Dear Doctor Sabin:

Procedure has been developed in the Public Health Service to make possible reader and simpler priority rating of applications for research grants.

At meetings in the future each application will be rated from 1 to 5 by each member of the Section. These ratings will be added, averaged, and multiplied by 100 to provide three-digit priority ratings. The ratings of the applications of all Study Sections will then be interdigitated into Master Priority Lists for determination of which projects may receive support. The Lists so prepared will be presented to the respective National Advisory Councils for final recommendation to the Surgeon General.

In order to implement this plan and reduce the burden of the May-June Study Section meetings, all members of the Section are requested to rate now the applications recommended at the first two meetings of the year. The applications requiring such action are shown on the attached page with a column in which you may record your vote from 1 for the highest priority project to 5 for the lowest. Every application recommended for approval at a meeting attended by you should have a vote of 1 to 5 recorded. Those applications reviewed at meetings which you did not attend have been stricken from the list.

For the applications to be reviewed at the next council meeting, priority ratings will be voted by individual members on especially prepared forms as soon as Study Section discussion of each individual application is completed.

Since previous commitments of future support may not be reduced unless the Section feels that inadequate progress requires such action, it is planned to separate in Study Section Application Books those
applications requiring priority rating from those that need only reaffirmation of previous recommendation. The latter group may then be reaffirmed without detailed discussion except where individual applications are called up for special discussion as result of dissatisfaction with the proposal on the part of one or more members. You may advise me of applications you wish to bring up for special review either prior to or at the time of the Section meeting.

Please let me know if you have any question concerning these matters and please return your Priority voting sheet as promptly as you can. If you need duplicate copies of any of the applications listed, I shall be pleased to send them upon request.

Sincerely yours,

J. M. Ellis, Ph. D.
Executive Secretary
Tropical Medicine Study Section

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