Deliverable D6.2.

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1. Introduction.

The overall objective of SPRINGBOARD project is to strengthen the research potential of the Latvian Institute of Organic Synthesis (LIOS) through establishing long-lasting and sustainable network collaboration with leading European research institutions (University of Antwerp, University of Copenhagen, University of Florence and University of Helsinki) in the area of advanced discovery of novel antibacterial drugs. Implementation of SPRINGBOARD project includes the incoming experts' visits, lectures, seminars, trainings, summer school, outgoing visits of LIOS researchers, attendance of conferences and publishing of joint papers on the discovery of antibacterial drugs.

The purpose of Data Management Plan (DMP) is to provide relevant information concerning the data that will be generated and used by the partners of the SPRINGBOARD project. It ensures that all aspects of data collection/generation, handling, sharing, storing, usage, treatment, reporting and access through the activities of project are well defined and understood by all project partners and are in line with the Horizon 2020 Open Access policy and the recommendations of the Open Research Data pilot. All regulations regarding Open Access and IPR issues are discussed in the details in the Plan of Exploitation and Dissemination Report (PEDR), D6.1 (WP6).

SPRINGBOARD DMP addresses the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable. The DMP includes information on

   - data handling during the project and after its end,
   - type of collected, processed and generated data,
   - applied methodology and standards for data acquisition and management,
   - data sharing,
   - data archiving,
   - destroying of data.

Procedures and policies implemented during the project will be in the agreement with EU standards as described in the SPRINGBOARD Grant Agreement (GA) and Consortium Agreement (CA).

The DMP will be updated if the significant changes arise in the planned activities of project.

The Deliverable 8.2. – POPD - Requirement No.3 (submitted in M4) describes the procedures that are implemented for collection storage, protection of personal data in the SPRINGBOARD project.

2. Data Summary

Under implementation of SPRINGBOARD all the data will be generated according to The Open Research Data Pilot of the European Commission recommendations which enable open access and reuse of research data.[2]

2.1. Purpose of data collection/generation and its relation to the objectives of the project

SPRINGBOARD as Twinning project is Coordination and Support Action therefore the complex, sensitive or large-scale research data collecting and processing is not planned during the implementation of SPRINGBOARD. However, a variety of data and information will be generated and it needs to be properly managed.

The described purpose of data collection/generation is related to all the project objectives. Primarily it is focused on the increasing research excellence of LIOS in the area of advanced discovery of novel antibacterial drugs, career development of early stage researchers and dissemination activities. Therefore, researchers, students, representatives of stakeholders will be involved into the project-related events and activities. Only personal data that are truly necessary for project operations will be collected in agreement with the data minimization principle (Article 5(1) General Data Protection Regulation, GDPR).[3]

The collected personal data will be used for follow-up communication with project partners and stakeholders. Personal data are collected directly from the relevant subjects by questionnaires and personal information forms.

It is planned to mention the names of personnel participating in the project activities on the project website and social media platforms (such as Twitter).

Research data published in peer reviewed articles and conference papers will be results of research carried out during outgoing visits of LIOS researchers to the leading European research institutions (University of Antwerp, University of Copenhagen, University of Florence and University of Helsinki). One of the key performance indicators of the project is the number of articles published in the Open access peer reviewed journals. Such publications are considered as shared scientific data.

The collected/generated research data published in scientific articles and conference papers as well as project activities data will be useful to scientific and academic community, students and stakeholders.

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[2] *https://www.openaire.eu/what-is-the-open-research-data-pilot*
[3] *https://eur-lex.europa.eu/eli/reg/2016/679/oj*

2.2. Types of generated data in the project

The data generated by the SPRINGBOARD project can be divided into the following general data types: **Personal data, Shared scientific data, Project activities data.** The description, purpose and format of these data types are presented in the table below (Table 1).

Table 1.

Data Type	Description	Purpose	Format
Personal data	Project partners' and stakeholders' contact details	Administration and organization of project activities	.docx, xlsx
Publication data (Shared research data)	Newly generated research data within SPRINGBOARD Peer-reviewed scientific articles and conference materials	Dissemination of research results	.pdf
Project activities data	Materials of seminars, workshops, trainings, conference (presentations, reports and other material connected to experts' visits and outgoing visits of LIOS researchers, training materials, video, photographs, attendance lists)	Dissemination and communication, visibility, deliverables and reports	.docx, .ppt, .xlsx, .png, .jpeg

The expected size of the data will be evaluated over the course of the project since it depends on the extent and the nature of the data that are made available.

As SPRINGBOARD is a Twinning project under Coordination and Support Action therefore the complex, sensitive or large-scale research data collecting and processing is not planned during the implementation of the Project. The applied methodology and standards for data acquisition and management are in the full responsibility of each partner organization internal rules.

2.3. Re-use of existing data

SPRINGBOARD project is not Research & Innovation action, however, publication of research articles is the result of project, confirming the achieved impact. Therefore, existing

datasets related to ongoing researches of the project participants are proposed to be used as data background for the planned articles.

These background data are confidential and cannot be spread outside the consortium or published without permission from data owners.

2.4.   Data utility

Personal data collected within the framework of SPRINGBOARD project is obviously closed and confidential. However, shared scientific data is aimed to involve a broader audience including academic staff, public authorities, governmental institutions and other stakeholders as the potential users of shared scientific data. The overall audience is achieved through Dissemination activities (WP6) by sharing the relevant information according to the PEDR (D.6.1.).
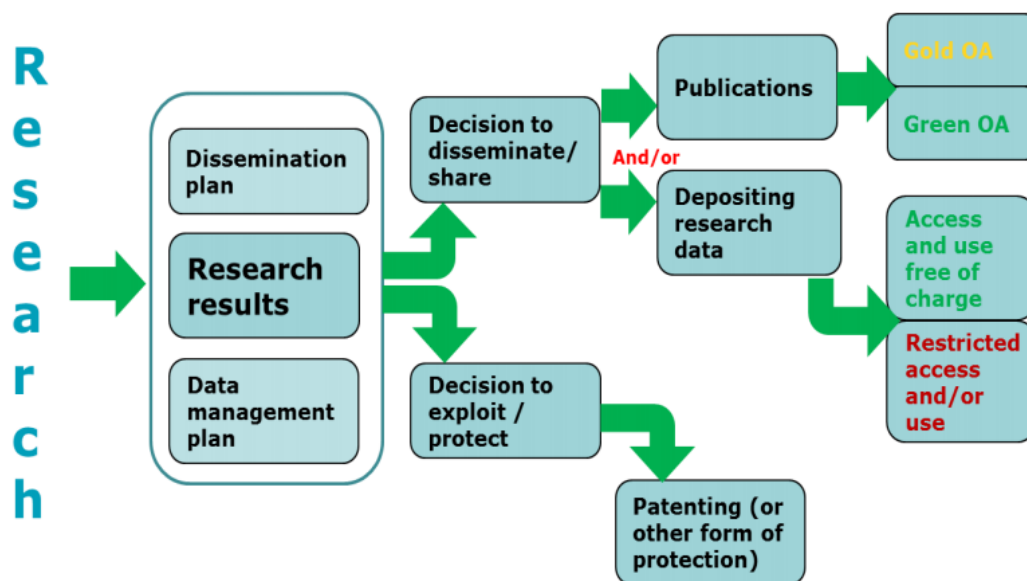

Figure: Open access to scientific publication and research data in the wider context of dissemination and exploitation (from Guidelines to the Rules on Open Access to Scientific Publications and Open Access Data Horizon 2020)[4]

2.5.   FAIR data

In agreement with requirements of Horizon 2020 data should be FAIR, that is findable, accessible, interoperable, and re-usable (for detailed description of the principles, see Wilkinson et al. 2016)[5]. The principles of FAIR in the project apply to research data published in peer-

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[4] *https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf*
[5] Wilkinson, M.D.et al, 2016. The FAIR Guiding Principles for scientific data management and stewardship, Scientific data, 3.

reviewed scientific articles and conference paper since these data shall also follow the principles of open access as well as to project activities data personal data are not made publicly available.

2.5.1. Making data findable

The primary responsibility for storage and findability of the data lies with the data creator. Structured data storage is essential for proper and secure storage of data files and records. The file-based storage includes clear and unambiguous file naming, the use of proper versioning, clear and intuitive folder structure. The use of standard file naming, convention per data type, and clear versioning will be managed by each partner organization.

Data will be published online in a searchable resource e.g. a catalogue, data repository or archive. The data users for the public or Open Access data will be able to locate the original data sources, as links to these web services will be included in deliverables and the project website. Scientific publications will include Digital Object Identifiers (DOI) that lead to the associated open data sets. In the project website, and social media platforms, keywords are intended to be used as tags to ensure easy finding and to optimize possibilities for re-use.

A Data Repository allows researchers to upload and publish their raw scientific data, thereby making the data available for other researchers to re-use if applicable. FAIR does not mean that all data need to be open. Metadata will be accessible, wherever possible. In order to make data findable, metadata will be used. All partners have agreed in providing relevant metadata and keywords, so that their data will be easily discoverable.[6]

2.5.2. Making data accessible

The collected and generated data of SPRINGBOARD project are suitable for sharing. However, all personal, sensitive or data that have other sharing restrictions will not be shared.

The SPRINGBOARD consortium partners already will identify which data will be made openly available and which have not been shared (or need to be shared under restriction), including the reason why access is restricted in the latter case. Only data related to publications and included in publications will be made openly available. The general public will be able to know about the SPRINGBOARD available collected and generated data, organized events and publications through social media or website.

SPRINGBOARD consortium fully supports open and free access to scientific information OpenAIRE created repository ZENODO or Open Research Europe (ORE) will be used to offer open access to the full text articles in peer-reviewed journals after the end of the embargo period. The raw data files will be stored in the partner institutions and provided to other partners upon the request.

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[6] *https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf*

In case the dataset cannot be shared, the reasons for this will be mentioned (e.g. ethical, rules of personal data, intellectual property, commercial, privacy-related, security-related).

2.5.3. Making data interoperable

The data of SPRINGBOARD project will be stored mostly in the form of text documents, tables, Power Point slides, or other widely accessible formats, which allowing data exchange and re-use between the partners and therefore provide for interoperability of data.

2.5.4. Making data re-useable

Available Data will be publicly accessible to third parties after communication and agreement with the data owners. The data owners will eventually decide what and under which circumstances becomes public. The Management Board will carefully assess the nature of the data of each deliverable and publication of SPRINGBOARD and will give advice in order to establish which data will be shared in the public section.

2.6. Archiving, preservation and destroy of data.

The storage of data created by the activities carried out in the SPRINGBOARD will be primary under the responsibility of the data creators.

Personal data shall be kept in a form that permits identification of data subjects for no longer than it is necessary, for the purposes for which the personal data are processed.

In the case of personal data, all collection, processing and storage aspects will be fully compliant with the institutions, national and EU legislation, i.e. original data will not be transferred to third parties. In addition, collected information will not be used or made available, for any other reason, without additional permissions.

Long term preservation of shared scientific data during the project lifetime is provided by the LIOS as Coordinator. The project partner organizations are obliged to store the data for three years after the project closeout, after which the data will be destroyed.

Open Access publications will also be available online for the public as long as archives exist.

3. Allocation of resources

3.1. Responsibilities

LIOS as the Coordinator of the consortium has the main responsibility of data management. However, all decisions (e.g. what data will be kept and for how long) will be made by the involvement of Management Board. Implementation of the DMP is necessary at both the central (Consortium) and local (Institutional) level.

During the data collection the initial quality control of the data is the primary responsibility of the SPRINGBOARD data creator/owner, who must ensure that the recorded data reflect the actual facts, responses, observations and events.

3.2. Costs for making data FAIR

In the SPRINGBOARD budget there are available 14000 EUR for Open access of peer-reviewed publications.

4. Data security and storage

SPRINGBOARD as Twinning project is Coordination and Support Action therefore the complex, sensitive or large-scale research data collecting and processing is not planned during the implementation of SPRINGBOARD. During the implementation of SPRINGBOARD project general procedures for data storage, management and handling will be ensured. SPRINGBOARD consortium will undertake all required efforts needed to protect the data against unauthorized use. The primary responsibility to take necessary measures to ensure data security lies on the owner institution. Not sensitive data will be stored locally in a completely trusted environment (own servers). As the data can be stored on the server no additional encryption/decryption processes have to be used. SPRINGBOARD consortium will support open and free access to research information *via* OpenAIRE created repository ZENODO or European Commission created platform Open Research Europe (ORE). Internal communication and sharing of non-sensitive data between the partners will be performed by e-mail and use dedicated folder in Dropbox.

There are general operational processes and procedures involved in SPRINGBOARD that are subject of General Data Protection Regulation (GDPR) compliance provisions, such as taking photos and videos and collecting the attendance list of the participants from the project events. The compliance of above mentioned processes to the applicable data protection rules falls under the general data protection policy and surveillance system of each Project partner.

Each project partner's institution has a nominated Data Protection Officer (DPO), who is responsible for monitoring closely the compliance of processes and procedures of the SPRINGBOARD to the requirements of GDPR and institutional data protection policies.

Each SPRINGBOARD partner has in place institutional privacy policy embedding the provisions of GDPR:

- o Partner 1: Latvian Institute of Organic Synthesis - Latvijas Organiskās sintēzes institūts (LIOS), Riga, Latvia - http://www.osi.lv/privatuma-politika/;
- o Partner 2: University of Florence - Universita Degli Studi Di Firenze (UNIFI),
- o Florence, Italy - https://www.unifi.it/cmpro-v-p-11360.html
- o Partner 3: University of Helsinki - Helsingin Yliopisto (UH), Helsinki, Finland - https://www.helsinki.fi/en/data-protection
- o Partner 4: University of Copenhagen - Kobenhavns Universitet (UCPH), Copenhagen, Denmark - https://informationssikkerhed.ku.dk/english/contact/
- o Partner 5: University of Antwerp - Universiteit Antwerpen (UANTWERPEN), Antwerp, Belgium - https://www.uantwerpen.be/en/about-uantwerp/organisation/organisational-structure/privacy-policy/

5. Ethical aspects

During the implementation of SPRINGBOARD project, only really necessary personal data will be collected and processed. The collected data may include:

- for individual stakeholders: names, contact details, including address, telephone number and e-mail address,
- for stakeholder and other organizations: address of organization, name of relevant contact person(s), their telephone numbers and e-mail addresses. General contact information on such organizations available publicly do not constitute personal data,
- for participants attending the SPRINGBOARD events (seminars, trainings, summer school and final conference): names, contact details, including address, telephone number and e-mail address, information on special food request or other information necessary for the organizing the project's events,
- in case of staff members working on the implementation of the project will be connected the employment contracts, job descriptions, and time records.
- The ethical aspects are described in the detail in Ethical deliverables D8.1 and D8.2.