

Data Management Plan



Funded by
the European Union



HISTORY OF CHANGES		
Version	Publication date	Changes
1.0	30.06.2023	▪ Initial version

Action Number: 101095083

Action Acronym: Accelerate Future HEI

Action title: Entrepreneurial & Innovative Universities Acceleration Programme

Date: [30.06.2023]

DMP version: 1.0



Table of Contents

01	Data Summary	4
02	FAIR Data	6
03	Allocation of resources	8
04	Data Security	9
05	Ethics	9



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



The Data Management Plan (DMP) is based on the structure of the Horizon Europe DMP template. This plan details which data the project will generate and make accessible for verification and re-use, and how it will be curated and preserved. The main principles of this plan are: (i) identification of data types and research deliverables, (ii) findability, (iii) accessibility, (iv) interoperability, (v) reusability and (vi) curation and storage/preservation costs.

This initial version defines the general approach to data management in Accelerate Future HEI and will be updated throughout the project's lifetime.

01 | DATA SUMMARY

The main aim of this project is to develop and pilot test a methodology for acceleration services to support HE institutional transformation. This methodology combines a coaching service, investment strategy mechanism, and quality and progress monitoring mechanism, followed by the widespread dissemination and policy feedback of the pilot test results.

Early in the project lifetime, the testing partners will identify the data items/sets and their respective characteristics (e.g., nature, origin, scale, update frequency, permitted access level) that will be handled for the successful realisation of the project.

WP1 - Management, Quality Assurance & Policy

As part of WP1, Policy feedback activities aim to continuously analyse insights from the projects' deliverables, define implications and draw recommendations for policy that can accelerate the institutional development towards Entrepreneurial and Innovative Universities. Data will be collected through:

- Analysing insights from **project deliverables**
- **Policy perceptions survey** targeting internal and external stakeholders of all the testing partners focused on their perceptions about their policy environment, their barriers, strengths and the policy changes they believe would help them.
- **4 workshops** with European policymakers and key stakeholders of testing universities and related external stakeholders to discuss key learnings and policy recommendations. All evidence is captured in a policy implications and recommendations report.

Related WP1 deliverables – publicly accessible:

D1.2 Initial Policy briefing (M12), D1.3 Interim Policy briefing (M18) and D1.4 Final Policy Recommendations and Implications report (M48). Reports will be created after each policy recommendation workshop, collecting necessary inputs from ITAP teams. UIIN will produce the final report, which is delivered at the end of the project and disseminated to policymakers.

WP2 – Current State Analysis

WP2 is dedicated to understanding the current state and desired future state of each testing partner, as well as providing an evidence base for entrepreneurial and innovative activities at these testing partners and national policies. WP2 will set the foundation for the development of the roadmaps and Institutional Transformation Acceleration Projects (ITAPs) in WP3.

Data will be collected through:

- **Pre-scanning activities** on the status quo of each participating HEI and their ecosystem regarding entrepreneurial and innovative activities. HEI partner institutions' strategic documents and paper strategies related to becoming an Entrepreneurial & Innovative University, will be collected and synthesised.
- **Asset mapping** will be used to identify key stakeholders in the internal ecosystem in the testing institutions and externally in their regions to ultimately identify and map relevant support services and key actors crucial for accelerating the institutional transformation of HEIs.
- **Focus groups** will be undertaken through guided discussion sessions with 10 relevant stakeholders per testing partner, including HEI leadership, industry engagement, entrepreneurship, and innovation professionals working across different disciplines and areas of external engagement and entrepreneurship. The discussion will gather data around participants' goals and vision for institutional transformation, aligned to the transformation agenda and ambition to become an Entrepreneurial & Innovative University.
- **Surveys** will be used to gather data on the current state of entrepreneurial and innovative activities of individual testing partners (based on the UIIN Entrepreneurial University Framework ©). The survey will be disseminated within the partner HEIs to academics, professional staff, leadership, and students. Also, it will also be (optionally) disseminated externally to industry partners and external stakeholders. Each testing partner secures a 15% response rate.

Collected data is analysed to synthesise all learnings and findings resulting in individual reports per testing partner and one synthesis report summarising findings and insights from all testing partners.

Related WP2 deliverables – publicly accessible:

WP2 deliverables – publicly accessible: D2.1 Strategic vision statements towards becoming Entrepreneurial and Innovative Universities (M12) and D2.2 Synthesis Report: Key findings on current state analysis (M12) –a summary of all learnings and findings from (i) pre-scanning, (ii) asset mapping, (iii) focus groups, (iv) survey in a form of the synthesis report summarizing findings and insights, emphasizing common and specific challenges associated with the institutional transformation across all testing partners. While the synthesis report is produced in English, the partners develop executive summaries in partner national languages to ensure a higher impact and accessibility of the deliverable.

WP3 – Roadmaps & Implementation Plans Development

Building on data and strategic visions of testing partners (WP2), WP3 defines an individual acceleration development future roadmap for institutional transformation of each of the testing partners with regards to entrepreneurial and innovative activities, including the identification of opportunities and challenges to address in acceleration services and coaching activities.

Data will be collected through:

- **Facilitated workshops** with individual testing partners to develop an acceleration development roadmap towards institutional transformation, aligned to the transformation agenda and based on the current state and strategic visions of testing partners to become an Entrepreneurial & Innovative University.

Collected data is analysed to identify common challenges and inform the development of WP5 Capacity Building & Knowledge Exchange, as well as the WP4 Acceleration Services Pilot-test for forming theme-based working groups for knowledge exchange and acceleration services implementation. Potential thematic areas may include transformation towards cultural change, development of entrepreneurship structures, and acceleration of partnering and engagement with external stakeholders.

Related WP3 deliverables – publicly accessible:

D3.1 Draft Analysis Report: Common challenges and solutions to becoming more entrepreneurial and innovative (M12) and
D3.2 Final Analysis Report of the roadmaps (M18) – summary of insights and common challenges of testing partners.

WP6 Acceleration Impact - Monitoring & Evaluation

Monitoring & Evaluation aims to continuously monitor, capture progress, and evaluate the implementation of acceleration services. Testing partners are involved in workshops and provided with guidance around defining frameworks and indicators for capturing progress and the potential impact of their ITAPs.

Data will be collected through:

- **6 Impact capturing workshops** designed and delivered to define, capture, and evaluate the progress of ITAPs. The very first workshop will be devoted to the discussion around the importance and different ways to capture progress, success, and impact of transformation with HEIs. Acceleration partners will be involved in the co-creation of the methodology.

Based on the proposed methodology designed by TUMint, reporting guidelines and templates will be prepared. TUMint will oversee the process of the final impact report creation. All testing partners will be creating short interim reports after the Impact capturing workshops, starting with the workshop that is implemented after the testing partners decided on their ITAP (probably from the second or third workshop onwards).

Related WP6 deliverables – publicly accessible:

D6.2 ITAP Progress Report (M30) - Summary report based on interim reports created by testing partners after the Impact capturing workshops describing their ITAP development and implementation progress.

D6.3 – Final Impact Report (M48) - all insights from interim reports will be synthesised describing the progress that testing partners have achieved within 4 years of the project lifetime in a final impact report that will be widely disseminated amongst European stakeholders.

02 | FAIR data

2.1 Making data findable, including provisions for metadata

The project will provide open access to deliverables throughout its lifetime via the project website and dissemination channels.

All dataset names will follow a naming convention that includes the project name acronym, the content descriptor (i.e., name of the file), and a version number or the term "FINAL". This way, when a potential user searches for data from the project, they can easily find it by searching for the project name and the specific documents or datasets they are looking for. Including the project name in the naming convention helps to make the data more discoverable.

For each dataset, metadata will be created that contains a text description. This metadata will include information on the methodologies, response rates, date created, name(s) of the creator(s), format, and other relevant details.

2.2. Making data accessible

There is a clear plan for the management of research deliverables. Each work package designates access to each research deliverable as either publicly available or limited to the testing partners. All data generated during the course of the project, and deemed as publicly available, will be made available through a project website which will be continuously updated. Data will also be shared via relevant social media channels, multimedia and publications, without charging intellectual property rights.

The project will ensure that open science practices are systematically implemented as an integral part of the proposed methodology. It is designed to promote cooperative work and openness at each step of the research life cycle for stakeholders involved directly in the testing partners (external actors from their ecosystem, relevant stakeholders etc) and the wider public community. More specifically the project will ensure:

- That the **research outputs from all work packages** are open-access and publicly distributed as described in the Dissemination plan. All publicly accessible deliverables will be licensed accordingly so prospective users know the limits to reuse.
- To publicly share research by making **deliverables from WP2** (D2.1 Strategic Vision Statements towards becoming Entrepreneurial and Innovative Universities and D2.2 Synthesis Report: Key Findings on Current State Analysis) and **WP3** (D3.1 Draft Analysis Report: Common Challenges and Solutions to becoming more Entrepreneurial and Innovative, and D3.2 Final Analysis Report of the roadmaps), as well as other dissemination materials, publicly available within the first 18 months of the project's inception.
- That **executive summaries** for each of the synthesis reports in WP2 will be developed in partner languages to optimise access, discoverability and sharing of data for use and reuse.

The process of open peer review, through the Policy feedback, will ensure the participation of a wider higher education community, including policy-makers and key European stakeholders, in analysing key insights from the project's deliverables. These insights will be documented in a policy recommendation report.

The involvement of all relevant knowledge actors will be ensured through the Policy feedback process mentioned above and the ongoing phase of the project, Capacity Building & Knowledge Exchange (WP5). WP5 will consist of peer learning and networking-focused cohort knowledge exchange events that bring all ITAP teams across all testing partners together. During these knowledge exchange sessions, testing partners will have the option of including external actors from their ecosystem to increase the number of stakeholders involved in co-creating R&I content solutions.

The Annual UIIN conference, which brings over 500 individuals working in entrepreneurial and innovative universities, will be considered as a potential platform for the knowledge exchange event. Integrating the project into this community of practice would promote the learnings of the project to the wider university-industry engagement community and enable the testing partners to exchange insights with an expert community.

After the lifetime of the project, partner institutions serve as contact points for parties interested in building on the project approach and outputs. Throughout the project (and specifically at the capacity-building stage) attempts are made to contact like-minded networks and organisations that may be interested in utilising and replicating the result of the project internationally. Examples of networks and think tanks, where findings could potentially be shared, include Triple Helix Association, Advance HE, CHE, CHEPS, Guni Network, UIDP, EIT, etc. We are certain to reach the other projects within EIT HEI Initiative and European Universities Alliances to seek further synergies in our activities, as well as collaborate and exchange with sister projects funded under the Horizon Europe program.

In the case that access to data needs to be restricted, access may be given through a password-protected portal.

2.3. Making data interoperable

The project methodology and underlying processes predefine the development of open-access methodologies and

showcasing of results. With these open-access deliverables, we aim to create a direct impact on the stakeholder groups outside of the testing HEI partners. Required standards will be used to ensure interoperability and proper communication, protection, and reusability of the generated data.

The data produced in the project will be interoperable, allowing exchange and reuse by being compliant with available (open) software applications. As far as possible, the data will be published in the following formats:

Text and numeric documents	Images and graphic elements	Audio files	Video files
doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf	.png or .jpeg	.mp3	.mov, .mp4

2.4. Increase data re-use

To increase its potential usage the project outputs will be kept as freely accessible resources for non-commercial purposes. Furthermore, Intellectual Property ('IP') agreements are drafted to ensure fair use of the project results by the partners. The agreement establishes rules that promote the protection of IP and the use and dissemination of results. They ensure that participants have mutual access to pre-existing know-how and to knowledge arising from research to the extent necessary to conduct the research or to use the resulting knowledge. At the same time, they should guarantee the protection of the participants' intellectual assets. Specifically, the IP agreement at minimum outlines the following:

- Pre-existing rights and ownership of the project results
- Rights of use of the project results
- Severability clause
- Jurisdiction

Outputs are kept available online as long as there is a clear interest in them (a minimum of 2 years after the project's end).

Regarding quality assurance, WP1 Management, Quality Assurance, and Policy will oversee project results and data by controlling the deliverables. WP1 also focuses on the process, ensuring that monitoring and internal evaluation of all WPs are carried out.

03 | ALLOCATION OF RESOURCES

Data management in Accelerate_FutureHEI will be carried out as part of WP1, with UIIN as the project coordinator responsible for it. UIIN has allocated a portion of the overall WP1 budget and person months for this purpose. Currently, the project coordinator is responsible for ensuring that the data is FAIR. The costs related to making research data openly accessible are eligible for funding under the Horizon Europe grant. The entire consortium will discuss the resources for long-term preservation, associated costs, potential value, and how the data will be kept beyond the project and for how long, during General Assembly meetings.

04 | DATA SECURITY

Data is stored in responsible partners' repositories and in shared online locations that are only accessible to invited participants. This ensures that there are backups in case of data loss. Each partner will be responsible for ensuring the data they have collated are stored safely and securely and in compliance with EU data protection laws.

All data files will be shared through secure connections. The data will be encrypted and password-protected in these cases and passwords will only be shared with partners through personal communication to prevent being vulnerable to a data leak.

Contact databases provided by testing partners for dissemination purposes will be maintained according to the data protection, privacy and transparency provisions contained in the EUGDPR.

05 | ETHICS

Partners will ensure that there is no sharing of personal information without the written consent of the relevant party, and even then, data will be treated with confidence. Consent forms will be used in all cases when obtaining data through interviews, focus groups or informal conversations etc. All individuals that provide their data will have the right to withdraw their consent at any time.

Sensitive information will be treated as such and will not be shared publicly. Personal data will not be shared under any circumstances or stored beyond the project's lifetime. Data collected from testing partners will be anonymized, aggregated and transmitted in forms without personal identifiers.