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

FROM: W. McD. Hammon, M.D., Director

DATE: 17 January 1962

SUBJECT: (1) Contract Renewal Applications  
(2) Spring Meeting of Commission on Viral Infections  
(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 15 February 1962 (at least one month before the Commission meeting).

(2) Spring Meeting of Commission on Viral Infections: May I remind you that the dates of this meeting are 6 and 9 March at WRAIR, Washington, D.C. Suggestions for the agenda are requested.

(3) Annual Reports: In order to assist you I am reproducing in part the memorandum dated 29 December 1961 sent out by the Executive Secretary on the subject of submission of Annual Progress Reports to the AFEB and the U.S. Army Medical Research and Development Command. Please note the instructions as to format, outline and content of the Annual Reports.

NUMBER OF COPIES: 200 copies. Send to Commission Director.

35 extra copies of Abstract (Board Dockets). Send to Commission Director. Please be sure these Abstracts bear identifying information—title of project, name of responsible investigator and institution, period covered, contract or grant number. While this heading is not needed on Abstracts inserted in the body of the report, the same form, or stencil, can be used for the latter in order to avoid extra work.

4 extra copies of the full report should be sent directly to the Executive Secretary for distribution to the supporting agency to fulfill the contract requirements for a progress report for the period covered.

DUE DATE FOR ANNUAL REPORTS: 15 February 1962

VERBAL REPORTS: At the Spring Meeting verbal reports should be designed to summarize or supplement the written reports. Discussion time is considered very important.

SUBMISSION OF ANNUAL PROGRESS REPORTS TO THE AFEB

Format - The report should be mimeographed or 'ditto' reproduced on standard size paper, 8-1/2 x 11, with at least one and one-quarter (1-1/4) inch left-hand margin (for binding) and one (1) inch top margin (for headings and page numbers). The abstract and report should be single spaced.
Outline:
a. The initial page should contain the following information:
   (1) Title of project
   (2) Period covered by the report: (Usually 1 March 196_ to 28 February 196_)
   (3) Responsible investigator and name of institution
   (4) Contract or grant number
   (5) Supported by: U. S. Army Medical Research & Development Command
   (6) "Annual Report to the Commission on Viral Infections of the Armed Forces Epidemiological Board."
   (7) Notice, if applicable, concerning patent rights, proprietary interest, or other matters affecting distribution of the report.
   (8) It is suggested that a statement such as the following should be on the title page:

   NOT FOR PUBLICATION

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

b. The second, or second and third, pages should contain a concise abstract of the report not to exceed two pages. A 200-word abstract prepared for and in the form specified by the U. S. Army Medical Research and Development Command may be used, or a somewhat more ample abstract may be prepared if desired.

   NOTE: Thirty-five (35) extra copies of this abstract should be prepared and set to the Commission Director for use in AFEB Dockets (see note re heading).

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.