May 26, 1959

Dr. Albert B. Sabin
The Children's Hospital
Research Foundation
Cincinnati, Ohio

Dear Doctor Sabin:

This is to remind you that your progress report will be due on or before July 15, 1959.

The content of your report should be limited to work accomplished under your grant from The National Foundation. If you are applying for renewal of grant, I suggest that you discuss your most recent findings and current investigations so that the Advisory Committee members will have up-to-date information on the progress of work being supported by your grant. The report should be as concise as possible without omitting essential data. If you participate in the plan for circulation of reports, it should also convey, for the benefit of other grantees, the general scope and methods of your work. Documentation need not be so detailed and precise as in a manuscript prepared for publication. If we, or other grantees, desire more complete information, this can be requested by correspondence.

Please append citations of any publications, in full or in abstract, concerning work carried out under your grant and appearing in print during the period covered by the report. A list of manuscripts in press and special exhibits shown at meetings should also be included. Personnel lists, changes in personnel, manuscripts in preparation, and verbal presentations before societies or other audiences should be omitted.

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We will require the original and one carbon copy of your report. It will be reproduced here by a photographic process. To obtain satisfactory reproduction, it is essential that:

1. plain white, heavy bond paper, 8½ x 11 inches be used;
2. a one-inch margin be left on all four sides of each sheet of paper;
3. typing be sharp, black and single-spaced on one side of the paper only;
4. the report be mailed without folding.

No illustrative material should be used except such as can be clearly reproduced by a photographic process. Glossy prints are satisfactory, halftone prints are not. Charts, tables and other illustrative material should be contained within the same margins as those of the written text.

We are enclosing the heading to be used on your first page, and an illustration of the format for page numbering and the publications list. Please note the period of time to covered by this progress report.

Sincerely yours,

T. E. Boyd, Ph.D.
Chief, Division of Clinical Physiology and Biochemistry

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