# Publications Checklist

**Is there a data use agreement in place for my contract?**

Yes: Does the data use agreement require me to share a publication or product in advance with a contractor?

No

Yes: Please share your publication with Kate first, then the contractor.

**Is there a requirement under the contract to share your publication with the contractor in advance of publication?**

No

Yes: Please share your publication with Kate first, then the contractor.

**Have you reached out to Carolyn to discuss any graphic needs?**

**Have you shared with your supervisor?**

**Have you shared with Kate?**

**Have you written or reviewed the abstract that goes with your publication?**

**If you have figures in your publication, have you written alt text or reviewed alt text from the communications staff?**