



# RDA COVID-19 Recommendations & Guidelines: DSW Guide

## DSW & the RDA COVID-19 Recommendations & Guidelines

The Data Stewardship Wizard (DSW) is an internationally available resource to help serious researchers and data stewards build smart Data Management Plans (DMPs) for FAIR Open Science. Its form engine has been adapted as a navigation tool for the RDA COVID-19 Recommendations and Guidelines, to help you quickly select those parts of the extensive document that are applicable to your research endeavor. In addition, the RDA COVID-19 Recommendations and Guidelines knowledge model can be extended to create new versions that include national or institutional guidelines, if desired.

### Step 1: Obtain access to DSW and the “RDA Covid-19” knowledge model:

1. At <https://covid-19.ds-wizard.org/> use the “Sign up” button to request an account.  
Confirmation through an e-mail is required before access to the system is granted.
2. Instructions for the use of the system are included in the interface.

### Step 2: Access model and compile recommendations/guidelines applicable to your endeavor.

1. Go to the RDA COVID-19 Recommendations & Guidelines Dashboard:  
<https://covid-19.ds-wizard.org/dashboard>
2. Click on "Projects" folder on left side.
3. Click button on right to "Create" a new project.
4. Enter the name of your project.
5. Select to use the "RDA Covid-19" knowledge model.
6. Select tags to filter (or leave unselected), and click "Save."
7. Answer the series of questions to find the applicable recommendations.

When you've answered all of the questions, you can go to the "Settings" tab in your Project to select the "Questionnaire report" template and the format for your output. Next, go to the "Documents" tab and create a "New document" that will contain all of the guidance you selected. You can go back to the "Questionnaire" tab at any time to change your answers and then generate a new report.

### General Maintenance Plan

The DSW “RDA Covid-19 Recommendations” knowledge model will be maintained indefinitely as a DSW resource, and will be updated on an occasional basis as new versions of the recommendation document are released or when improvements to the representation are made. The DS Wizard instance hosting the knowledge model will be kept alive as long as it is useful.

### Creating Local Versions of the Knowledge Model

If you are interested in extending the original knowledge model to include regional- or institutional-specific data-sharing guidelines, please contact Rob Hooft ([rob.hooft@dtls.nl](mailto:rob.hooft@dtls.nl)). For the creation of a local adaptation of the knowledge model, the user account privileges must be upgraded. This can be requested via e-mail. Once the privilege upgrade has been instated, you should log out and log back in to the system. It will then show additional options to create new derived knowledge models. Basic guidance for the process can be found through video training materials; further details can be obtained in personal contact.