

To: Investigators using ACT data
From: ACT Steering Committee
Subject: Synopsis of key points from ACT documents/agreements

This memo highlights key points that the ACT Steering Committee views as essential for investigators to recognize and understand.

- **All manuscripts and scientific presentations that use ACT data must be reviewed by the ACT Steering Committee prior to submission:** Typically, the steering committee will complete this review within two weeks so investigators who wish to submit results to scientific meetings should allow at least two weeks prior to the abstract deadline.
- **Acknowledgment of funding sources:** Manuscripts that use ACT data must acknowledge the ACT funding source (U19AG066567, for work started prior to 5/1/2021, also include UO1AG006781). An ACT investigator can assist with the citation.
- **Restricted use:** While new ideas may emerge in the process of a study, please remember that you may only use the data set/tables to conduct research on the approved project described in the project proposal. The data set/tables may not be used for any purposes other than the approved research. If your original study question or analysis plan is modified, please submit an updated proposal form clearly indicating these changes to the ACT steering committee for review. If you would like to use the data for another purpose (other than what is stated in the proposal form), we encourage you to submit a new proposal to ACT.
- **Data destruction:** We ask investigators to send their analytic datasets to ACT and destroy all ACT datasets (electronic as well as paper copies) within two years after publication of their results and/or completion of grant funding period. We will also send you a memo reminding you of this 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 the form to the ACT team within two weeks of receiving it.
- **PubMed Central submission requirements:** As of April 7, 2008, NIH requires that any publications which arise from an NIH award be submitted to PubMed Central. We therefore request that you submit any accepted publication to Pub Med Central.

Thank you for assisting us in preserving the integrity of this resource. We look forward to seeing the results of your analysis.