

## ACT Research Program Proposals & Publications Committee: Synopsis of key points from ACT data use procedures

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- **All final draft manuscripts and abstracts that use ACT data must be approved by the ACT Proposals & Publications (P&P) Committee prior to submission.** The P&P committee reviews manuscripts on a monthly basis and abstracts in one to two weeks. Investigators who wish to submit to scientific journals or professional meetings should be mindful of these review timeframes.
- **Acknowledgment of funding sources:** Scholarly works that use ACT data must acknowledge ACT funding sources (U19AG066567 & U01AG006781). Please refer to the [Manuscript Acknowledgement Guide](#) for additional information and or ask an ACT investigator for assistance.
- **Approved use:** While new ideas may emerge in the process of a study, please remember that you may only use the data to conduct research related to your P&P-approved project. If your original research question or analysis plan is modified, please submit an updated proposal clearly indicating these changes to the P&P Committee. If you would like to use the data for a purpose other than what was described in your approved proposal, please submit a new proposal to P&P.
- **Data destruction:** We ask investigators send their analytic datasets to ACT and then destroy all ACT datasets (electronic as well as paper copies) within two years after publication of results and/or completion of grant funding period. We will send a reminder as you get closer to the end of the project.
- **Regular updates:** You will be asked to complete a project update form biannually, which will be sent by e-mail. Please return your completed form to the ACT team within two weeks.
- **PubMed Central submission requirements:** The NIH requires that any publications which arise from an NIH award be deposited to PubMed Central. We therefore request that you submit any accepted publication to PubMed Central.

Thank you for assisting us in preserving the integrity of the ACT Study data resource. We look forward to seeing your resulting scholarly works.