October 3, 1946

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

Dear Doctor Sabin:

The Research Grants Division is pleased to learn from the Surgeon General that you have accepted his invitation to serve as Special Consultant to the U. S. Public Health Service, member of the Tropical Diseases Study Section of the National Institute of Health. He has suggested that we indicate to you the fact that we shall be pleased to discuss with you upon the occasion of your visit on October 16, the nature of the responsibilities implied by your acceptance. Dr. C. J. Van Slyke, Chief of the Research Grants Division and Dr. Willard H. Wright, Executive Secretary of the Tropical Diseases Study Section will both be glad to discuss the total proposed program with you and give you the gist of the discussion at the first meeting. We will be glad to send within the next few days, a copy of the minutes of the National Advisory Health Council reflecting final action taken upon the applications falling in this particular field of research.

For your use in making trips in connection with your appointment as Special Consultant, there are enclosed a book of ten transportation requests, a copy of government travel regulations, and a travel information sheet which should be completed and sent to this office upon completion of official travel. Government travel should be performed over the most direct route; however, if you wish to go by some other route, your travel voucher can be audited to the amount allowed. Travel by air is authorized; travel by train of over two hours entitles you to first class fare and a lower berth; travel by private automobile should be requested prior to making the trip. One caution: be sure to purchase a round trip ticket for railroad or bus transportation.

All Section Meetings will be held, unless otherwise indicated, at ten o'clock in room 105, Administration Building, National Institute of Health, Bethesda, Maryland. Transportation will be furnished to the Institute from the Public Health Service Building at 19th and Constitution Avenue, Washington, D. C. a matter of 20-30 minutes by automobile. If you care to avail yourself of this transportation, please check with the Information Desk, Public Health Service Building, prior to 9:30 on the morning of the meetings. Transportation will be furnished back downtown at the close of the meeting so that there will be no inconvenience in returning to Washington.
The Research Grants Division will be glad to assist you in making hotel reservations if you so indicate.

Sincerely yours,

Ernest M. Allen
Ernest M. Allen
Assistant Chief
Research Grants Division

Enclosures

cc: Dr. Willard H. Wright