ACT Research Program Proposals & Publications Committee:

# Abstract Checklist and Review Form

The ACT U19 Proposals & Publications (P&P) Committee is responsible for reviewing abstracts that result from the Adult Changes in Thought (ACT) Research Program including ACT ancillary studies. The P&P Committee review process ensures that proposed abstracts remain within the scope of previously approved ACT proposals. It also ensures that ACT contributors, collaborators, research volunteers and the research program are appropriately and accurately acknowledged.

**Instructions for authors:**

Please be sure that you have reviewed and appropriately incorporated applicable content from the [Guidelines for Manuscript Development](https://actagingresearch.org/download_file/9120e690-05ae-4b48-bb3e-e7b422789ca2/9) and [Manuscript Acknowledgement Guide.](https://actagingresearch.org/download_file/e59f1d9f-50d1-45ad-b824-c29c2ca75c5d/9) Then complete the author information and checklist below, and submit it with your abstract to the P&P Committee at [kpwa.actproposals@kp.org](mailto:kpwa.actproposals@kp.org) for review.

We recognize that abstracts are often written on tight timelines and strive to facilitate rapid review. Abstracts must be submitted to the P&P Committee a minimum of one week prior to the conference’s submission deadline (preferably two weeks in advance). However, if P&P approval is not obtained prior to the submission deadline, authors may proceed without approval on the condition that a retroactive P&P review may recommend revisions or a retraction of the abstract.

**Abstract Author Information and Confirmations (for Lead Author to complete)**

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| --- | --- | --- | --- | --- | --- |
| **Lead Author Name:** | |  | | | |
| **ACT Proposal Number:** | | | |  | |
| **Abstract Title:** |  | | | | |
| **Conference or Target Journal:** | | | | |  |
| **Submission Deadline**: | | |  | | |

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| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |  |
| ☐ | ☐ | ☐ | My abstract is consistent with the scope of the previously-approved ACT proposal referenced above. |
| ☐ | ☐ | ☐ | I have described the ACT Study, Cohort, and Data Resources in a manner that is consistent with the information in the [Guidelines for Manuscript Development](https://actagingresearch.org/download_file/9120e690-05ae-4b48-bb3e-e7b422789ca2/9), [Manuscript Acknowledgement Guide](https://actagingresearch.org/download_file/e59f1d9f-50d1-45ad-b824-c29c2ca75c5d/9) and on the [ACT website](https://actagingresearch.org/) as abstract space allows. |
| ☐ | ☐ | ☐ | I will include appropriate acknowledgement of ACT grants, website URL, and research volunteers in my final abstract/presentation following guidelines in the [Manuscript Acknowledgement Guide](https://actagingresearch.org/download_file/e59f1d9f-50d1-45ad-b824-c29c2ca75c5d/9). |
| ☐ | ☐ | ☐ | All co-authors have had the opportunity to review the final abstract and provide comment. |

**Check if applicable:**

☐ This abstract has already been submitted to the conference/journal mentioned above.