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

Re: Contract No. DA-49-007-MD-59

Dear Doctor Sabin:

The purpose of this letter is to advise you regarding the reporting requirements under the above contract. Your annual reporting date is established by the Executive Secretary, Armed Forces Epidemiological Board, to fit the schedule of Commission meetings.

Reports on your research are required under the provisions of your contract with The Surgeon General, Department of the Army. These reports are extremely important, both to you and to The Surgeon General. They are used as a basis for preparation of reports submitted at regular intervals to the Department of the Army and Department of Defense, where they serve as justification for continued allocation of medical research and development funds. They also serve as the principal source of information for personnel of the Research and Development Division and our advisors in considering applications for extension of contracts. Further, and of most importance, medical research is of little value unless the findings are reported so that translation into better medical service ultimately can be achieved.

In the interest of economy, but without sacrificing legibility, the most inexpensive method for reproducing the reports should be chosen. Binding is not necessary unless the report is voluminous. All other reports should be stapled. The cost of reproducing and mailing these reports is a proper charge to funds available under your contract.

It is requested that progress, interim and final reports be prepared on 8½ by 11 inch paper and contain, in order, the following:

a. **Title Page.** This page should be the same weight as the other paper used in the report. No cover should be used unless binding is necessary. The title page should show as a minimum:

   (1) Title of Study
   (2) Period Covered by Report
   (3) Responsible Investigator(s) and Name of Institution
   (4) Contract Number
   (5) Supported by: Research and Development Division  
       Office of The Surgeon General  
       Department of the Army  
       Washington 25, D. C.
(6) Security Classification, if any
(7) 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. Abstract. Eight (8) copies of an abstract sheet should be included in the report immediately following the title page or cover. An outline example is shown in Incl. 1, where parentheses inclose explanatory notes.

c. Body. Organization should follow acceptable journal practice. Sections titled "Summary" and/or "Conclusions" should be placed at the end of this part of the report.

d. Publications. Please furnish a list of all publications appearing in the scientific literature for the period covered by the report.

e. Distribution. List of distribution given the report or abstract. The required distribution of your reports or abstracts is as follows:

(1) Four (4) copies of the complete report, to the Chief, Research and Development Division, Office of The Surgeon General, Department of the Army, Room 2534, Main Navy Building, Washington 25, D. C.

(2) Ten (10) copies of the complete report to Armed Services Technical Information Agency, Document Service Center, Knott Building, Dayton 2, Ohio.

(3) One (1) copy of the abstract only of your report to the investigators or research installations listed in Incl. 2.

The distribution listed in Incl. 2 is desired in order to provide adequate cross information for all investigators working under or in coordination with the Office of The Surgeon General in your particular field of research. This list is accurate as of the date of this letter. However, from time to time, there will be changes and you will be advised accordingly.
Progress and final reports of the work performed under this contract are required. These types of reports as well as others are outlined below:

a. **Progress Reports.** The due date for your progress report is shown in the first paragraph of this letter and has been established in order to permit adequate time for review and contracting processes.

b. **Final Report.** A final report covers the work performed for the entire period of your contract. References to previous reports and/or published material are desirable. Inclusion of a discussion, pointing to the significance of results obtained, is requested. An acceptable final report is required prior to payment of the final voucher submitted to cover the costs under your contract. Prompt submission of this report is mutually beneficial. This report may be submitted at the end of the last year of your study in lieu of the progress report.

c. **Interim Reports.** These reports are discretionary on your part and may be submitted at any time that you consider such action is indicated by your results. For example, an interim report might be submitted upon completion of a portion of research, warranting detailed and separate treatment.

d. **Informal Reports.** We would appreciate hearing of the results of your work at any time. This may be achieved by letter or visit.

When results of the research performed under this contract are prepared for publication or presentation, acknowledgment of support by the Army Medical Service should appear in the manuscript, preferably as a footnote on the first page. (Example: This investigation was supported (in part, if applicable) by the Research and Development Division, Office of The Surgeon General, Department of the Army, under Contract No. DA-49-007-MD- .).

Although no official military clearance is required prior to publication or presentation of unclassified information resulting from work under your contract, it is requested that you send us one copy of each manuscript submitted for publication or presentation. This procedure is desirable for two reasons. First, it will furnish us with information prior to receipt of the reprint in this office. Secondly, it will permit our office to reply intelligently to questions arising from publicity following verbal presentation of reports at scientific meetings. These manuscripts will be treated as confidential until the article appears in print.

It is desired that this office be furnished a copy of news releases and other similar types of information released by you or the institution on unclassified portions of your work. Such news releases should acknowledge that the work was supported (in part, if appropriate) by the Research and Development Division, Office of The Surgeon General, Department of the Army. Favorable publicity of the research program of
this office is of great value in supporting the continued allocation of medical research and development funds.

In the rare situation where you consider that classified information may be involved, you should contact your project officer prior to release of any information. Under these circumstances, it is essential that the manuscript or news release be reviewed by this office before it is submitted for publication or released.

Will you please furnish us with four (4) copies of each reprint resulting from work under your contract.

All reports should be forwarded to the Chief, Research and Development Division, Office of The Surgeon General, Department of the Army, Main Navy Building, Washington 25, D. C.

Sincerely yours,

2 Incls.
1. Sample of Abstract
2. Distribution List

R. L. HULLINGHORST
Colonel, Medical Corps
Chief, Research and Development Division
ABSTRACT

1. Preparing Institution:

2. Title of Report:

3. Principal Investigator(s)

4. Number of pages, illustrations and date:

5. Contract Number:

6. Supported by: Research and Development Division
Office of The Surgeon General
Department of the Army
Washington 25, D. C.

(Descriptive abstract - not to exceed 200 words, summarizing salient features of the report.)

NOTE: Copies of this report are filed with the Armed Services Technical Information Agency, Document Service Center, Knott Building, Dayton 2, Ohio, and may be obtained from that agency by qualified investigators working under Government Contract.

Incl 1
Distribution of Abstracts and Reports

1. There will be no mailing list for distribution of abstracts to individual investigators.

2. Mail 30 copies of abstract only to The Executive Secretary, Armed Forces Epidemiological Board, Office of The Surgeon General, Department of the Army, Washington 25, D.C.

3. Mail 125 or more copies (as directed) of complete reports including only one copy of the abstract to the appropriate Commission Director upon the instruction of the Executive Secretary, Armed Forces Epidemiological Board.

4. It is essential that the four (4) copies of the complete report sent to the Chief, Research and Development Division and the ten (10) copies sent to the Armed Services Technical Information Agency include the full eight (8) copies of the abstract immediately following the title page.