as .hpr7, etc.) or physical/paper document/artefacts you may save.

You might want to include a separate table, like the below.

Data collection	Research data			Research data storage	
	Conflicts	Countries	Sample size	Raw data (file type)	Processed data (file type)
Analysis video games	WWI -WWII	Poland; Netherlands	8 games	Mp4	Txt / jpeg
Online surveys	WWI -WWII	Germany; Netherlands; Poland; UK	600 gamers	Csv	Csv
In-depth interviews	WWI-WWII	Germany; Netherlands; Poland; UK	40 gamers	Wav	Txt
Site analysis	WWI-WWII Balkan Wars	Belgium (Flanders); Balkan region	10-15 sites	Jpeg /pdf	jpeg
In-depth interviews	WWI-WWII Balkan Wars	Belgium (Flanders); Balkan region	40 to 60 battlefield tourists (x 2 interviews)	Wav	Txt
Expert-interviews	WWI-WWII Balkan Wars	Belgium (Flanders); Balkan region	4 to 6 battlefield guides	Wav	Txt
Observation studies	WWI-WWII Balkan Wars	Belgium (Flanders); Balkan region	4 to 6 tours	Wav	TxT
Analysis of museum displays	WWI-WWII	Germany; Poland; UK; France	16 museum displays (4 per country)	Jpeg	Txt
Visitor comment books	WWI-WWII	Germany; Poland; UK; France	16 visitor comment books (4 per country)	Jpeg	Txt
Questionnaires	WWI-WWII	Germany; Poland; UK; France	questionnaires of people, visiting 16 museums (4 per country)	Pdf	Csv
In-depth interviews	WWI-WWII	Germany; Poland; UK; France	8 interviews with museum curators (2 per country)	Wav	Txt
Narrative analysis of	WWI-WWII; Spanish Civil War	Germany, Netherlands,	25 resources (per country: 4 textbooks and 1 curriculum)	Pdf	Txt

educational resources		Poland, UK, Spain			
Questionnaires	WWI-WWII Spanish Civil War	Germany, Netherlands, Poland, UK, Spain	1000 students (200 per country); 150 teachers and 150 museum educators (30 per country)	Pdf	Pdf
Semi-structured interviews	WWI-WWII Spanish Civil War	Germany; Netherlands; Poland; UK; Spain	200 students (40 per country; 20 per age; 13 & 16 yrs); 25 teachers (5 per country); 25 museum educators (5 per country)	Pdf & Wav	Pdf & Wav
Observation studies	WWI-WWII	Germany; Netherlands; Poland; UK	8 observations of re-enactments & other museum activities (2 per country)	Mp4 & Pdf	Mp4 & Pdf

#### Ad 4) Who will 'own' the data, and the intellectual property rights relating to them?

In response to the *first part of the question*, you need to indicate who will take responsibility for the data and who will determine who is able to gain access to it. <sup>1</sup>

- Within ESHCC, the normal arrangement for data ownership is that it is owned by the researcher in his or her position with the university
- For collaborative projects (i.e. a funded research grant), data ownership belongs to the grant holder and the persons that conduct the specific research, for example a grant holder has shared ownership over data produced by PhD researchers who also own the data their research has produced.

In response to *the second part of the question*, the law is pretty clear on the claiming of ownership of IPR: the employer is the owner in most cases. Therefore, please include the university, *in general*, as the owner of IPR. For example, when it comes to copyright on scientific articles (copyright is a form of IPR).

Data is often also a form of IPR, but this comes with some conditions. There are different scenarios:

- The data can be protected under database law. Then researchers might have serious reservations as to transferring the ownership of their database to the university.
- The data cannot be protected under the database law, since there are some conditions that have to apply.
- Commercial data can never be owned by them, since the use falls under the conditions of licence agreements.

Please check with Melika Nariman ([melika.nariman@eur.nl](mailto:melika.nariman@eur.nl)), IPR expert at the central university level, which scenario applies to your data and what are the implications.

#### Ad 5) How will you ensure data confidentiality ?

Please describe all data protection measures following the list below (, providing evidence that the confidentiality of the participants will be ensured according to the relevant EU standards (see e.g. EU Directive 95/46/EC and the GDPR), being):

- Clarification of whether the data will be anonymised (link to personal data will be destroyed) or coded (the data will be reversible)
- If the data will not be anonymised, an explanation as to why you cannot anonymise the data (e.g. you need to recontact the participants or do follow-up in case of long-term study)
- Description of how any link to the research participants will be handled if not fully anonymised

<sup>1</sup> Awaiting confirmation of the central Data Management officer for the two options below.

- If the data will be coded, description of the coding system, and who will have access to the code, incl. confirmation that it cannot be tracked back to identifiable persons unless essential for the study

Ad 6) How will you store the data *during research* and maintain security?

When you choose to deviate from the standard, please make choices regarding the following options or add others:

- Where or on what devices will data be stored?  
*For example, will your data be stored on an:*
  - independent USB/Hard drive,
  - cloud or university based server,
  - locked physical space,
  - or a personal/workplace laptop hard drive?
- How will security be maintained at this location? Will you use:
  - encryption,
  - password protection,
  - or a locked drawer/cabinet?

Ad 8) What potentials are there for data sharing and reusability?

Here you should respond to the following questions:

- Beyond the researchers named above, who will be given access to the data?
- Will anonymised data be used for secondary analysis?
- Will any data be made public?

Ad 10) The period after which you decide the embargo may expire will depend on many conditions, for example whether the data is commercial, whether there is sensitive personal data included, etc. General guidelines do not apply to this situation. It will vary for each type of data set.<sup>2</sup>

Ad 14) What measures are in place to secure the data? (long-term DMP)

Here you should respond to the following questions:

- Who will be responsible for the data at the conclusion of research?
- Will back-ups or duplications of data be made?
- In cases where participants withdraw consent, how can their data be extracted and removed from the data set?
- Will you make use of archiving resources?

Ad 15) What procedures will you use for research verifiability?

In some rare cases, verification of research data is needed for publications, research reviews or PhD defences. Please consider the following questions:

- Under what conditions are you able to provide access to your data? How will this be completed?
- What is likely to be included in this access, for example transcriptions, recordings, primary source materials, files, etc?

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<sup>2</sup> This information is coming from the central legal office. We can work towards an overview in which we give advice pertaining to different types of data.