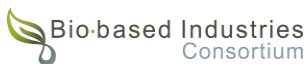




ManuREfinery

D7.12

Initial Data Management Plan



GRANT AGREEMENT NUMBER	101157679
DELIVERABLE NAME	Initial Data Management Plan
DELIVERABLE NUMBER	D7.12
DELIVERABLE TYPE	DMP
WORK PACKAGE	7
LEAD BENEFICIARY	INEUVO
CONTACT PERSON	Narinder Bains
DISSEMINATION LEVEL	PU
DUE DATE FOR DELIVERABLE	28th February 2025





PROJECT DETAILS

ACRONYM	MANUREFINERY
Title	Smart modular mobile biorefining of manure to zero-waste maximising resource and nutrient recovery for feed and fertiliser bioingredients in rural areas
Grant Agreement Number	101157679
Call	HORIZON-JU-CBE-2023
Project Coordinator	INSTITUTO TECNOLOGICO DE ARAGON (ITA)

DELIVERABLE DETAILS

DELIVERABLE TYPE	DMP
Deliverable status	Complete
Dissemination level	PU
Due date	28 th February 2025
Submission date	28 th February 2025
Work package	WP7
Deliverable leader	INEUVO
Deliverable author(s)	Narinder Bains

REVISION HISTORY

VERSION	AUTHOR	DATE	REVIEWER	MODIFICATIONS
1.0	NIEUVO	28/2/2025		





ACKNOWLEDGEMENTS

The project is supported by the Circular Bio-Based Europe Joint Undertaking and its members. Grant Agreement Number 101157679.

DISCLAIMER

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CBE JU. Neither the European Union nor the CBE JU can be held responsible for them.





LIST OF ABBREVIATIONS

ABBREVIATION	FULL NAME
DMP	Data Management Plan
DOI	Digital Object Identifiers
FAIR	Findable, Accessible, Interoperable and Reusable
FTP	File Transfer Protocol
GDPR	General Data Protection Regulation
HE	Horizon Europe
ICT	Information and Communication Technologies
ORDP	Open Research Data Pilot
PDM	Partner Data Manager
REST	Representational State Transfer
SFTP	Secure File Transfer Protocol





EXECUTIVE SUMMARY

The Initial Data Management Plan (DMP) for the ManuREfinery project sets out how the consortium will collect, process, store, and share research data to support its overarching goal of developing zero-waste biorefining solutions for manure across multiple European countries. It highlights key principles aligned with Horizon Europe guidelines, emphasizing FAIR (Findable, Accessible, Interoperable, and Reusable) data practices. To facilitate compliance, each partner designates a Partner Data Manager (PDM) responsible for ensuring that data—whether generated through laboratory experiments, stakeholder workshops, or proprietary processes—remains accurate, consistent, and properly documented. Furthermore, the DMP outlines the project’s commitment to open access, detailing how scientific publications and supporting data will be made publicly available in repositories, subject to any necessary embargo periods to protect intellectual property. It also provides protocols for secure data storage, routine backups, encryption, and restricted access, ensuring that all personally identifiable or sensitive data comply with the General Data Protection Regulation (GDPR) .

Within this framework, the ManuREfinery project’s DMP delineates a structured approach for handling different categories of data—ranging from participant feedback to complex process simulations—while taking into account regulatory requirements like the Open Research Data Pilot and GDPR. Clear version control procedures, standardized metadata, and an agreed-upon vocabulary facilitate interoperability and long-term preservation. The consortium’s plan for iterative reviews ensures the DMP remains a “living document,” updated at key milestones to capture any evolving requirements or lessons learned. Overall, this strategy not only supports the project’s scientific objectives—enabling reproducibility and collaborative innovation—but also ensures transparency, legal compliance, and ethical treatment of all data produced.





TABLE OF CONTENTS

1. Introduction.....	7
1.1. About this document.....	7
2. Key Principles	9
3. Data Summary.....	10
4. Related Policies and Context	13
4.1. Open Research Data Pilot (ORD pilot)	13
4.2. General Data Protection Regulation (GDPR)	13
4.3. Open Access Mandate	13
5. FAIR DATA	14
5.1. Making data interoperable	14
5.2. Increase data re-use (through clarifying licences).....	15
5.3. Allocation of resource.....	15
5.4. Data security	17
5.5. Ethical aspects	17
5.6. Relevant risks.....	18
5.7. Other issues	18
5.8. Further support in completing the DMP	18
6. Implementation of the DMP.....	19
7. ANNEX NO 1. FAIR Data Management Template (available as Excel Spreadsheet).....	20



1. INTRODUCTION

The Data Management Plan (DMP) of the MANUREFINERY project outlines how data emerging from the project will be handled during the lifetime of the project and after it is completed.

Horizon Europe seeks to ensure beneficiaries make their research data findable, accessible, interoperable and reusable (FAIR), to ensure it is soundly managed. Good research data management is not a goal in itself, but rather the key conduit leading to knowledge discovery and innovation, and to subsequent data and knowledge integration and reuse.

Task 7.4 Data Management Plan (duration M1-M48) is led by INEUVO with all partners participating. INEUVO will be the lead in the development and population of the data management plan. The plan will map out the data that will be generated, processed and held during the project by each partner. Data Management Plans (DMPs) are a key element of good data management within collaborative research projects.

The DMP describes the data management life cycle for the data to be collected, processed and/or generated within the project. As part of making research data FAIR, a DMP should include information on:

- The handling of research data during and after the end of the project
- What data will be collected, processed and/or generated
- Which methodology and standards will be applied
- Whether data will be shared/made open access and
- How data will be curated and preserved (including after the end of the project).

1.1. About this document

This document (D7.12), based on the EC guidelines, provides a template for the DMP that will be regularly updated and reviewed as a living document throughout the lifetime of the project. The document reviews and updates will take place at month 24 and month 48 to reflect the status of the MANUREFINERY project with respect to its data management.

This document, along with the DMP appendix, seeks to capture and describe what data is collected, processed or generated and following what methodology and standards. Also to be described are whether and how this data is shared and/or made open, whether and how it will be exploited or made accessible for verification and re-use and how it will be curated and preserved.

The MANUREFINERY project plans to collect, generate and manage data from and in the following countries:

- Belgium
- Czech Republic
- Greece



- Ireland
- Italy
- Netherlands
- Romania
- Slovenia
- Spain
- UK

The required information to populate the DMP will be collected from partners using an accompanying Excel spreadsheet template and updated, at a minimum, in time with the periodic evaluations/ assessments of the project.

Types of data that are managed by the DMP are likely to include, but not limited to:

- Qualitative research data
- Data about research participants, their experiences and perceptions
- Scientific data

All scientific data that will be produced shall be deposited in open data repositories, following the FAIR (Findability, Accessibility, Interoperability and Reusability) guiding principles for data management and stewardship, such that it is possible for third parties to access, mine, exploit, reproduce and disseminate them free of charge. It also elaborates on data reuse and the relations to ethics and data security strategies for licensing the final scientific outputs. All scientific publications related to the project will be published under “Gold” or “Green” open access and Creative Commons Attribution (CC BY) license standards, and the related research data will be uploaded to public databases that can provide persistent identifiers.





2. KEY PRINCIPLES

The design, implementation and update of the data management plan within MANUREFINERY are coordinated by WP7 and are structured around the following key points:

1) This data management plan has been prepared by taking into account the template of the HORIZON-EUROPE (“Data management plan template v1.0” 1). The elaboration of the data management plan will allow the MANUREFINERY consortium members, including associated partners, subcontractors and third parties offering in-kind contributions to the action, to address all issues related with ethics and data protection. This document is an official deliverable (D7.12), due in Month 6, but it will be a living document throughout the project. This initial version will evolve depending on significant changes arising and the periodic reviews at reporting stages of the project.

2) The MANUREFINERY partners will comply with the requirements of Regulation (EU) 2016/679 and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

3) Concerning the types of data, storage, confidentiality, ownership, management of intellectual property and access: Procedures that will be implemented for data collection, storage, access, sharing policies, protection, retention and destruction will be in line with the EU standards as described in the Grant Agreement (GA) (GAP-101157679), particularly Article 13, Confidentiality and security; Article 14, Ethics and values; Article 24 Agreement on background; Article 25, Access Rights to Background; Article 15, Data protection; Article 16, Intellectual property rights (IPR) – Background and results – access rights and rights of use; Article 19, General information obligations; Article 20, Record-keeping and “Annex I – Description of Work” of the Grant Agreement.

- This Data Management Plan (DMP) details what data the project will generate and manage, whether and how it will be exploited or made accessible for verification and re-use, and how it will be curated and preserved.
- As part of the signed Consortium Agreement ownership of key prior and post knowledge (IPR, data etc.) of all involved parties (including partners and cities) has been defined.
- The consortium will deposit all applicable data in a data repository, setup and maintained by ITA (WP Leader and host of the MANUREFINERY Sharepoint site and BIOEAST who host the project website). ITA will take measures to make it possible for third parties to access, mine, exploit, reproduce and disseminate — free of charge — the following categories of data:
 - The data, including associated metadata, needed to validate the results presented in scientific publications;
 - Data collected during the project, after anonymization and including associated metadata, as specified in the DMP;
 - Data generated during the project, including associated metadata, as specified in the consortium agreement and in the DMP;





- Public project reports and public deliverables;
- All dissemination-related material.
- All data will be made available in XML format and/or in text/CSV (comma separated) format.
- Data in databases will be accompanied by an open schema and fully documented specifications to allow full and unrestricted accessibility.
- The MANUREFINERY consortium will conform to the DMP template and will make every effort through the project's dissemination activities to make this content findable, accessible, intelligible, and reusable (FAIR) by all interested stakeholders (especially by other EU related projects).
- A searchable index and an information classification system of all relevant datasets will be developed, applicable to all cases and data types, while at the same time respecting all relevant IPR and copyright requirements pertaining to these datasets.
- The initial DMP is delivered in Month 6 of the project.
- More elaborated and updated versions of the DMP will be made available around M24, and M48, to fine-tune it according to the data generated and to the data uses that will be identified by the consortium.

3. DATA SUMMARY

The data (databases, datasets, etc.) that are required for MANUREFINERY will be used to:

- Understand participants experiences and perceptions
- Test and evaluate new Ammonia biofiltration process to produce NaNO_3
- Test and evaluate new Ammonia + Phosphorus recovery unit
- Test and evaluate new Thermophilic anaerobic digestion coupled with biogas fermentation for microbial protein production
- Test and evaluate Acetate fermentation for microbial protein production
- Test and evaluate new Grass cultivation and extrusion
- Test and evaluate new Protein separation from grass juice
- Test and evaluate new Grass juice fermentation for caproic acid production
- Optimize gasification process for syngas production
- Test and evaluate Syngas fermentation for acetic acid production
- Set up/optimize/demonstrate the new biotechnological processes and large scale pilot plants
- Evaluate the safety, functionality/technical properties of bio-based ingredients/chemicals/prototypes
- Characterise the bio-based ingredients/chemicals/prototypes
- External stakeholder engagement through workshops, surveys, questionnaires etc.





- Address the current regulatory requirements (i.e. REACH) or set up the new regulatory standards
- Demonstrate the sustainability of the innovative bio-based products and biotechnologies
- Increase the awareness of consumers on bio-based products through dissemination plans
- Speed market uptake and the implementation at industrial level the bio-based products and innovative bio-technologies

A categorization of this data is as follows:

A. Type of data based on its content:

- Materials / Scientific Data
- Participant Data
- Evaluation Data

B. Type of data, based on its data collection /sources:

- Workshop Data
- Panel / Questionnaire Data
- Laboratory Data
- Proprietary Data
- Trial Data
- Simulation Data
- Training Data

Related processes are:

- Data collection and storage
- Data manipulation and management
- Data analysis

Table 1 below summarizes the matrix that will be used to collect information regularly in the lifetime of the project on the types of available datasets, categories, its sources and related processes with respect to all the MANUREFINERY partners.





Table 1: Data availability with respect to MANUREFINERY partners.

Type of Data	ITA	UVA	UGENT	UNIZAR	GUASCOR	SYSPRO	COLSEN	DETRICON	BIOZCHP	INTERPROD	DENVER	AGROCESA	CEGECO	KIS	FERTINAGRO	CELIGNIS	IPE	UNIFI	ENCO	BIOEAST	WAGRALLIM	INEUVO	
Workshop Data																							
Panel Data																							
Laboratory Data																							
Proprietary Data																							
Trial Data																							
Simulation Data																							
Training Data																							





4. RELATED POLICIES AND CONTEXT

4.1. Open Research Data Pilot (ORD pilot)

The present Data Management Plan (DMP) complies with and has been developed according to the following EU policies regarding Research Data and Data Protection:

- a) *The General Data Protection Regulation ("GDPR")*
- b) *The Open Access Mandate ("OAM")*

4.2. General Data Protection Regulation (GDPR)

The **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the European Council and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU). It also addresses the export of personal data outside the EU. The primary objectives of the GDPR are to give citizens and residents back control of their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. GDPR replaced the data protection directive (officially Directive 95/46/EC) from 1995. The regulation was adopted on 27/4/2016. It has been applied from 25/5/2018.

4.3. Open Access Mandate

According to article 29.2 of the Model Grant Agreement, all projects receiving Horizon Europe funding are required to make sure that any peer-reviewed journal article they publish is openly accessible, free of charge.

All Horizon Europe projects must provide Open Access (OA) to all peer-reviewed scientific publications that stem from project activities, immediately or otherwise within 6 months of publication where publisher embargoes apply. Non-compliance can lead to a grant reduction and potential sanctions.

Related information can be found in:

<http://ec.europa.eu/research/openscience/index.cfm?pg=openaccess>

<https://www.openaire.eu/intro-researchers>

<https://www.openaire.eu/Horizon Europeopenaccess/>

MANUREFINERY will deposit its scientific results in an institutional repository that will be selected among the following:

<https://www.openaire.eu/participate/deposit-publications-data>

<https://zenodo.org/>

<https://www.eudat.eu/>



5. FAIR DATA

The following section outlines key elements to consider in respect to the data collected as part of MANUREFINERY and when completing the DMP template.

In general terms, MANUREFINERY research data should be “F.A.I.R.” that is

- Findable.
- Accessible.
- Interoperable.
- Re-usable.

These principles precede implementation choices and do not necessarily suggest any specific technology, standard or implementation-solution.

The European Commission recognizes that there are good reasons to keep some or even all research data generated in a project closed.

The DMP explains which data can be shared and under what terms and conditions, clearly separating legal and contractual reasons from voluntary restrictions. In a multi-beneficiary project like MANUREFINERY, it is also possible for specific beneficiaries to keep their data closed, if relevant provisions are made in the consortium agreement and are in line with the reasons for opting out.

5.1. Making data interoperable

The data produced within MANUREFINERY are made interoperable by converting them to non-proprietary open formats/ proprietary widely used formats, compliant with available software applications and facilitating the circulation and critical analyses among the partnership. In addition, harmonisation of the presentation data (when disclosed in accordance with the project GA and CA) obtained by EU funded projects will be completed in order to maximise their impact.

The vocabulary and the format set up by INEUVO in accordance with the EU standards to facilitate the harmonisation and exploitation of the information derived by EU funded projects will be adopted for all the relevant data obtained with MANUREFINERY by all of the partners.

The vocabulary will be common for the same type of data in accordance with the international regulation on Units/ Methods/ Regulations and harmonised among the partnership using the format that is agreed upon by all of the partners.

These vocabularies and formats will be established at the next Steering Committee Meeting.



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

The exploitation of the data, methodologies and patents will be regulated according to, shared, and ratified among the partnership Consortium Agreement (CA) and included IPR rules. Also, the data disclosure to Third Parties will be regulated by a standard Non-Disclosure Agreement (NDA), which will also be agreed upon by the partnership.

The timetable on the data availability will be established according to the project GA, CA and NDA, all agreed upon and signed by the partnership. Also, the strategy of exploitation of the data after the end of the project is agreed among the whole MANUREFINERY partnership, even if proposed by a specific committee.

The embargo and the timetable on the data availability will be established according to the GA, CA and NDA agreed and signed by the partnership. The drafts of NDAs and Material Transfer Agreements (MTA) will be discussed during the 2nd Steering Committee Meeting (Ghent, April 2025) and are expected to be ready shortly after this meeting.

ITA is in charge of the Quality Assurance Procedures to define procedures further, providing all data on samples, methodologies, and technologies, as requested.

5.3. Allocation of resource

No costs to share the data on the MANUREFINERY Sharepoint shared site are foreseen, while eventual costs related to data dissemination and publication are foreseen and eligible according to the GA. The costs of dissemination will be related to the type and number of their disclosure in agreement with GA, IPR and NDA. The long-term preservation of the resources will be performed in agreement with guidelines established by the long-term exploitation board lead by ITA/ENCO/INEUVO and secured in a suitable data repository.

5.3.1 Allocation of Responsibilities

People/groups involved in Data Management for MANUREFINERY are:

- The project coordinator, (Jose Ramon Valdes, ITA)
- The project scientific coordinator, (Raul Munoz Torre, UVA)
- Research staff designing research, collecting, processing and analyzing data
- Laboratory or technical staff generating metadata and documentation
- A database designer (TBD)
- External contractors involved in data collection, data entry, transcribing, processing or analysis
- Support staff managing and administering research and research funding, providing ethical review and assessing Intellectual Property rights
- Institutional IT services staff providing data storage, security and backup services (ITA, BIOEAST, I.T. depts.)
- External data centres or web archives that facilitate data sharing

Each partner will designate a person ("Partner Data Manager", PDM), who will be responsible for any process or communication related to project data. All designated PDMs are listed in the table 2 below:



**TABLE 2: DESIGNATED PARTNER DATA MANAGERS (PDMs)**

PARTNER	Name	Role
ITA	TBD	Project Data Manager
UVA	TBD	Project Data Manager
UGENT	TBD	Partner Data Manager
UNIZAR	TBD	Partner Data Manager
GUASCOR	TBD	Partner Data Manager
SYSPRO	TBD	Partner Data Manager
COLSEN	TBD	Partner Data Manager
DETRICON	TBD	Partner Data Manager
BIO2CHP	TBD	Partner Data Manager
INTERPROD	TBD	Partner Data Manager
DENVER	TBD	Partner Data Manager
AGROCESA	TBD	Partner Data Manager
CEGECO	TBD	Partner Data Manager
KIS	TBD	Partner Data Manager
FERTINAGRO	TBD	Partner Data Manager
CELIGNIS	TBD	Partner Data Manager
IPE	TBD	Partner Data Manager
UNIFI	TBD	Partner Data Manager
ENCO	TBD	Partner Data Manager
BIOEAST	TBD	Partner Data Manager
WAGRALIM	TBD	Partner Data Manager
INEUVO	TBD	Partner Data Manager





The PDM is responsible on behalf of the corresponding partner for all data generated, collected, uploaded, processed, downloaded and stored in the partner's resources, or handled by that partner's personnel. Their responsibility extends to ensuring the following:

- That the datasets are accurate, consistent and complete.
- That the datasets are adequately documented.
- That the datasets are properly anonymized and their handling procedures are consistent with the GDPR and its related data management policies.
- Communication with the Technical Coordinator for all issues related to project data and the DMP.

5.4. Data security

Data should be stored in a secure repository (Sharepoint) where only authenticated users can access the data on the site and subsites. Only the site administrators can allow access to the data (ITA, Jose Ramon Valdes) – Ideally access would be permitted as either reader or writer depending on access needs. In addition, the partners will be protected on institutional computers or other cloud storage with appropriate authentication requirements.

5.4.1 Data Storage and Back Up

Data storage, in the context of Data Security, must be done in such a way to ensure the privacy and integrity of data and prevent unauthorised access, changes to data, disclosure or destruction of data.

Transmitting (uploading or downloading) sensitive or personal data between locations or within research teams must always be done using data encryption, e.g. using secure FTP or other secure data transfer protocol, to ensure data privacy and prevent unauthorized access of data (e.g. eavesdropping).

- Access to data repositories should be password protected and access logs should be maintained.
- Archived data of personal or sensitive nature should be stored encrypted, with strong encryption.

Before the MANUREFINERY project is completed, the partners will decide which data will have to be destroyed and which data will be maintained (and for how long).

To ensure data integrity, avoid loss of data and maintain storage consistency, regular data backups should be performed on a daily, weekly and monthly basis, either incremental or full. Data backups should be accompanied with appropriate and corresponding data recovery procedures.

5.5. Ethical aspects

Most of the data that will be produced and generated by MANUREFINERY consortium members do not involve any ethical or security issues as they will revolve around the biorefining technologies. The beneficiaries do not expect any ethical or legal issues impacting data sharing as the project does not deal with personal data. This statement will be reassessed in the next DMP versions. If questionnaires will be created, informed consent for data sharing and long-term preservation will be included.





5.6. Relevant risks

Data generation, curation, management and sharing entails serious challenges and risks that should be assessed a priori and addressed in a way that it does not affect the potential impact. The PM and the WPLs will be responsible for identifying and assessing the risk related with the data production, both quantity and quality by considering the critical risks and risk management strategy defined in the grant preparation phase. These include:

- Sampling protocols and analysis data present risks of inaccuracy in testing and validation activity that potentially does not stand up to scientific rigour.
- Insufficient provision of data for testing and validation in later activities. This risk involves all scientific data-producing WPs and to mitigate this, a data request follow up will be carried out, trying to serve for tracking the due time and the responsible in terms of each stakeholder.
- Poor processing performance resulting in low biobased ingredients yields and extraction targets. This risk involves the activities of WP2 and 3 and will be addressed by selecting experienced personnel related to the subject of the project as well as by the vigilant stepwise analysis of I/O data at each stage of the project.
- The risk of failure of equipment that will implement individual tasks resulting in inadequate and/or low-quality data. WP2 and WP3 are involved in this risk, and mitigation is foreseen by following routine service and repair of faults. In addition, transferring a part of the research to subcontracts will also be considered.

5.7. Other issues

At this time, it is not foreseen that the project will make use of other national/ funder/ sectorial/ departmental procedures for data management.

5.8. Further support in completing the DMP

The Research Data Alliance provides a [Metadata Standards Directory](#) that can be searched for discipline-specific standards and associated tools.

The [EUDAT B2SHARE](#) tool includes a built-in license wizard that facilitates the selection of an adequate license for research data.

Useful listings of repositories include:

[Registry of Research Data Repositories](#)

Some repositories like [Zenodo](#), an OpenAIRE and CERN collaboration), allow researchers to deposit both publications and data, while providing tools to link them.

Other useful tools include [DMP online](#) and platforms for making individual scientific observations available such as [ScienceMatters](#).

- [Horizon Europe Data Management:](#)





http://ec.europa.eu/research/participants/docs/Horizon Europe-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm

- [Horizon Europe Open Access](#)

http://ec.europa.eu/research/participants/docs/Horizon Europe-funding-guide/cross-cutting-issues/open-access-data-management/open-access_en.htm

6. IMPLEMENTATION OF THE DMP

The deliverable presents document templates for the DMP (see appendices) that are based on the EC Guidelines on Data Management in Horizon Europe/H2020. Overall, the implementation procedures of the DMP will be compliant with the rules for Open Access policy and the recommendations of the ORDP for the life cycle of the data to be collected, processed, and distributed. The data templates will be circulated and approved by the consortium members before their first release. The templates are expected to be sent to MANUREFINERY partners by the end of June 2025 (M10) and will be received in M13 but not before having all the WPs working (M13). A living document will be continuously available, listing all the datasets that will be provided by MANUREFINERY partners. Summary reports and descriptive statistics will be included in the next DMP deliverable at month 24.





7. ANNEX NO 1. FAIR DATA MANAGEMENT TEMPLATE (AVAILABLE AS EXCEL SPREADSHEET)

This template should be completed by each Partner Data Manager (PDM) in conjunction with their local team and saved to the MANUREFINERY Confluence site. It will be updated by each PDM and compiled by INEUVO as a minimum every 12 months and in the context of the periodic evaluation/assessment of the project.

It is not required to provide detailed answers to all the questions in the first version of the DMP that needs to be submitted by month 6 of the project. Rather, the DMP will be a **living document** in which information can be made available on a finer level of granularity through updates as the implementation of the project progresses and when significant changes occur.

MANUREFINERY: Data Management Plan		
Version No. 1		
Partner Number and Short Name:		
Partner Data Manager:		
Form Completed and Submitted By:		Date:
Reviewed at INEUVO by:		Date:

Data Summary

Partner Report



THE PROJECT IS SUPPORTED BY THE CIRCULAR BIO-BASED EUROPE JOINT UNDERTAKING AND ITS MEMBERS. Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CBE JU. Neither the European Union nor the CBE JU can be held responsible for them. Grant agreement ID: 101157679





State the purpose of the data collection/generation

Explain the relation to the objectives of the project

Specify the types and formats of data generated/collected

Specify if existing data is being re-used (if any)

Specify the origin of the data

State the expected size of the data (if known)

Outline the data utility: to whom will it be useful

FAIR DATA

Making data findable, including provisions for metadata

Outline the discoverability of data (metadata provision)

Outline the identifiability of data and refer to standard identification mechanism.

Do you make use of persistent and unique identifiers such as Digital Object Identifiers?

What naming conventions will be used?

Outline the approach towards search keyword

Outline the approach for clear versioning

Specify standards for metadata creation (if any). If there are no standards in your discipline describe what type of metadata will be created and how?

Partner Report





Making Data Openly Accessible

Specify which data will be made openly available? If some data is kept closed provide rationale for doing so.
 How will data be made available?
 What methods or software tools are needed to access the data?
 Is documentation about the software needed to access the data included?
 Is it possible to include the relevant software (e.g. in open source code)?
 Where will the data and associated metadata, documentation and code be deposited?
 How will access be provided in case there are any restrictions?

Making Data Interoperable

Are the data produced in the project interoperable, that is allowing data exchange and re-use between researchers, institutions, organisations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins)?
 What data and metadata vocabularies, standards or methodologies you will follow to facilitate interoperability?
 Will you be using standard vocabulary for all data types present in your data set, to allow interdisciplinary interoperability? If not, will you provide mapping to more commonly used ontologies?

Increase Data Re-Use (through clarifying licences)

How will the data will be licenced to permit the widest reuse possible?
 When with the data will be made available for re-use?
 If an embargo is sought to give time to publish or seek patents, specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible.
 Will the data produced and/or used in the project is useable by third parties, in particular after the end of the project? If the re-use of some data is restricted, explain why
 Describe data quality assurance processes in place





Specify the length of time for which the data will remain re-usable

Allocation of Resources

What are the costs for making data FAIR in our project? How will these be covered? Note that costs related to open access to research data are eligible as part of the Horizon 2020 grant (if compliant with the Grant Agreement conditions).

Who will be responsible for data management in your partner organisations?

Are the resources for long term preservation discussed (costs and potential value, who decides and how what data will be kept and for how long)?

Data Security

What provisions are in place for data security (including data recovery as well as secure storage and transfer of sensitive data)?

Is the data safely stored in certified repositories for long term preservation and curation?

Ethical Aspects

Are there any ethical or legal issues that can have an impact on data sharing? These can also be discussed in the context of the ethics review. If relevant, include references to ethics deliverables and ethics chapter in the Description of the Action (DoA).

Is informed consent for data sharing and long term preservation included in questionnaires dealing with personal data?

Other

Will you make use of other national/funder/sectorial/departmental procedures for data management? If yes, which ones?





ManuREfinery

FOLLOW OUR
WEBSITE

ManuREfinery.eu



**Circular
Bio-based
Europe**
Joint Undertaking



Co-funded by
the European Union



Bio-based Industries
Consortium



THE PROJECT IS SUPPORTED BY THE CIRCULAR BIO-BASED EUROPE JOINT UNDERTAKING AND ITS MEMBERS. Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or CBE JU. Neither the European Union nor the CBE JU can be held responsible for them.

Grant agreement ID: 101157679



ManuREfinery



**Circular
Bio-based
Europe**
Joint Undertaking



Co-funded by
the European Union



Bio-based Industries
Consortium