



***SPIRIT_ SCALABLE PLATFORM FOR
INNOVATIONS ON REAL-TIME IMMERSIVE
TELEPRESENCE***

**1ST OPEN CALL (OC1)
PROPOSAL TEMPLATE**

Version 2 08 May 2024

Revision Section D, Data Management Plan

www.spirit-project.eu



Grant Agreement No.: 101070672
Call: HORIZON-CL4-2021-HUMAN-01

Topic: HORIZON-CL4-2021-HUMAN-01-25
Type of action: HORIZON-RIA

Full Title of your proposal	
Acronym of your proposal	
Call ¹ -	SPIRIT-OC1
Date of submission of your proposal:	dd/mm/2024
Proposal stage ²	“Draft for Feasibility advisory” or “Final submission”
Organisation name ³ :	Organization name;
Name of the proposer ⁴ :	First name; Last name
Proposer’s telephone number:	Number
Proposer’s email address: [This is the email address to which the Acknowledgment of receipt will be sent]	Email address
Vertical sector ⁵	

Note: Grey highlighted areas must be filled in for proposal eligibility.

¹ This call: SPIRIT-OC1

² Indicate the stage of proposal: “Draft for feasibility advisory” or “Final submission”.

In case of “Draft for feasibility advisory” **Section A, B,C and H** need to be filled in.

For “Final submission” proposal **ALL Sections** marked as mandatory must be filled in

³ In case of Consortium indicate all the organizations involved in the Consortium. Maximum 3 entities are allowed. Please numerate each entity and indicate the entity acting as coordinator as number 1) as in following example: 1) *Organization name (COORDINATOR)*; 2) *Organization name*; 3) *Organization name*;

⁴ In case of Consortium indicate only the COORDINATOR representative

⁵ Please indicate the vertical sector of relevance for your proposal selecting among: *Healthcare, Retail, Education, Training, Entertainment, Manufacturing, Tourism, Other (SPECIFY)*

SECTION A PROJECT SUMMARY

(Maximum 300 words – summary of the proposed work)

Remark: The information in this section may be used in public documents and reports by the SPIRIT consortium.

This section needs to be completed in the draft proposal and will be used for the feasibility check (cf. Section E)



SECTION B DETAILED DESCRIPTION AND EXPECTED RESULTS

(minimum 4 pages, and maximum 6 pages)

*This section describes the details on the planned Experiment. The proposers should describe **what** do they plan to obtain, **how**, and **why** this is relevant. This section should also include all information with respect to the state-of-the-art and the expected industrial/scientific impact. This section should also include appropriate consideration of the gender dimension in research and innovation content.*

This section needs to be completed in the draft proposal and will be used for the feasibility check (cf. Section E)

B.1 CONCEPT AND OBJECTIVES

Describe the specific objectives of the proposed Experiment, which should be clear, measurable, realistic and achievable within the duration of the Experiment (not through subsequent development). Show how they relate to the SPIRIT OC1 and how and why SPIRIT is needed for realising them.

Describe and explain the overall concept that forms the basis for your project. Describe the main ideas, models or assumptions involved.

B.2 IMPACT

Describe how this Experiment fits in with your activities, and how this Experiment may strengthen the competitiveness of your business, the growth of your organisation and/or contribute to the broader scientific community.

Show that the proposed Experiment has sufficient sustainable benefits for the SPIRIT project, meaning that there should be an added value for the SPIRIT project, after the proposer has finished the Experiment.

B.3 DESCRIPTION OF STATE-OF-THE-ART

Describe in detail how the proposed solution compares with existing solutions in the field covered by the Experiment. Are there similar Experiments, products, services, etc. on the market?

B.3.1 Advancing Beyond the State of the Art

Provide a detailed and convincing argument for how the proposed solution surpasses the current state of the art current state-of-the-art in the field. Some key elements the proposer should consider including: Innovation and Uniqueness, Comparative Analysis, Incremental Contribution, Addressing limitations, Future implications.

B.4 METHODOLOGY AND ASSOCIATED WORK PLAN

Provide a work plan. Provide clear goals and verifiable results, and also a clear timing.

The work plan involves at least the following phases:

1. *Design of Experiment*
2. *Executing the Experiment*
3. *Analysis & feedback*
 - *Analysis of the results of the Experiment*
 - *Feedback on user experience*
 - *Recommendations for improvements and/or future extensions of the SPIRIT infrastructures*
4. *Showcase: Set up of a showcase (demonstration) to be used for the evaluation of the Experiment at the review meeting with the European Commission, and for further promotion of SPIRIT*
5. *Dissemination: Regular dissemination actions (journal publications, conferences, workshops, exhibitions, events, advertising of results at SPIRIT website, potential for standardization, etc.)*
6. *Final report and deliverables*

NOTE: there is NO need to define work packages. All results need to be reported in the final report at the end of the Experiment.

SECTION C USAGE OF SPIRIT RESEARCH INFRASTRUCTURES

(Target length 1 page)

This section needs to be completed in the draft proposal and will be used for the feasibility check (cf. Section E).

The following list of questions will give the proposers an idea of what information the SPIRIT consortium is expected to get from this section:

- *What specific infrastructure are you planning to use or contribute to?*
- *What infrastructure components are expected to be used?*
- *What interfaces are expected to be used?*
- *How many field days at the infrastructures are expected?*
- *What would be the technical requirements from proposers (e.g. uplink/downlink bandwidth capacity, type of access network (WiFi, 5G...), deployment space / conditions, Local or Edge Computing resources (O.S, CPU, GPU, RAM...), media formats / protocols? Please indicate any other technical / infrastructure related requirements or constraints related to the offered infrastructures.*

Please provide a short motivation on why specific platform features and infrastructures will be required for the proposed Experiment. (maximum ½ page)

SECTION D DATA MANAGEMENT PLAN

This section contains the Data Management Plan that the experimenters will put in place to preserve data during the execution of the experiment.

To guide the experimenters in building the Data Management Plan here is a questionnaire that needs to be answered as part of the experiment proposal. Question marked with M are mandatory the ones marked with O are optional.

Sect.	DMP Category and Question	Initial DMP	Guidelines
1 Data Summary			
	Will you re-use any existing data and what will you re-use it for?	M	State the reasons if re-use of any existing data has been considered but discarded. If any external data is anticipated before the experiment starts, state it here. If any external data has been used during an experiment, it must be stated, along with any license terms or stipulations.
	What types and formats of data will the project generate or re-use?	M	Initially this can be an estimate. In the final DMP this should be a statement of the formats, so it can go into the metadata
	What is the purpose of the data generation or re-use and its relation to the objectives of the project?	M	This should be the abstract of experiment from proposal including objectives of collecting the experiment data
	What is the expected size of the data that you intend to generate or re-use?	O	Initially this can be an estimate. In the final DMP this should be the actual size of the data.
	What is the origin/provenance of the data, either generated or re-used?	M	This is the expected source of the data before the experiment runs, and the actual source of data once the experiment is complete.
	To whom might your data be useful ('data utility'), outside your project?	O	If there are any expected users of the data, state them.
2. FAIR data			
2.1 Making data findable, including provisions for metadata			
	Will data be identified by a persistent identifier?	M	Initially, this should be a statement committing that the experiment data will be discoverable. When the experiment is complete, the experiment data's

			Digital Object Identifier (DOI) and metadata should be cited
	Will rich metadata be provided to allow discovery?	M	Include details
	What metadata will be created? In case metadata standards do not exist in your discipline, please outline what type of metadata will be created and how.	M	Initially, this should be citations of the metadata schemas that are planned to be used, with indications of what will go into the fields (e.g. the title of the experiment etc). After the experiment, this should be a citation to the actual metadata used for the data.
	What disciplinary or general standards will be followed?	M	Include details
	Will search keywords be provided in the metadata to optimize the possibility for discovery and then potential re-use?	M	This should always be YES - there will be or are keywords for search terms. The keywords should be stated here.
	Will metadata be offered in such a way that it can be harvested and indexed?	M	This should always be YES
2.2. Making data accessible			
	Repository: Will the data be deposited in a trusted repository?	M	include or cite the repository
	Repository: Have you explored appropriate arrangements with the identified repository where your data will be deposited?	M	Cite the documentation
	Repository: Does the repository ensure that the data is assigned an identifier?	M	Include details
	Repository: Will the repository resolve the identifier to a digital object?	M	Include details
	Data: Will all data be made openly available?	M	If certain datasets cannot be shared (or need to be shared under restricted access conditions), explain why, clearly separating legal and contractual reasons from intentional restrictions.
	Data: If an embargo is applied to give time to publish or seek protection of the intellectual property (e.g. patents), specify why and how long this will apply, bearing in mind that research	M	Include details

	data should be made available as soon as possible.		
	Data: Will the data be accessible through a free and standardized access protocol?	M	Include details
	Data: If there are restrictions on use, how will access be provided to the data, both during and after the end of the project?	N/A	The default position of SPIRIT is that data should be open, not restricted, so this should not apply
	Data: How will the identity of the person accessing the data be ascertained?	N/A	This is the responsibility of the repository.
	Data: Is there a need for a data access committee (e.g. to evaluate/approve access requests to personal/sensitive data)?	N/A	SPIRIT will not have a Data access committee
	Metadata: Will metadata be made openly available and licenced under a public domain dedication CC0? If not, please clarify why. Will metadata contain information to enable the user to access the data?	M	Include details
	Metadata: How long will the data remain available and findable?	M	Include details
	Metadata: Will metadata be guaranteed to remain available after data is no longer available?	M	Include details
	Metadata: Will documentation or reference about any software be needed to access or read the data be included?	M	Include details
	Metadata: Will it be possible to include the relevant software (e.g. in open source code)?	M	Include details
2.3 Making data interoperable			

	What data and metadata vocabularies, standards, formats or methodologies will you follow to make your data interoperable to allow data exchange and re-use within and across disciplines?	M	Initially, include a statement of the formats intended for the data, together with citations of their definitions if applicable
	Will you follow community-endorsed interoperability best practices? Which ones?	M	Include details
	In case it is unavoidable that you use uncommon or generate project specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies?	M	Description of the mappings, if applicable.
	Will you openly publish the generated ontologies or vocabularies to allow reusing, refining or extending them?	M	Include details
	Will your data include qualified references to other data (e.g. other data from your project, or datasets from previous research)?	M	Include details
2.4. Increase data re-use			
	How will you provide documentation needed to validate data analysis and facilitate data re-use (e.g. readme files with information on methodology, codebooks, data cleaning, analyses, variable definitions, units of measurement, etc.)?	M	Initially, this should be a statement of the intended license, which at least must permit open access. Once the experiment is complete, the data must be licensed under terms that permit open access, and the license must be named here
	Will your data be made freely available in the public domain to permit the widest re-use possible? Will your data be licensed using standard reuse licenses?	M	Include details
	Will the data produced in the project be useable by third parties, in particular after the end of the project?	M	The data should be reusable by third parties.
	Will the provenance of the data be thoroughly documented using the appropriate standards?	M	Include details

	Describe all relevant data quality assurance processes.	M	Include details
3. Other research output			
	Consider and plan for the management of other research outputs that may be generated or re-used throughout their projects. Such outputs can be either digital (e.g. software, workflows, protocols, models, etc.) or physical (e.g. new materials, antibodies, reagents, samples, etc.).	M	Include details
	Consider which of the questions pertaining to FAIR data above, can apply to the management of other research outputs, and should strive to provide sufficient detail on how their research outputs will be managed and shared, or made available for re-use, in line with the FAIR principles.	M	Include details
4. Allocation of resources			
	What will the costs be for making data or other research outputs FAIR in your project (e.g. direct and indirect costs related to storage, archiving, re-use, security, etc.) ?	M	<p>The experimenter can claim additional costs for opening data over and above their experiment budget, up to a specified limit.</p> <p>In order to claim the costs, the experimenter must provide an indication in the initial DMP and the actual costs in the Final DMP.</p>
	How will these be covered?	M	Note that costs related to research data/output management are eligible as part of the Horizon Europe grant (if compliant with the Grant Agreement conditions)
	Who will be responsible for data management in your project?	M	The person responsible for the data management should be named in both the initial and final DMP.
	How will long term preservation be ensured?	O	This is the responsibility of the repository. The repository should provide a long-term data retention policy that describes how long data is kept for, as well as any notification procedures for disposal.

	Discuss the necessary resources to accomplish this (costs and potential value, who decides and how, what data will be kept and for how long)?	O	Addressed in the above question.
5. Data security			
	What provisions are or will be in place for data security (including data recovery as well as secure storage/archiving and transfer of sensitive data)?	N/A	This is the responsibility of the repository. The experimenter may base their choice of repository on its reputation and any guarantees a repository provides regarding security and integrity.
	Will the data be safely stored in trusted repositories for long term preservation and curation?	N/A	This is the responsibility of the repository.
	A qualified reference is a cross-reference that explains its intent.	O	1 For example, X is regulator of Y is a much more qualified reference than X is associated with Y, or X see also Y. The goal therefore is to create as many meaningful links as possible between (meta)data resources to enrich the contextual knowledge about the data.
6. Ethics			
	Are there, or could there be, any ethics or legal issues that can have an impact on data sharing?	M	Legal, ethical and data protection issues must to be described in the initial DMP that forms part of the experimenter's proposal before the experiment runs, together with procedures for correct compliance with the applicable laws including the implications of storing the data for the long term in an open repository.
	Will informed consent for data sharing and long term preservation be included in questionnaires dealing with personal data?	M	The experimenter must specify methods for acquiring informed consent in their initial DMP.
7. Other issues			
	Do you, or will you, make use of other national/ funder/ sectorial/ departmental procedures for data management? If yes, which ones?	M	list and briefly describe them?

SECTION E FEASIBILITY CHECK

(maximum 1 page)

This section is not mandatory and applicable only to the final proposal. In case you have benefited from the "feasibility advisory" include in this section the feedback you have received.



SECTION F BACKGROUND AND QUALIFICATIONS

(maximum 2 pages)

This section describes the organization / consortium and the team that will take part in the Experiment. This section must include the activities and technical expertise of the organization / consortium, the proposer and if applicable other team members' qualifications, technical expertise, and other information to enable reviewers to judge the ability to carry out the Experiment.



SECTION G EXPECTED FEEDBACK TO THE SPIRIT CONSORTIUM

(maximum 1 page)

This section contains valuable information for the SPIRIT consortium and should indicate the feedback the SPIRIT consortium can expect from the use of platforms and/or testbeds after carrying out the Experiment. This information is essential in view of further improving the usability of the SPIRIT facilities.

SECTION H REQUESTED FUNDING

(maximum 1 page)

This section provides an overview of the budgeted costs and the requested funding. A split is made in personnel costs for development of software and equipment, other direct costs (travel) and indirect costs (i.e. overhead, 25% of the direct costs).

Please show your figures in euros (not thousands of euros).

	Total Person Months	Cost (€)
(1) Direct personnel costs		
(2) Other direct costs, of which:		
Travel		
(3) Indirect costs (25% of direct costs)		
(4) Total costs (Sum of 1, 2 and 3)		

In row (1), insert your direct personnel costs for the work involved, including the name, seniority and the role in the experiment.

In row (2), insert any travel costs. Please allocate sufficient budget for participation in one training meeting at the beginning of the experiment, the final review meeting, and visit(s) to SPIRIT partners.

In row (3), calculate the indirect costs (for personnel and other direct costs)

In row (4), calculate the sum of your personnel, other direct costs and indirect costs.

The maximum funding which is allowed in this call is set at 200 000 € per project.

SECTION I USE OF PROPOSAL INFORMATION

In this section the proposing party is asked to include some statements related to sharing information of their proposal within the SPIRIT consortium.

The SPIRIT project would like to have the opportunity to collect more detailed information and further use this information, also if the proposal is not selected for funding. In any case, the SPIRIT consortium will treat all information of a proposal confidentially.

Two types of information usage are envisaged:

- *Information which is part of the Sections A, C, E and F will be used within the SPIRIT project as input for tasks related to the infrastructure and software platform optimizations, sustainability studies, etc. The same information can also be used in an anonymous way to create statistics and reports about this first open call.*
- *Other information belonging to this proposal might also be accessed by the SPIRIT consortium, if allowed by the corresponding proposer. Any use of such information will be discussed and agreed upon with the proposers. Proposers have the freedom to select if they wish to support this kind of information usage.*

<p>I allow that the material provided in Sections A, C, E and F of this proposal may be accessed by the SPIRIT consortium, also if the proposal is not selected for funding. In any case, the SPIRIT consortium will treat all this information confidentially. It will be used within the SPIRIT project as input for tasks related to the infrastructure and software platform optimisations, sustainability studies, etc. The same information can also be used in an anonymous way to create statistics and reports about this first open call.</p>	<p>Yes</p> <input type="checkbox"/>
<p>Furthermore, I allow that the other parts of this proposal may be accessed by the SPIRIT consortium, also if the proposal is not selected for funding. In any case, the SPIRIT consortium will treat all information of this proposal confidentially. Any use of this information will be discussed and agreed upon with the proposers.</p>	<p>Yes</p> <input type="checkbox"/>

SECTION J ETHICAL AND PRIVACY FRAMEWORK

J.1 ETHICAL FRAMEWORK

Please reply to the following questions considering ethical issues that the proposal may pose and provide further information on how the project plans to comply with ethical principles and relevant legislations.

- Does this activity involve the use of human embryos and/or cells?
- Does this activity involve human participants?
- Does this activity involve processing of personal data?
- Does this activity involve animals?
- Does this activity involve the use of substances or processes that may cause harm to the
 - environment, humans, animals or plants (during the implementation of the activity or further to the use of the results, as a possible impact)?
- Does this activity deal with endangered fauna and/or flora / protected areas?
- Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).
- Are there any other ethics issues that should be taken into consideration?

J.2 PRIVACY FRAMEWORK

Please complete the questions below with as much detail as possible which will be assessed by the SPIRIT infrastructures during the feasibility check.

1. Will the project involve the collection of new information about individuals?
2. Will the project compel individuals to provide information about themselves?
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?

4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?
5. Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.
6. Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?
7. Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.
8. Will the project require you to contact individuals in ways that they may find intrusive?

