MEMORANDUM TO: Members, Associate Members and Principal Investigators, Commission on Viral Infections, Armed Forces Epidemiological Board

FROM: W. McD. Hammon

DATE: January 14, 1958

SUBJECT: 1. Contract Renewal Applications

2. Spring Meeting of Viral Infections Commission

3. Annual Reports

1. Contract Renewal Applications: These should be in your hands. Completed forms should be mailed directly to the Executive Secretary, Armed Forces Epidemiological Board to arrive in his office not later than 10 February 1958.

2. Spring Meeting of Viral Infections Commission: I remind you again that the dates of this meeting are 10 and 11 March in Washington, D. C. Any suggestions of special items for the agenda, or special guests to be invited, should be sent to me in the near future.

3. In order to assist you, I am enclosing reproduction of Chapter IX, "Reports of Investigators" of the "Operating Procedures of the Armed Forces Epidemiological Board" sent out from the Executive Secretary's office during December. Please note instructions on form and content of annual reports.

DUE DATE FOR ANNUAL REPORTS: 1 April 1958

NUMBER OF COPIES: 150 copies. Send to Commission Director.

30 copies of abstracts. Send to Commission Director.

(These extra copies of abstracts are for the use of the Director in preparing dockets for Board members at May Annual Meeting)
A. SPECIAL PROGRESS REPORTS

A special report is requested whenever a new discovery of importance is made, or termination of a phase of work occurs. Reports can be as brief as the progress being reported upon will permit, and can take the form of an abstract of an article. The following essential data should always be included on the initial page:

Special Progress Report on:

1. Project title
2. Responsible Investigator (name and title)
3. Principal Assistant(s) (if any)
4. Contract number
5. Name of institution or other agency holding contract
6. Special progress report period

Four (4) copies of the special report for each contract should be sent to the Executive Secretary, Armed Forces Epidemiological Board. Additional copies (as determined by the Director) should be sent to the Director of the Commission under whose sponsorship the work is being performed.

B. ANNUAL REPORTS OF INVESTIGATORS UNDER SPONSORSHIP OF THE AFEB

1. Description

The Annual Report of the Investigator will usually cover the period 1 March to 28 February. It will be used as an enclosure in the Director's Annual Report. This report should review the progress for the year; work previously reported may be briefly summarized, and new work reported in some detail. Plans for future work are desirable.

2. Format

The report should be mimeographed or "ditto" reproduced on standard size paper 8 1/2 x 11 with at least one (1) inch lefthand margin (for binding) and one (1) inch top margin (for headings and page numbers).

3. Outline

(a) The initial page should contain the following information:

(1) Title of Project:
(2) Period covered by the report: (usually 1 March 195 to 28 February 195)
(3) Responsible Investigator(s) and name of Institution
(4) Contract Number
(5) Supported by: R & D Division, etc.
(6) Security classification, if any
(7) "Annual Report to the Commission on ____________________________
of the Armed Forces Epidemiological Board"

(8) Notice if applicable, concerning patent rights, proprietary interest, or other matters affecting distribution of the report. It is suggested that a statement such as the following may be appropriate at this position on the title page:

FOR OFFICIAL USE ONLY
BY DEPARTMENT OF DEFENSE

This information may not be released to other persons, quoted or extracted for publication, or otherwise disseminated without permission of the Responsible Investigator.

(b) The second or second and third pages should contain a concise abstract of the report not to exceed 2 pages. The abstract (200 words or less) prepared for and in the form specified by Research and Development Division may be used, or a somewhat more ample abstract may be prepared if desired.

Note: Thirty (30) extra copies of this abstract should be run off for the Commission Director for his use in preparing Dockets.

(c) The report proper should follow and be as concise as possible, yet as detailed as necessary for proper evaluation. Extensive tables are not desired.

(d) All articles published during the period covered by the report should be listed.

4. Number

The number of copies needed will be determined by the Commission Director on the following formula: 100 for the Executive Secretary's office, plus the number needed for distribution by the Commission Director to the Members of the Commission, and to the 9 Members of the Board and to other interested civilians. The Director will receive all copies, the 100 copies for the AFEB, plus those he will send to his Commission and to Members of the Board, and the extra 30 copies of the abstract.

5. Copies of the full report may be sent directly to the supporting agency in lieu of a Progress Report for the period covered.
C. TERMINATION OF CONTRACT REPORT

Upon the termination of a contract, a final report is required before payment of the final voucher. This report should review the work done and summarize the findings and conclusions. A bibliography of any publications or reports based on the work done should be appended to the report. Four (4) copies of the report should be sent to the Executive Secretary, APED. Additional copies (as determined by the Commission Director) should be sent to the Director of the Commission for inclusion, if appropriate, in the next Annual Report.