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RĪGA STRADIŅŠ
UNIVERSITY

DATA MANAGEMENT PLAN

Deliverable D6.10

Project number - 952376 – VirA

Project funded by the European Union		
Dissemination Level		
PU	Public	X
PP	Restricted to other program participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Table of Contents

1. Data Summary	3
1.1. Purpose of data collection	3
1.2. Types and formats of data	3
1.3. Re-use of existing data	4
1.4. Origin and size of data.....	4
1.5. Data utility	4
2. FAIR data	5
2. 1. Making data findable, including provisions for metadata	5
2.2. Making data openly accessible	5
2.3. Making data interoperable	6
2.4. Increase data re-use (through clarifying licences).....	6
3. Allocation of resources.....	7
4. Data security.....	7
5. Ethical aspects	8

1. Data Summary

1.1. Purpose of data collection

The aim of the project is to promote autoimmune disease research capacity and fill networking gaps in the institution Rīga Stradiņš University (RSU) of the low-performing Member State – Latvia, by establishing a consortium with leading research institutions from Italy - University of Ferrara, Germany - Ulm University, and Medical Research Infrastructure Development And Health Services Fund By The Sheba Medical Center. Purpose of data collection/generation is administration and organization of project activities, dissemination and communication to realize the aim of VirA project.

Project is coordination and support action, therefore within VirA project data will be collected and generated as a result of achieving the main objectives that are:

- 1) Increase research excellence of the coordinating institution in the field of research as a result of such twinning exercise, as short-term exchanges, expert visits, joint summer schools, seminars and workshops to increase mobility of qualified scientists, upgrade competences and raise the experience level of existing personnel;
- 2) Enhance the reputation, attractiveness and networking channels of the coordinating institution by participation and organisation of international conferences, seminars, workshops, networking, and other events, as well as increase percentage of scientific articles published;
- 3) Enhance the scientific and technological capacity of the linked institutions with a principal focus on the university or research organisation from the Widening Country via establishment of immunological, virology, morphology, clinical data management and modelling platforms for multidisciplinary research.

1.2. Types and formats of data

The VirA project will generate/collect three types of data: personal, project activities and research results.

Personal data on participants in VirA project activities will be collected by coordinator – RSU, located in European Union (EU). All data collection is approved by data supervisor of RSU (certified by Latvian Data inspectorate) securing the correspondence to General Data Protection Regulation (GDPR). Data of project partners and stakeholders will be used for administration and organization of project activities. These data will be collected in MS Word (.doc/.docx) or MS Excel (.xls/.xlsx) format.

Formats of MS Word (.doc/.docx), MS Excel (.xls/.xlsx), JPEG (.jpeg, .jpg)/TIFF (.tif, .tiff), Adobe Portable Document Format (PDF/A, PDF) (.pdf) will be used for **project activities data** to generate reports of:

- Project governance plan;
- Risk assessment report;
- General Assembly feedback;

- Materials on workshops, summer schools and conference;
- Guidelines;
- Participation in international conferences;
- Proceedings issue;
- Communication report;
- Media monitoring report;
- Webpage-report;
- RSU flyer and brochure;
- Project logo and visual identity guidelines.

Research results and outcomes will be reported in research publications in peer-reviewed journals, as well as conference papers/proceedings, websites, social networks and other means as PDF/A, PDF (.pdf) files.

1.3. Re-use of existing data

Past publications on autoimmune diseases created by VirA project participants will be entered into Zenodo and Participant portal.

1.4. Origin and size of data

Data will be generated by consortium members from RSU (Latvia), University of Ferrara (Italy), Ulm University (Germany) and Medical Research Infrastructure Development And Health Services Fund By The Sheba Medical Center (Israel).

The expected size of the data will be estimated during the project due to variability in amount and type of the data to be created.

1.5. Data utility

Project activities data and research results with public dissemination level are planned to reach primary stakeholders – early career investigators, experienced researchers, PhD students, students, health care personnel in the clinics and the general public, as well as secondary stakeholders – journalists, policy and decision-makers at national and at the EU levels; small and medium-sized enterprises in medicine/biomedicine and funding organizations.

The direct and indirect stakeholders are:

- RSU scientists who will get into the training research programs and raise their qualification together with other specialists of different levels with whom the new information would be shared through communication;
- Master and PhD students who will associate with the TWINNING program and through this will get a chance to develop high-level master and PhD thesis;

- Clinicians involved in supported actions will receive novel scientific information on autoimmune diseases studies that will enhance better practice on diagnostics and treatment;
- Policy and decision-makers at the EU and national level;
- Industry/ health care specialists by getting access to new protocols as a potential new diagnostic tool developed by the task force assembled and trained by VirA with possibility of further joint product development with new recruitment options (collaboration agreements with businesses), as VirA will generate qualified staff attractive for the employment;
- The general public as the VirA effort would focus scientists and clinicians on searching and development of novel diagnostic tools as well as better treatment options for different autoimmune diseases.

2. FAIR data

2.1. Making data findable, including provisions for metadata

Each consortium partner will ensure FAIR (findable, accessible, interoperable, and reusable) data principles where applicable. Metadata will be produced for datasets. Open access data sources will be discoverable, identifiable and locatable using standard identification mechanisms. Research publications will enclose Digital Object Identifiers (DOI) linked to the associated open data.

To maximize access to the data, project activity data will be assigned by number of activity (deliverable), project acronym and number, name of file content, date. For open access publications, standard naming conventions will be applied according to Editors of scientific journals.

To optimize possibilities for re-use and enable findability of VirA data, research publications and information in web-site/social media will be provided by search keywords.

Clear version numbers will be added to each document by each consortium organization.

VirA will create descriptive, structural and administrative metadata.

2.2. Making data openly accessible

VirA consortium supports open and openly available free access to scientific information OpenAIRE.

This project will produce scientific research reports, conference proceedings, presentations, material for social networks, plans, forecasts, policy reports, monitoring reports, strategy planning documents and other materials that will be disseminated with a partially open publication. Material dissemination, which has been limited through non-disclosure agreements with research partners and governmental institutions and in cases where the research results may affect a project partner's commercial plans, national/EU security or public safety, will be confidential.

Dissemination level of project governance plan, risk assessment report, General Assembly feedback, part of information of practical workshop on project proposal preparation and management,

media monitoring report and visual identity guidelines is planned to be confidential, available only for members of the consortium (including the Commission Services).

Personal data will be secured in accordance with GDPR.

Knowledge management, ownership and access to key project information will follow to best practices principles in the research field and will depend on each respective item, and be treated accordingly. The intellectual property produced within this project will be subject to certain restrictions, as specifically mentioned in agreements between the project coordinator and partner organization. Project results intended for public use will be communicated with partner organizations and government institutions.

All articles arising from the VirA project will be published according to the guidelines of Open Science.

Data repository will enable making the data accessible for other researchers and public. Open access to the full text articles in peer-reviewed journals after the end of the embargo period will be accessible in an open resource Zenodo and VirA web-page, journals web-page and related sites.

The raw data files will be stored in the consortium members institutions and access to other partners will be given upon the request.

Random access (direct) is applicable to access the open data.

Data will be accessible using freely available widely used standard software (e.g PDF).

Data, associated metadata and documentation will be deposited in certified repository – Zenodo, which support open access where possible.

2.3. Making data interoperable

Open access data produced in the VirA project will be interoperable allowing data exchange and re-use. Data will be made available in standard formats (e.g .doc, .xls, .jpg, .tiff, .pdf) compatible with available (open) software applications in order to enable unrestricted data exchange between researchers, institutions, organisations, countries and others.

Inter-disciplinary interoperability of data will be enabled by standardized and organized controlled vocabularies for metadata description.

2.4. Increase data re-use (through clarifying licences)

If applicable data can be licensed to permit the widest re-use possible via Creative Commons Public Domain Dedication. Otherwise, decision of making data available and re-usable to third parties will be made after communication and agreement with the consortium member and owner of the data, considering intellectual property rights regulations.

Personal data will allow identification of subjects for data processing aims but for no longer than it is necessary. This will be strictly in accordance with institutional, national and EU law – original personal data and information will not be transferred to third parties without additional permission.

Open access data will be made available as soon as possible or green way for open access – after embargo period of maximum 6 months. Once making data openly available, those will remain open. Following the end of the project, green open access will be supported.

Long term storage of scientific data during the project lifetime is provided by the coordinator (RSU) and members of consortium. The project partner institutions will store the data for five years after the end of VirA project. Open access publication data will be available for entire journal and/or repository lifetime.

Data quality is mainly responsibility of data creators and assured by project partner organisations, evaluating accuracy, relevancy, completeness, timeliness and consistency.

3. Allocation of resources

Financial requirement aspects have been considered and reflected into the budget for each partner of VirA project. Peer-reviewed publications costs related to open access to research data are eligible as part of the Horizon 2020 grant therefore will be covered by VirA project budget. Costs for long term preservation of open access papers will be covered before publication in a journal.

RSU as coordinator of the project will be the main responsible for the data management. Nevertheless, VirA consortium as a whole will decide relevant aspects of data management. Data creator will be responsible for data quality.

4. Data security

All data will be stored and transferred according to applicable national, EU and international legislation for data security regulations. General procedures for data handling, management and storage will be applied. None of the project outcomes will have any dual use. No military activity will be carried out in the project.

The data of participants in activities will be collected by coordinator – RSU, located in EU. All data collection is approved by data supervisor of RSU (certified by Latvian Data inspectorate) securing the correspondence to GDPR. Information on RSU privacy policy is compiled: <https://www.rsu.lv/en/privacy-policy>

The specific data protection risks will be escalated by data protection officer (DPO), who is responsible for overseeing the VirA data protection strategy and its implementation to ensure compliance with GDPR requirements.

Project coordinator institution (RSU) uses several databases and certified repositories for safe and long term data preservation: PURE, Dataverse, DSpace, Zenodo.

5. Ethical aspects

Consortium confirms that compliance with ethical principles and applicable international, EU and national law in the implementation of research activities not originally envisaged (or not described in detail) in the project (Description of the Action 5.1. Ethics chapter Annex I - Part B) will be ensured. The Consortium confirms that the ethical concerns raised by those activities will be handled rigorously following the recommendations provided in the European Commission Ethics Self-Assessment Guidelines.

Informed consent for data sharing and long-term preservation will be included in questionnaires dealing with personal data. If personal data processing takes place on the basis of consent to personal data processing, a person is entitled to revoke consent to the data processing at any time, in the same way in which it has been given, and in such case any further data processing based on consent previously given for the relevant purpose will no longer be performed.