

The following is the complete mapping from questions in the VU DMP template to the FAIR principles.

■ = personal  
■ = non-personal

	Question Title	Description	FAIR principle(s)
0.1	Document version & date	Export and save the different versions of your DMP to <u>keep track of the evolution of your project</u> .	
0.2	Project Title		
0.3	Project Summary	A short summary of the project <u>to provide context for the rest of the DMP</u> .	
0.4	Your contact details	Full name, Role ( <a href="#">CRediT</a> ), Tel, Email, ORCID, University, Faculty/Institute, Department/Research Group	F1 ▾
0.5	List other people involved (incl. partner organization) in the project	Full name partner org./person(s), Role ( <a href="#">CRediT</a> ), Tel, Email, ORCID, University, Faculty/Institute, Department/Research Group	F1 ▾
0.6	Funding organization & grant number		F1 ▾
0.7	Project code		
0.8	Consulted data management expert	Name, Address, Tel, Email, University/Partner org., Date of consultation. <b>Improvement:</b> include ORCID	F1 ▾ 2. Data ... ▾
1.1	Will you collect and/or process personal data in this project?	If you collect and/or process personal data in your project, you must comply with GDPR.	
1.2	Will you use existing data?	Check license applicable to data. Note version/ link/ persistent identifier for reproducibility.	
1.3	Will you collect or produce new data?	Description of the data collection methods, materials/ equipment/ hardware/ software services such as online questionnaires, any specific techniques utilized, etc.	
1.4	Describe the population/participants/subjects that will be studied	Provide a general description without details.	
1.5	Do you process any of the following (personal) data?	Name, Contact details, Addresses, Financial info, info about family/personal relations, Digital info, National identification numbers, Data relating to criminal convictions and offenses, Other	
1.6	Do you process the personal data based on informed consent?	Yes: physical form, oral/digital consent, other or <u>No: answer the next question</u>	

	Question Title	Description	FAIR principle(s)			
1.7	On what legal ground will the data processing take place if it is not based on informed consent?	Not applicable, contract, legitimate interest				
1.8	Does the data collection include any of the following types of personal data?	The following <u>special categories</u> require more protection. [options: race/ethnic origin, political, religious/philosophical, trade union membership, genetic/biometric data, health data, data on person's sex life/sexual orientation]				
1.9	If your research involves special categories of personal data and you will not use explicit informed consent, what is the legal ground for exemption?					
1.10	What kinds of outputs will you produce in this project?	<table><tr><td>1. Data Asset</td><td>2. Description</td><td>3. Format</td></tr></table>	1. Data Asset	2. Description	3. Format	
1. Data Asset	2. Description	3. Format				
1.11	How much digital data storage will your project require?					
1.12	Will you collect physical data?					
1.13	Will you take measures to ensure data quality?	To <u>prevent errors</u> in data during acquisition.				
2.1	What legislation applies to your research project?	GDPR, Medical, Animals Act, Nagoya Protocol, other				
2.2	What legislation applies to your research project?					
2.3	Do you require approval of an ethical committee for this project?	Ethics Committee, approval status, review code, approval date				
2.4	Will you work with data for	Copyrighted material, info from sensitive/confidential sources, data ownership divided.				

	Question Title	Description	FAIR principle(s)					
2.5	<p>which intellectual property and/or confidentiality are an issue?</p> <p>Do you plan on generating a marketable product from your research project?</p>							
3.1	What measures will you take to secure and protect data during the research process?	<table><tr><td>Data asset</td><td>Storage</td><td>Backup</td><td>Access</td><td>Security measures</td></tr></table>	Data asset	Storage	Backup	Access	Security measures	
Data asset	Storage	Backup	Access	Security measures				
3.2	What measures will you take to secure and protect data during the research process?							
3.3	Which tools are used in the collection, processing or storage of data during research?	Atlas.Ti, Castor, DropBox, Edugroepen, Google Workspace for education, other						
3.4	What other tools or software do you intend to use during your research?	If you use other tools or work together with other parties.						
3.5	Is it necessary to transfer the (physical or digital) data assets to other locations or research partners?							
3.6	Is it necessary to transfer the (physical or digital) data assets to other locations or research partners?							
3.7	Do you transfer personal data outside of the	Country, reason of transfer, legal basis						

	Question Title	Description	FAIR principle(s)
	European Economic Area (EEA)?		
4.1	Which data assets will be archived and which will be published?	<u>Archived</u> : all data assets needed to reproduce the research outcome <u>Published</u> : making data assets available to other users for new research purposes	
4.2	Where will you archive your data assets?	Archstor, Darkstor, DataVerseNL, OSF, Yoda, other	F4 ▾
4.3	What other archive(s) do you intend to use to archive data assets?	Name, role, country	F4 ▾
4.4	For how long will the data be available in the archive?	For verification and replication of research.	
4.5	For how long will the data be available in the archive?		
4.6	Where will you publish your data assets?	Data assets can only be shared in external repositories with which the VU has a processing agreement.	F4 ▾
4.7	Where will you publish your data assets?		F4 ▾
4.8	How will you ensure your data assets get a persistent identifier?		F1 ▾
4.9	Will you register your datasets in an online registry other than PURE?	To increase the <i>findability</i> of your work.	F1 ▾
4.10	Are there restrictions to data publishing?	Due to legal, intellectual, property, privacy- or security-related issues. Can also include personal choices of the researchers	A1.2 ▾
4.11	Are there restrictions to data publishing?	Personal choice of the researcher	A1.2 ▾
4.12	When will you share the data?	By default, immediately after completion. <u>Grant providers like NWO/ZonMw have specific policy guidelines and requirements on this.</u>	

	Question Title	Description	FAIR principle(s)
4.13	Please indicate the license and/ or terms of use under which you share your data.		R1.1 ▾
5.1	What metadata and documentation will accompany the project?		R1.2 ▾ F2 ▾
5.2	What metadata and documentation will accompany the data assets?	Using a standard way of documenting your data makes it easier for other researchers to work with and reuse your data assets.	R1.3 ▾ F2 ▾
5.3	What methods, software or hardware are needed to access and use your data?		R1.2 ▾
6.1	Who will be responsible for management of the data assets during the project?	You can reuse answers from 0.4 and 0.5	
6.2	Who will be responsible for management of the data assets after completion of the project?	You can reuse answers from 0.4 and 0.5	
6.3	For data that are only available upon request, what methods will be used to handle requests for access and how will data be made available to those requesting access?		A1.2 ▾
6.4	What resources will be dedicated to research data management?	Storage costs, costs for research data management support, additional costs for Open Access publication	

**Table 1.** Overview of the questions of the plan content of the VU DMP template 1.7 and how they link to FIPs.