MEMORANDUM FOR: RESPONSIBLE INVESTIGATORS UNDER SPONSORSHIP OF COMMISSIONS OF THE AFEB

SUBJECT: 1. Requirement for Annual Progress Reports and Final Reports on Contracts with The Surgeon General, D/A
2. Applications for Contract Renewal

1. Investigators holding Research Contracts with the Department of the Army are normally required to submit Progress Reports on their medical research contracts only once a year. Interim reports may be called for, or may be and should be submitted at any time when a phase of work is completed, or significant findings have evolved. An acceptable Final Report is required upon the termination of a contract. Payment of the final voucher is routinely withheld until the Final Report is received.

2. The Board desires to review progress once a year at its Spring Meeting on all studies being conducted under its sponsorship. The Annual Report should therefore be dated about 28 February and cover as nearly as possible, a period of 1 year from the last report (or a portion of that period in the case of new studies).

3. Number Required:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>For binding in Commission Annual Reports</td>
<td>100</td>
</tr>
<tr>
<td>For distribution by Commission Director</td>
<td>25 (or more)</td>
</tr>
<tr>
<td>For Research &amp; Development Division</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>129</strong> (or more)</td>
</tr>
</tbody>
</table>

Four (4) copies of the Annual Report should be sent directly to:

Chief, Preventive Medicine Research Branch
Research & Development Division
Office of The Surgeon General, D/A
Washington 25, D.C.

to fulfill the contract requirements. The Directors of Commissions will determine the number of copies they will require for all purposes. They will need 100 copies for the preparation of the Commission's Annual Report to the Board, plus approximately 25 for distribution to Commission Members. They should request this number plus any additional copies for distribution to other interested persons. This number will vary with each Commission.

4. Due Dates for Annual Reports:

Commission Directors will establish the Due Dates for their receipt of Annual Reports sufficiently in advance of their Commission meeting dates to permit distribution to Commission Members before the Spring Meeting; and to permit assembling 100 bound reports for shipment to the Office of the Executive Secretary, AFEB, not later than 16 April. Unless otherwise directed, investigators will be well advised to submit reports at least 4 weeks before the Spring Meeting of the Commission.
5. Format:

For uniformity each report will be prepared on paper 8.5" x 11", with at least 1" margin on the left (binding margin).

a. The title page will present the following information:

   (1) Annual Report for period 1 March 19__ to 28 February 19__ (or alternative dates if more correct).
   (2) Title of Project:
   (3) Responsible Investigator (Name and title).
   (4) Principal Professional Assistant(s) (if any).
   (5) Contract Number:
   (6) Name of institution or other agency holding the contract.

b. The next one or two pages should contain a concise abstract of what the Investigator considers significant in his report. An extra 25 copies of this abstract should be made and shipped to the Commission Director in addition to the 125 (or more) attached to the complete report.

c. In the event this abstract exceeds 200 words, a separate summary giving only the highlights of significant findings and conclusions in 200 words or less will be prepared for submission to the Research & Development Division, OTSG. Ten copies of the condensed summary will be needed to meet a new reporting requirement, whose exact requirements will be sent to you by R&D Division. If the abstract, para b. above, is less than 200 words, it can be used to fill this R&D Division request when it comes.

d. The body of the Annual Report should be as concise as possible, yet as detailed as necessary for proper evaluation as to the significance of results or conclusions. The amount of detail included is left to the judgment of the Responsible Investigator. Voluminous highly detailed tables are not desired. Wherever possible, recommendations as to what can be done by the military departments to apply the results, or what further approaches it is believed should be explored, (whether under that study or elsewhere) should be included.

6. Contract Renewal Applications:

Most investigators will be seeking consideration of applications for renewal or extension of their research contracts at the spring meetings of the Commissions and the Board. For this purpose, appropriate multilith forms are enclosed, which should be completed as indicated and returned to this office (AFER) at least 1 month prior to the Commission meeting. Part IV (Biography) is needed only on new investigators or new principal professional assistants.

R. W. BABIONE
Captain, MC, USN
Executive Secretary

cc: Dr. Dingle