



Data Management Plan

Call: ERA Talents (HORIZON-WIDERA-2024-TALENTS-03)

Project ID: 101216976

Project Acronym: APRISE

Project Title: Alternative Protein Research & Innovation Skills Enhancement

Date: 28/02/2026

Deliverable No: D1.1

Work Package: WP1

Lead Beneficiary: Middle East Technical University (METU)

Type: DMP

Dissemination level: Public

Executive Summary

This Data Management Plan (DMP), which constitutes Task 1.3 of the APRISE project, outlines how data generated within the project will be collected, managed, stored, shared, and preserved in accordance with Horizon Europe requirements and FAIR data principles. As a Coordination and Support Action, APRISE does not generate experimental, laboratory-based, or raw scientific research data. Instead, the project produces administrative, monitoring, training-related, and dissemination data arising from recruitment activities, training schools, intersectoral secondments, stakeholder engagement, and project management processes.

Public project outputs, including reports, training materials, and dissemination content, will be made openly accessible through trusted platforms such as Zenodo, where applicable, and will be accompanied by appropriate metadata to ensure findability and reusability. Sensitive or confidential data, including personal data related to participants and internal evaluations, will remain restricted and handled in compliance with ethical requirements, data protection regulations, and the General Data Protection Regulation (GDPR).

The DMP defines clear responsibilities, naming conventions, access conditions, and security measures to ensure the integrity, confidentiality, and long-term preservation of project data. The plan will be reviewed and updated as necessary throughout the project lifecycle to reflect evolving needs and ensure continued compliance with Horizon Europe rules and best practices.

History of Changes

Version	Publication date	Prepared By	Changes
1.0	28.02.2026	Deniz Sevim Çabuk (METU)	Initial version

Table of Contents

1. Data Summary	2
1.1 Purpose of Data Collection/Generation	2
1.2 Relation to Project Objectives	2
1.3 Types and Formats of Data Generated/Collected	2
1.4 Re-use of Existing Data.....	3
1.5 Origin of The Data	3
1.6 Expected Size of The Data.....	3
1.7 Data Utility	3
2. FAIR Data.....	3
2.1 Making data findable, including provisions for metadata.....	3
Discoverability of The Data.....	3
Identifiability of Data.....	4
Naming Conventions.....	4
Keywords.....	4
Metadata	4
2.2 Making data openly accessible	4
Openly Available Data And Availability Of The Data	4
Tools To Access The Data	5
2.3 Making data interoperable.....	5
2.4 Increase data re-use.....	5
3. Other Research Outputs	5
4. Allocation of Resources	5
5. Data Security.....	6
6. Ethical Aspects.....	6
7. Other Issues	7

1. Data Summary

APRISE is a Coordination and Support Action and does not involve experimental research or large-scale research data generation.

1.1 Purpose of Data Collection/Generation

The objective of APRISE is to bridge the skills gap in the Alternative Proteins sector in Widening Countries (WCs) by enhancing the capacities of Research Talents (RTs) and Administrative Talents (ATs). Data collection is undertaken to manage the recruitment process, track the progression of intersectoral secondments, and evaluate the effectiveness of professional and technical training modules.

Data collection is limited to administrative, monitoring, training-related, and dissemination data generated during training schools, secondments, and overall project implementation, rather than scientific research data or experimental outputs.

The purpose of data collection and generation in APRISE is to support:

- the implementation and monitoring of training and mobility activities,
- the documentation of project progress and outcomes,
- the evaluation of capacity-building actions, and
- the dissemination of project results and best practices.

1.2 Relation to Project Objectives

All data generated within APRISE are directly linked to the project's objectives of enhancing skills, supporting intersectoral mobility, and strengthening innovation capacity in Widening Countries. Data collection supports quality assurance, accountability, and impact assessment of training programs, secondments, and stakeholder engagement activities, while enabling transparent reporting to the European Commission and effective dissemination to relevant audiences.

1.3 Types and Formats of Data Generated/Collected

The data generated within the project will consist of a mix of quantitative and qualitative data, primarily related to project management, monitoring, communication, training, and dissemination activities. No experimental, laboratory-based, or raw scientific data is expected to be generated. Multimedia data, including images and videos, will be produced exclusively for communication, training, and dissemination purposes. The following data formats will be used:

- .docx
- .pptx
- .csv
- .xlsx
- .html
- .jpeg
- .png
- .mp4

1.4 Re-use of Existing Data

APRISE may make limited use of existing publicly available data, literature, policy documents, and sectoral reports related to alternative proteins, sustainability, and skills development. All reused data will be appropriately referenced.

1.5 Origin of The Data

Data originate from project partners and are generated through training activities, secondments, surveys, stakeholder engagement events, and dissemination actions conducted within the APRISE consortium. The data are generated by the consortium partners and the recruited talents participating in secondments.

1.6 Expected Size of The Data

The expected data volume is modest and appropriate for a Coordination and Support Action. Data size is expected to range from kilobytes to a few gigabytes, mainly consisting of documents, survey datasets, and multimedia dissemination content.

The data generated will be useful to:

- project partners for monitoring and evaluation,
- researchers and innovators interested in capacity-building models,
- policymakers and stakeholders in the alternative proteins sector, and
- future EU-funded projects focusing on skills development and innovation ecosystems.

1.7 Data Utility

The data generated will be useful to:

- project partners for monitoring and evaluation,
- researchers and innovators interested in capacity-building models,
- policymakers and stakeholders in the alternative proteins sector, and
- future EU-funded projects focusing on skills development and innovation ecosystems.

2. FAIR Data

2.1 Making data findable, including provisions for metadata

Discoverability of The Data

The main strategy to ensure that data generated within the APRISE project can be easily discovered by third parties is through open dissemination of public project outputs. Public deliverables, reports, training materials, newsletters, and best-practice documents will be made available through the project website and relevant European Commission platforms.

In addition, selected public datasets and documents will be deposited in the open-access repository Zenodo, which is supported by the European Commission and compliant with OpenAIRE requirements. Links to publicly available data will also be shared through the

project's digital communication channels, including the project website and social media accounts.

Identifiability of Data

Public APRISE data deposited in Zenodo will be identifiable through globally unique and persistent identifiers, such as Digital Object Identifiers (DOIs), assigned by the repository. These identifiers will enable third parties to reliably locate, reference, and access project data and outputs over time.

Naming Conventions

All project data files will follow a clear and consistent naming convention to ensure easy identification and version tracking. Where applicable, file names shall include the project acronym, work package number, deliverable or dataset title, version number, and date; for example, *APRISE_WP1_D1.1_V1.0_Data-Management-Plan_2025.pdf*.

Keywords

Keywords used for public datasets and documents will reflect the main objectives and thematic focus of the project, including alternative proteins, skills development, training, sustainability, innovation, and capacity building.

Metadata

All publicly shared data will be accompanied by descriptive metadata. As a minimum, metadata will include:

- Description of contents
- Author or responsible partner
- Date of creation
- Data type and format
- Terms of use
- Keywords

2.2 Making data openly accessible

Openly Available Data And Availability Of The Data

All public data and outputs produced within APRISE, including public deliverables, reports, training materials, and dissemination content, will be made openly accessible. These data will be available through Zenodo and, where appropriate, through the project website.

Data containing personal, sensitive, or confidential information, such as individual career development plans, secondment monitoring documents, or internal evaluations, will remain restricted and will not be made publicly available due to data protection, ethical, and contractual considerations.

Tools To Access The Data

All publicly available data will be provided in standard digital formats that can be accessed using commonly available software tools. No specialized or proprietary software is required to access APRISE data. Where applicable, accompanying documentation will be provided to facilitate understanding and reuse.

Public data, associated metadata, and documentation will be stored in Zenodo, which allows unrestricted access for users following a simple registration procedure. The consortium will ensure that access conditions are clearly defined and communicated.

2.3 Making data interoperable

All partners will generate and store data in formats compatible with widely used and open-source software applications to facilitate data exchange and reuse across institutions, sectors, and countries. These formats will enable interoperability and potential recombination with other datasets.

Standard terminology and commonly accepted vocabularies related to training, education, sustainability, and innovation will be used wherever possible. In the unlikely event that project-specific terminology or classifications are required, explanatory documentation will be provided to support interoperability and understanding by third parties.

2.4 Increase data re-use

Where applicable, publicly available APRISE data deposited in Zenodo will be licensed under an appropriate open licence, such as Creative Commons Attribution (CC BY 4.0), to enable the widest possible reuse. Open access will apply exclusively to non-confidential data. Public data will be made available as soon as they are finalised and approved by the consortium, with no embargo period foreseen. In some cases, outputs may become available earlier through dissemination activities or scientific publications.

Data quality will be ensured by the responsible partners generating the data, under the oversight of the Project Management Team. Internal review procedures will be applied to ensure consistency, accuracy, and completeness before public release. As open and widely accepted formats are used for data archiving, APRISE data will remain reusable for as long as the hosting repository remains operational.

3. Other Research Outputs

In addition to datasets and reports, APRISE will generate non-data outputs such as policy briefs, newsletters, best-practice documents, and communication materials. These outputs will be disseminated through the project website, social media channels.

4. Allocation of Resources

The main costs related to making data FAIR within the APRISE project are associated with open access dissemination of public project outputs, including reports, training materials, and other publicly available deliverables. As APRISE is a Coordination and Support Action, no

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significant costs related to experimental data generation or specialized data infrastructure are foreseen.

Most repositories and tools used for data handling and sharing, such as Zenodo, are available free of charge. Any eligible costs related to open access dissemination will be covered by the project budget in accordance with Horizon Europe rules. In addition, a monthly fee will be paid for the use of the commercial cloud service Google Drive, which will be used exclusively for secure storage and internal collaboration on non-public project data. Commercial cloud services will not be used for the dissemination of publicly available data.

The implementation and oversight of the Data Management Plan are primarily the responsibility of the Project Coordinator (METU). The consortium will be regularly informed about data management practices and any updates to the plan through project meetings and internal communication channels.

Long-term preservation of public project data will be ensured through deposition in open-access repositories such as Zenodo and storage on the institutional servers of the coordinating beneficiary (METU). The costs related to long-term storage on institutional infrastructure are covered by institutional resources. Project data will be retained for at least four years after the conclusion of the project, in line with the Grant Agreement requirements for exploitation and auditing purposes.

5. Data Security

All data produced within the APRISE project, including training materials, reports, survey data, dissemination outputs, and administrative documents generated through project management activities, will be centrally stored using a secure commercial cloud service (Google Drive). Access to this cloud environment will be restricted to authorized consortium members only.

Public datasets and deliverables will additionally be deposited in trusted open-access repositories such as Zenodo. Backup copies of all original project data will also be maintained on the institutional cloud infrastructure of the coordinating beneficiary (METU), ensuring data recovery and secure storage in the event of technical failure or loss of access to the primary cloud service.

Sensitive data, including personal data related to talents, secondments, and internal monitoring activities, will be stored in access-controlled folders and transferred exclusively through secure institutional or cloud-based channels. Such data will not be made publicly available and will be handled in compliance with applicable data protection regulations, consortium agreements, and the General Data Protection Regulation (GDPR).

6. Ethical Aspects

Ethical issues related to data collection and processing in APRISE are addressed in the ethics self-assessment, the ethics section of the Description of the Action (DoA), and the relevant ethics deliverables.

All activities involving human participants, such as surveys, feedback collection, training evaluations, and stakeholder engagement activities, will be conducted in compliance with applicable international, European, and national ethical standards. The project will ensure

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respect for human dignity, fundamental rights, and the protection of personal data throughout all stages of the project.

Participation in such activities will be voluntary and based on informed consent. Personal data will be limited to what is strictly necessary for the purposes of the project and will be anonymized or pseudonymized where appropriate. Data processing will comply with Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR).

APRISE does not foresee research activities involving vulnerable populations or minors. Should such involvement become necessary, it will be subject to additional ethical review and approval in accordance with applicable regulations.

Ethical guidance and documentation will be provided to consortium partners to support compliance with ethical principles during project implementation. All partners involved in data collection are experienced institutions with established procedures for ethical conduct and data protection.

7. Other Issues

Where applicable, partners may follow additional institutional or national data management procedures, provided these remain consistent with Horizon Europe requirements and FAIR data principles.