

1961-62

Final Budget

JUN 21 1961

HILLSIDE HOSPITAL  
Glen Oaks New York

June 12, 1961

MEMORANDUM

TO : Mr. M. Victor Leventritt, Chairman, Medical Affairs Committee  
FROM : Maurice Bachrach, Administrator  
SUBJECT: Proposed Research Request Budget for July 1, 1961 to June 30, 1962

---

Attached hereto is a presentation of the proposed expenses and income for research for 1961/62. Each departmental request has been carefully reviewed by Dr. Robbins as well as myself. There is a schedule for each Research Department. After the expenses are given for each department, we have shown applicable and potential income from various sources that have been designated for each department. At the end of each departmental schedule, we have shown the department's "net deficit". This is the total expenditure for the department, less designated income for that department.

On page 4 you will find the entire deficit picture which gives the net deficit for each of the departments, estimated income from various sources other than the Trustees which are applicable to the total research program and "net research deficit, all departments". The net research deficit for the present year was projected at \$53,250; our actual expenditure is estimated at \$58,124. The 1961/62 Research Request Budget projects a net deficit of \$49,000, a net decrease of \$4,250 from this year's Request Budget and a \$9,124 decrease from this year's actual experience.

HILLSIDE HOSPITAL

TENTATIVE RESEARCH BUDGET - 1961/62

	<u>Col. I</u>	<u>Col. II</u>	<u>Col. III</u>	<u>Col. IV</u>
	1960/61	1960/61	1961/62	Overage
	Budget	Experience (2 mos. est.)	Request Budget	Col III over Col. I
<b>I. RESEARCH IN EXPERIMENTAL PSYCHIATRY</b>				
<u>EXPENSES:</u>				
1 . Director	25,000	25,000	25,000	
2 . Assoc. in Psychiatry	16,416	17,000	17,500	1,084 (A)
3 . " " "	-	-	9,000	9,000 (B)
4 . Sr. Assoc. Exper. Psychology	13,000	13,000	14,000	1,000 (C)
5 . Assoc. Exper. Psychology	10,920	10,667	13,334	2,414 (D)
6 . Asst. Exper. Psychology	7,500	7,500	8,100	600 (C)
7 . " " " (NEW)	-	-	7,248	7,248 (E)
8 . Assoc. in Social Psychology	9,500	9,500	10,000	500 (F)
9 . Assoc. Exper. Psychology	8,500	8,597	1,420	(7,080) (G)
10. E.E.G. Technician, Sr.	4,410	4,405	4,800	390 (C)
11. E.E.G. Technician Jr. (NEW)	-	-	3,600	3,600 (H)
12. Psycholinguistic Technician	2,172	2,254	2,485	313 (C)
13. Secretary	3,360	3,427	3,492	132 (C)
14. Clerk Typist	2,890	2,356	2,740	(150)
15. Technical Ass't. (NEW)	-	-	4,500	4,500 (I)
16. Equipment (office & Medical)	4,500	254	3,000	(1,500)
17. Travel	3,400	3,143	3,600	200
18. Supplies	3,400	2,163	3,000	(400)
19. Director's Professional Expenses	600	600	600	
20. Training Expenses	-	-	4,838	4,838 (J)
21. Social Security & Blue Cross	3,314	2,847	3,500	186
22. Overhead	11,041	10,126	14,040	2,999
<u>Total Expenses- Research in Experimental Psychiatry</u>	<u>129,923</u>	<u>122,839</u>	<u>159,797</u>	<u>29,874</u>
<u>Applicable &amp; Potential Income</u>				
<u>Research in Experimental Psychiatry</u>				
23. U.S. Public Health Service	72,401	78,000	114,708	42,307 (K)
24. Drugs	-	4,800	5,089	5,089 (L)
25. Nassau County	3,120	-	-	(3,120) (M)
26. Potential Income	14,402	-	-	(14,402) (N)
<u>Total Applicable &amp; Potential Income</u>	<u>89,923</u>	<u>82,800</u>	<u>119,797</u>	<u>29,874</u>
<u>Net Deficit, Research in Experimental Psychiatry</u>	<u>40,000</u>	<u>40,039</u>	<u>40,000</u>	<u>0</u>

June 12, 1961

II. RESEARCH IN BIOCHEMISTRY

<u>EXPENSES:</u>	<u>Col. I</u> 1960/61 Budget	<u>Col. II</u> 1960/61 Experience (2 mos. est.)	<u>Col. III</u> 1961/62 Request Budget	<u>Col. IV</u> Overage Col III over Col. I
27. Director	13,500	13,500	13,500	
28. Sr. Biochemist	8,786	8,783	9,483	697 (0)
29. Sr. Biochemist	8,414	8,420	1,416	(6,998)
30. Biochemist	5,000	5,000	5,300	300 (0)
31. Biochemist	4,500	4,170	4,600	100 (0)
32. Jr. Biochemist	4,164	4,134	4,468	304 (0)
33. Jr. Biochemist	4,000	3,972	4,400	400 (0)
34. Secretary ( $\frac{1}{2}$ )	1,680	1,692	1,748	68 (0)
35. Diener	1,250	1,250	300	(950)
36. Laboratory Equipment	2,000	1,677	5,800	3,800 (0)
37. Supplies	7,000	7,494	6,200	(800)
38. Travel	1,000	1,000	1,000	
39. Social Security & Blue Cross	2,480	1,776	2,000	(480)
40. Overhead	2,475	4,284	3,200	725
<u>Total Expenses - Research in Biochemistry</u>	<u>66,249</u>	<u>67,152</u>	<u>63,415</u>	<u>(2,834)</u>
<u>Applicable &amp; Potential Income Research in Biochemistry</u>				
41. U.S. Public Health Service	18,162	41,317	37,900	19,738
42. Potential Income	26,087	-	6,515	(19,572)
<u>Total Applicable &amp; Potential Income</u>	<u>44,249</u>	<u>41,317</u>	<u>44,415</u>	<u>166</u>
43. <u>Net Deficit- Research in Biochemistry</u>	<u>22,000</u>	<u>25,835</u>	<u>19,000</u>	<u>(3,000) (R)</u>

III. MEDICAL DEPARTMENT RESEARCH

<u>EXPENSES:</u>				
44. Research Assoc in Medicine	7,000	2,066	-	(7,000)
45. Research Associate	-	1,000	4,000	4,000
46. Nurse-Technician	3,000	3,000	3,108	108
47. Supplies	900	139	1,000	100
48. Travel & Publications	400	-	200	(200)
49. Social Security & Blue Cross	460	45	425	(35)
<u>Total Expenses - Medical Dept Research</u>	<u>11,760</u>	<u>6,250</u>	<u>8,733</u>	<u>(3,027)</u>

June 12, 1961

	<u>Col. I</u>	<u>Col. II</u>	<u>Col. III</u>	<u>Col. IV</u>
	1960/61	1960/61	1961/62	Overage
	Budget	Experience	Request	Col III
		(2 mos. Est.)	Budget	over Col. I
<u>Applicable &amp; Potential Income</u>				
50. U.S. Public Health Service	4,510	4,000	8,733	4,223
51. Potential Income	5,000	-	-	(5,000)
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Total Applicable &amp; Potential Income</u>	<u>9,510</u>	<u>4,000</u>	<u>8,733</u>	<u>(777)</u>
52. <u>Net Deficit Medical.</u>				
<u>Dept. Research</u>	2,250	2,250	-	(2,250)(s)
<u>Net Deficits Forwarded</u>				
Research in Exp. Psychiatry	40,000	40,039	40,000	-
Research in Biochemistry	22,000	25,835	19,000	(3,000)
Medical Dept. Research	2,250	2,250	-	(2,250)
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Total Deficits</u>	<u>64,250</u>	<u>68,124</u>	<u>59,000</u>	<u>(5,250)</u>
<u>Unrestricted Research Income</u>				
Henry Kaufmann Memorial Fund	1,000	1,000	1,000	-
Scheuer Research Fund	2,000	2,000	1,000	(1,000)
Contributions - Other than Trustees	8,000	7,000	8,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Total Unrestricted Research Income</u>	<u>11,000</u>	<u>10,000</u>	<u>10,000</u>	<u>(1,000)</u>
<u>NET RESEARCH DEFICIT;</u>				
<u>ALL DEPARTMENTS</u>	<u>53,250</u>	<u>58,124</u>	<u>49,000</u>	<u>(4,250)</u>
	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>

BUDGET COMMENTS

I. RESEARCH IN EXPERIMENTAL PSYCHIATRY

EXPENSES:

The Request Budget projects total expenditures of \$159,797, an increase of \$29,874 over the approved budget for 1960/61. This increase is made up of the following items:

Note A:

Line 2--Associate in Psychiatry (Dr. Donald Klein)--Increase-----\$1,084

This increase represents two factors:

- a. Annual increment of \$500 as of July 1, 1961 in accordance with stated increment plan.
- b. Salary adjustment made during the year in order to accurately reflect Dr. Klein's actual qualifications and experience.

Note B:

Line 3--Associate in Psychiatry (Dr. John Kramer)--Increase-----\$9,000

During the current budget year Dr. Kramer divided his time between the research and clinical programs, being in charge of the Electro Shock Therapy services on the clinical side. He received part of his remuneration from the Operating Budget and the remainder of his salary was made up by a United States Public Health Service Fellowship. His Fellowship terminates September, 1961 so that \$9,000 of his total salary of \$13,826 should be charged to the Research Budget.

Note C:

Line 4--Senior Associate in Experimental Psychology

Dr. Max Pollack-----Increase-----\$1,000

Line 6--Assistant in Experimental Psychology (Eric Karp)--Increase-----\$ 600

Line 10--EEG Technician Senior-----Increase-----\$ 390

Line 12--Psycholinguistic Technician-----Increase-----\$ 313

Line 13--Secretary-----Increase-----\$ 132

These represent regular increments for these positions.

Note D:

Line 5--Associate in Experimental Psychology (Dr. Ira Belmont)--Increase---\$2,414

This increase represents two factors: Full year employment for 1961/62 against part year employment for 1960/61; increment from \$12,500 to \$13,500 as of September 1, 1961.

Note E:

Line 7--Assistant in Experimental Psychology (NEW)--increase-----\$7,248

This new personnel item grows out of two related factors in the program.

1. The volume of work in Experimental Psychology during the current year has risen to a point where it places a great strain on the two incumbents. In order to complete the number of psychological tests and experiments essential to the program it is necessary to add personnel able to do this work. This however would not require a full time worker.
2. This factor is related to the information given below in Line 11 which states that we have made a definite policy decision to make encephalographic studies of every patient admitted to the Hospital instead of a selected sample of patients. This program of encephalography for each patient necessitates a corresponding increase in the number of associated psychological tests which are made concurrently with each encephalograph in order to complete the picture which we are seeking.

These two added work loads will amply use the full time of a qualified psychologist.

Note F:

Line 8--Associate in Social Psychology (Dr. Kelman)----increase-----\$ 500

The difference is accounted for by the fact that the new incumbent has higher qualifications than the present incumbent.

Note G:

Line 9--Associate in Experimental Psychology (Dr. Karl Anderman)-decrease--\$7,080

Appointment ends August 31, 1961.

Note H:

Line 11--EEG Technician Junior (NEW)-----increase-----\$3,600

The purpose of this new position is to enable the department to make complete encephalographic and associated psychological examinations of every admitted patient.

At the present time we are making encephalograph studies on only a portion of the population related to our drug investigations. In the course of these studies, however, we have found a much higher incidence of abnormal encephalograms than we have been led to expect for our patient population. It has therefore been decided that it would be valuable and informative to make a full encephalographic study on each patient instead of selected patients in order to learn whether this high incidence of abnormal encephalograms will hold for the total patient population.

In order to achieve this, it is necessary to add this position as well as the additional psychological services referred to in Line 7 above.

Note I:

Line 15--Technical Assistant (NEW)-----increase-----\$4,500

This position is being added in order to relieve higher paid professionals, psychiatrists and psychologists from statistical work and to provide a coordinating function in the department in the development of more efficient methods. This will give the top professionals more time and opportunity for the use of their higher skills.

Note J:

Line 20--Training Expenses-----increase-----\$4,838

Cost for didactic psychoanalysis, special courses, etc., for Dr. Donald Klein (Line 2 of budget); this expenditure is covered in full by United States Public Health Service Grant.

Note K:

Line 23--USPHS Income-----increase-----\$42,307

Represents approximately \$16,000 of additional funds for a continuation grant from the United States Public Health Service and \$26,000 from the same source for a Career Investigation Grant to cover Lines 2 and 20 of the budget.

Note L:

Line 24--Drugs-----increase-----\$ 5,089

This item is for psychotropic drugs which the Hospital receives free of charge due to our extensive research studies. The cost of these drugs which the Hospital would normally purchase are charged to the Operating Budget and credited to the Experimental Psychiatry Budget.

Note M:

Line 25--Nassau County-----decrease-----\$ 3,120

Research projects supported by Nassau County have been completed and not renewed.

Note N:

Line 26--Potential Income-----decrease-----\$14,402

For 1961/62 there are no pending grants or any other sources of potential income to be noted.

II. RESEARCH IN BIOCHEMISTRY

EXPENSES:

Note O:

Lines 28 and 30 through 34-----increase-----\$1,869

All these increases totalling \$1,869 are in accordance with the stated increment policy of the Hospital.

Note P:

Line 29--Senior Biochemist-----decrease-----\$6,998

Appointment ends August 31, 1961

June 12, 1961

Note Q:

Line 36--Laboratory Equipment-----increase-----\$3,800

This expenditure is for one item of equipment covered in full by a United States Public Health Service Grant.

Note R:

Line 43--Net Deficit: Research in Biochemistry----decrease-----\$3,000

The decrease shown is the difference between the current year's budget and the budget for 1961/62. It should be noted that there is a decrease of \$6,835 from our actual experience of 1960/61.

III. MEDICAL RESEARCH

Note S:

Line 52--Net Deficit: Medical Department Research--decrease-----\$2,250

This decrease is accounted for by the fact that Dr. Arnold Blumberg's full salary is carried in the Operating Budget as Hospital Internist and Employee Physician. All other expenses of this project are covered by a Federal Grant.

Memorandum From The  
OFFICE OF THE ADMINISTRATOR

June 30, 1961

To: Dr. Fink

Re: 1961-62 Budget

---

The attached is a statement of the budget allowance for your department for 1961-62; this is sent to you for your guidance during the coming year.

If you have any questions whatsoever, please feel free to see me about this formulation; if I do not hear from you I will assume that all of the figures and procedures are accepted by you.

*M. Bachrach*  
e

MB:DC  
Encl.

HILLSIDE HOSPITAL

1961-62 BUDGET

*Final Budget  
Approved  
61-62*

	1961-62 Request	Approved 1961-62 Budget	Deferred*
<u>RESEARCH IN EXPERIMENTAL PSYCHIATRY</u>			
<u>Salaries and Expenses</u>			
Director (Fink)	25,000.	25,000.	
Assoc. in Psychiatry (Klein)	17,500.	17,500.	
" " (Kramer)	9,000.	9,000.	
Sr. Assoc. Exper. Psychology (Pollock)	14,000.	14,000.	
Assoc. Exper. Psychology (Belmont)	13,334.	13,334.	
Asst. Exper. Psychology (Karp)	8,100.	8,100.	
" " " (new)	-	7,248.	
Assoc. in Social Psychology (Kelman)	10,000.	10,000.	
Assoc. Exper. Psychology (Anderman)	1,420.	1,420.	
E.E.G. Technician, Sr. (Mosquera)	4,800.	4,800.	
E.E.G. Technician Jr. (new)	3,600.	3,600.	
Psycholinguistic Technician (Kolodny)	2,485.	2,485.	
Secretary (Podrid)	3,492.	3,492.	
Clerk Typist	2,740.	2,740.	
Technical Ass't (new)	4,500.	4,500.	
Equipment (office & medical)	3,000.	3,000.	
Travel	3,600.	3,600.	
Supplies	3,000.	3,000.	
Director's Professional Expenses	600.	600.	
Training Expenses	4,838.	4,838.	
Social Security & Blue Cross	3,500.	3,500.	
Overhead	14,040.	14,040.	
<u>Total Expenses - Research in Experimental Psychiatry</u>	<u>159,797.</u>	<u>159,797.</u>	
<u>Applicable &amp; Potential Income</u>			
<u>Research in Experimental Psychiatry</u>			
U. S. Public Health Service	114,708.	114,708.	
Drugs	5,089.	5,089.	
Nassau County	-	-	
Potential Income	-	-	
<u>Total Applicable &amp; Potential Income</u>	<u>119,797.</u>	<u>119,797.</u>	
<u>Net Deficit, Research in Experimental Psychiatry</u>	<u>40,000.</u>	<u>40,000.</u>	

cc: Dr. Fink  
Dr. Robbins  
Acctg. Dept.

\*These items requested may be restored to the budget during 1961-62 if additional funds become available.

June 12, 1961

HILLSIDE HOSPITAL

TENTATIVE RESEARCH BUDGET - 1961/62

	<u>Col. I</u>	<u>Col. II</u>	<u>Col. III</u>	<u>Col. IV</u>
	1960/61	1960/61	1961/62	Overage
	Budget	Experience	Request	Col III
		(2 mos. est.)	Budget	over Col. I
<b>I. RESEARCH IN EXPERIMENTAL PSYCHIATRY</b>				
<u>EXPENSES:</u>				
1 . Director	25,000	25,000	25,000	
2 . Assoc. in Psychiatry	16,416	17,000	17,500	1,084 (A)
3 . " " "	-	-	9,000	9,000 (B)
4 . Sr. Assoc. Exper. Psychology	13,000	13,000	14,000	1,000 (C)
5 . Assoc. Exper. Psychology	10,920	10,667	13,334	2,414 (D)
6 . Asst. Exper. Psychology	7,500	7,500	8,100	600 (C)
7 . " " " (NEW)	-	-	7,248	7,248 (E)
8 . Assoc. in Social Psychology	9,500	9,500	10,000	500 (F)
9 . Assoc. Exper. Psychology	8,500	8,597	1,420	(7,080) (G)
10. E.E.G. Technician, Sr.	4,410	4,405	4,800	390 (C)
11. E.E.G. Technician Jr. (NEW)	-	-	3,600	3,600 (H)
12. Psycholinguistic Technician	2,172	2,254	2,485	313 (C)
13. Secretary	3,360	3,427	3,492	132 (C)
14. Clerk Typist	2,890	2,356	2,740	(150)
15. Technical Ass't. (NEW)	-	-	4,500	4,500 (I)
16. Equipment (office & Medical)	4,500	254	3,000	(1,500)
17. Travel	3,400	3,143	3,600	200
18. Supplies	3,400	2,163	3,000	(400)
19. Director's Professional Expenses	600	600	600	
20. Training Expenses	-	-	4,838	4,838 (J)
21. Social Security & Blue Cross	3,314	2,847	3,500	186
22. Overhead	11,041	10,126	14,040	2,999
<u>Total Expenses- Research in Experimental Psychiatry</u>	<u>129,923</u>	<u>122,839</u>	<u>159,797</u>	<u>29,874</u>
<u>Applicable &amp; Potential Income</u>				
<u>Research in Experimental Psychiatry</u>				
23. U.S. Public Health Service	72,401	78,000	114,708	42,307 (K)
24. Drugs	-	4,800	5,089	5,089 (L)
25. Nassau County	3,120	-	-	(3,120) (M)
26. Potential Income	14,402	-	-	(14,402) (N)
<u>Total Applicable &amp; Potential Income</u>	<u>89,923</u>	<u>82,800</u>	<u>119,797</u>	<u>29,874</u>
<u>Net Deficit, Research in Experimental Psychiatry</u>	<u>40,000</u>	<u>40,039</u>	<u>40,000</u>	<u>0</u>

BUDGET COMMENTS

I. RESEARCH IN EXPERIMENTAL PSYCHIATRY

EXPENSES:

The Request Budget projects total expenditures of \$159,797, an increase of \$29,874 over the approved budget for 1960/61. This increase is made up of the following items:

Note A:

Line 2--Associate in Psychiatry (Dr. Donald Klein)--Increase-----\$1,084

This increase represents two factors:

- a. Annual increment of \$500 as of July 1, 1961 in accordance with stated increment plan.
- b. Salary adjustment made during the year in order to accurately reflect Dr. Klein's actual qualifications and experience.

Note B:

Line 3--Associate in Psychiatry (Dr. John Kramer)--Increase-----\$9,000

During the current budget year Dr. Kramer divided his time between the research and clinical programs, being in charge of the Electro Shock Therapy services on the clinical side. He received part of his remuneration from the Operating Budget and the remainder of his salary was made up by a United States Public Health Service Fellowship. His Fellowship terminates September, 1961 so that \$9,000 of his total salary of \$13,826 should be charged to the Research Budget.

Note C:

Line 4--Senior Associate in Experimental Psychology

Dr. Max Pollack-----Increase-----\$1,000

Line 6--Assistant in Experimental Psychology (Eric Karp)--Increase-----\$ 600

Line 10--EEG Technician Senior-----Increase-----\$ 390

Line 12--Psycholinguistic Technician-----Increase-----\$ 313

Line 13--Secretary-----Increase-----\$ 132

These represent regular increments for these positions.

Note D:

Line 5--Associate in Experimental Psychology (Dr. Ira Belmont)--Increase---\$2,414

This increase represents two factors: Full year employment for 1961/62 against part year employment for 1960/61; increment from \$12,500 to \$13,500 as of September 1, 1961.

June 12, 1961

Note E:

Line 7--Assistant in Experimental Psychology (NEW)--increase-----\$7,248

This new personnel item grows out of two related factors in the program.

1. The volume of work in Experimental Psychology during the current year has risen to a point where it places a great strain on the two incumbents. In order to complete the number of psychological tests and experiments essential to the program it is necessary to add personnel able to do this work. This however would not require a full time worker.
2. This factor is related to the information given below in Line 11 which states that we have made a definite policy decision to make encephalographic studies of every patient admitted to the Hospital instead of a selected sample of patients. This program of encephalography for each patient necessitates a corresponding increase in the number of associated psychological tests which are made concurrently with each encephalograph in order to complete the picture which we are seeking.

These two added work loads will amply use the full time of a qualified psychologist.

Note F:

Line 8--Associate in Social Psychology (Dr. Kelman)----increase-----\$ 500

The difference is accounted for by the fact that the new incumbent has higher qualifications than the present incumbent.

Note G:

Line 9--Associate in Experimental Psychology (Dr. Karl Anderman)-decrease--\$7,080

Appointment ends August 31, 1961.

Note H:

Line 11--EEG Technician Junior (NEW)-----increase-----\$3,600

The purpose of this new position is to enable the department to make complete encephalographic and associated psychological examinations of every admitted patient.

At the present time we are making encephalograph studies on only a portion of the population related to our drug investigations. In the course of these studies, however, we have found a much higher incidence of abnormal encephalograms than we have been led to expect for our patient population. It has therefore been decided that it would be valuable and informative to make a full encephalographic study on each patient instead of selected patients in order to learn whether this high incidence of abnormal encephalograms will hold for the total patient population.

In order to achieve this, it is necessary to add this position as well as the additional psychological services referred to in Line 7 above.

June 12, 1961

Note I:Line 15--Technical Assistant (NEW)-----increase-----\$4,500

This position is being added in order to relieve higher paid professionals, psychiatrists and psychologists from statistical work and to provide a coordinating function in the department in the development of more efficient methods. This will give the top professionals more time and opportunity for the use of their higher skills.

Note J:Line 20--Training Expenses-----increase-----\$4,838

Cost for didactic psychoanalysis, special courses, etc., for Dr. Donald Klein (Line 2 of budget); this expenditure is covered in full by United States Public Health Service Grant.

Note K:Line 23--USPHS Income-----increase-----\$42,307

Represents approximately \$16,000 of additional funds for a continuation grant from the United States Public Health Service and \$26,000 from the same source for a Career Investigation Grant to cover Lines 2 and 20 of the budget.

Note L:Line 24--Drugs-----increase-----\$ 5,089

This item is for psychotropic drugs which the Hospital receives free of charge due to our extensive research studies. The cost of these drugs which the Hospital would normally purchase are charged to the Operating Budget and credited to the Experimental Psychiatry Budget.

Note M:Line 25--Nassau County-----decrease-----\$ 3,120

Research projects supported by Nassau County have been completed and not renewed.

Note N:Line 26--Potential Income-----decrease-----\$14,402

For 1961/62 there are no pending grants or any other sources of potential income to be noted.

Memo from the desk of  
L. INGBER

June 21, 1961

to: Dr. Fink:

As of June 30, 1961, the changes you requested will be reflected in your net expenses.

We will show a net expenditure of 40,000. at that time.

*Add drug income.*

*6/30/61*

*\$1356*

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1, 1960 - May 31, 1961

HOSPITAL SUBSIDIZED RESEARCH

		1960-61 Budget	Experience To Date
<u>Salaries &amp; Expenses:</u>			
Director	Fink	25,000.	21,753.
Assoc. in Social Psychology	Siegel	3,120.	8,708.
Psycholinguistic Technician	Kolodny	2,172.	1,757.
Secretary	Podrid	2,890.	2,131.
Medical Equipment		1,500.	180.
Office Equipment		118.	74.
Travel		3,400.	1,045.
Supplies		3,400.	238.
Social Security & Blue Cross		920.	751.
Director's Expense Account		600.	472.
<b>Total Expenses</b>		<b>43,120.</b>	<b>37,109.</b>
Less: Income from Nassau County		3,120.	2,955.
Donation of Psychotropic Drugs to Hospital			2,295.
			<u>5,250.</u>
<b>Net Expenses</b>		<b>40,000.</b>	<b>31,859.</b>

7/1/60 - 6/30/61 40,000

cc: Mr. Bachrach

GRANT MY-2715

1/1/61 to 12/31/61 Grant approved for	\$65,886.
1/1/61 to 12/31/61 Supplemental Grant approved for	<u>16,230.</u>
	82,116.
 Amount applicable to 1960-61	 41,058.*

	1960-61 Budget	Experience To Date
Grant Balance 6/30/60	32,405.	34,699.
Additions: Amount applicable to 1960-61	<u>41,058.*</u>	<u>41,058.</u>
Starting Balance & Additions	73,463.	75,757.
 <u>Salaries &amp; Expenses:</u>		
Research Assoc. in Psychiatry	Klein 16,416.	15,583.
Sr. Assoc. in Exp. Psychology	Pollock 7,333.	6,494.
Assoc. in Exp. Psychology	(Gittelman 10,920.)	9,625.
Asst. in Exp. Psychology	(Belmont 7,500.)	6,875.
Assoc. in Exp. Psychology	(Krauthamer 8,500.)	7,890.
Psycholinguistic Technician	Kolodny	291.
E.E.G. Technician	Mosquera 4,410.	4,028.
Secretary	Bowie 3,360.	2,853.
Secretary	<del>Podria</del>	793.
	Castalano	106.
 Supplies		
Medical Equipment	2,500.	459.
Office Equipment	382.	
Social Security & Blue Cross	1,928.	1,729.
Overhead	9,684.	8,259.
Travel		1,100.
 Total Expenses	 72,933.	 66,085.

Unexpended Balance	530.	9,672.
--------------------	------	--------

*to June 30*

*68,913.87*

*68,435.7*

cc: Mr. Bachrach

*unexp*

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures

July 1, 1961 - Sept. 30, 1961

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	6,250	
Kramer		
<u>EXPENSES</u>		
Equipment		
Travel	224.	
Supplies	103.	
S. S. & Blue Cross	35.	
Director's Expense Account	238.	
<u>TOTAL EXPENSES</u>	6,850.	
<u>LESS</u> Donation of Psychotropic Drugs	1,465.	5,089.
<u>NET EXPENSES</u>	5,385.	40,000.

CC: Mr. Bachrach

To: Dr. Fink  
Director, Research in Experimental Psychiatry

GRANT MY-2715

	Experience To Date	Sept. 30, 1961
Grant Balance 6-30-61	6,843.57	
Additions	<i>July</i> 20,529.	
Starting Balance and Additions	27,372.	
<u>SALARIES</u>		
Klein	1,000.	
Pollock	3,500.	
Belmont	3,208.	
Karp	2,025.	
Andermann	1,771.	
Kolodny	619.	
Mosquera	1,133.	
Zoller & Schnirman	625.	
Cartolano	40.	
Kramer	2,250.	
Willner	610.	
<u>EXPENSES</u>		
Goldschmidt	263.	
Supplies	133.	
Equipment		
Travel	1,014.	
S. S. & Blue Cross	301.	
Overhead	2,676.	
<u>TOTAL EXPENSES</u>	21,168.	
<u>UNEXPENDED BALANCE</u>	6,204.	

*for 1/2 yr - 47,800*

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

	Experience to Date	Sept. 30, 1961
Grant Balance 6-30-61		
Additions	<i>July</i> 6,666.	
Starting Balance and Additions	6,666.	
 <u>SALARIES</u>		
	Klein	3,500.
	Podrid	861.
 <u>EXPENSES</u>		
	S.S. & Blue Cross	78.
	Supplies	3,011.
	Overhead	713.
		<i>2,221</i>
<u>TOTAL EXPENSES</u>		8,166.
 <u>UNEXPENDED BALANCE</u>		 (1,500.)

*Corrected pg  
 attached*

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

Experience  
 to Date Sept. 30, 1961

Grant Balance 6-30-61

Additions

6,666.

Starting Balance and Additions

6,666.

SALARIES

Klein  
 Podrid

3,500.  
 861.

EXPENSES

S.S. & Blue Cross  
 Supplies  
 Overhead

78.

713.

TOTAL EXPENSES

5,152.

UNEXPENDED BALANCE

1,514.

CC: Mr. Bachrach

MEMORANDUM

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1 - October 31, 1961

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	8,334.	
Kramer		
<u>EXPENSES</u>		
Equipment		
Travel	224.	
Supplies	116.	
S. S. & Blue Cross	43.	
Director's Expense Account	273.	
<u>TOTAL EXPENSES</u>	<u>8,990.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>1,465.</u>	<u>5,089.</u>
<u>NET EXPENSES</u>	<u>7,525.</u>	<u>40,000.</u>

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

Experience  
 To Date Oct. 31, 1961

Grant Balance 6-30-61

6,843.57

Additions

July  
 Oct.

20,529.  
 20,529.

Starting Balance and Additions

47,901.57

SALARIES

Klein	1,333.
Pollock	4,666.
Belmont	4,333.
Karp	2,700.
Andermann	1,771.
Kolodny	906.
Mosquera	1,510.
Zoller-Schnirman	879.
Cartolano	40.
Kramer	3,000.
Willner	1,277.
Goldschmidt	550.

EXPENSES

Supplies	215.
Equipment	
Travel	1,268.
S. S. & Blue Cross	400.
Overhead	3,568.

TOTAL EXPENSES

28,416.

UNEXPENDED BALANCE

19,485.

14,698

4,787

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

Experience  
 to Date October 31, 1961

Grant Balance 6-30-61

Additions

July	6,666.
Oct.	6,664.

Starting Balance and Additions

13,330.

SALARIES

Klein	4,667.
Podrid	1,280.

EXPENSES

Travel	114.
S.S. & Blue Cross	107.
Supplies	15.
Overhead	950.

TOTAL EXPENSES

7,133.

UNEXPENDED BALANCE

6,197.

CC: Mr. Bachrach

John K

11/22/61  
My understanding

Hospital to continue same

Ant Jul — June.

Diff in Jul — Aug

MF  
12033

Dist + measure  
Sep →

My 2715

OK  
M Backraach  
11/22/61  
tel

MEMORANDUM

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures  
July 1 to November 30, 1961

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	10,416.	
Kramer		
<u>EXPENSES</u>		
Equipment		
Travel	808.	
Supplies	205.	
S. S. & Blue Cross	53.	
Director's Expense Account	285.	
<u>TOTAL EXPENSES</u>	<u>11,767.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>1,465.</u>	<u>5,089.</u>
<u>NET EXPENSES</u>	<u>10,302.</u>	<u>40,000.</u>

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

		Experience To Date
Grant Balance 6-30-61		6,843.57
Additions	July	20,529.
	Oct.	20,529.
Starting Balance and Additions		<u>47,901.57</u>

SALARIES

Klein	1,666.
Pollock	5,833.
Belmont	5,458.
Karp	3,375.
Andermann	1,771.
Kolodny	1,117.
Mosquera	1,888.
Zoller- Schnirman	1,111.
Cartolano	40.
Kramer	2,250.
Willner	1,943.
Goldschmidt	837.
Supplies	408.
Equipment	
Travel	1,373.
S. S. & Blue Cross	517.
Overhead	4,460.

EXPENSES

TOTAL EXPENSES

34,047.

UNEXPENDED BALANCE

13,854.

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

		Experience to Date
Grant Balance 6-30-61	July	6,666.
	Oct.	6,664.
Additions		_____
Starting Balance and Additions		_____13,330._____
 <u>SALARIES</u>		
	Klein	5,833.
	Podrid	1,575.
 <u>EXPENSES</u>		
	Travel	209.
	S.S. & Blue Cross	138.
	Supplies	27.
	Overhead	1,187.
		_____
<u>TOTAL EXPENSES</u>		_____8,969._____
 <u>UNEXPENDED BALANCE</u>		 _____4,361._____

CC: Mr. Bachrach

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures

July 1 to December 31, 1961

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	12,500.	
Kramer		
<u>EXPENSES</u>		
Equipment		
Travel	629.	
Supplies	318.	
S. S. & Blue Cross	65.	
Director's Expense Account	285.	
<u>TOTAL EXPENSES</u>	<u>13,797.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>2,295.</u>	<u>5,089.</u>
<u>NET EXPENSES</u>	<u>11,502.</u>	<u>40,000.</u>

11,502  
28,500

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

		Experience To Date
Grant Balance 6-30-61		6,843.57
Additions	July	20,529.
	Oct.	20,529.
Starting Balance and Additions		<u>47,901.</u>

SALARIES

Klein	2,000.
Pollock	7,000.
Belmont	6,583.
Karp	4,050.
Andermann	1,771.
Kolodny	1,327.
Mosquera	2,265.
Zoller - Schnirman	1,343.
Cartolano	40.
Kramer	3,000.
Willner	2,652.
Goldschmidt	1,124.

EXPENSES

Supplies	408.
Equipment	
Travel	1,437.
S. S. & Blue Cross	648.
Overhead	5,352.

TOTAL EXPENSES

41,000.

UNEXPENDED BALANCE

6,901.

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

		Experience to Date
Grant Balance 6-30-61	July	6,666.
Additions	Oct.	6,664.
Starting Balance and Additions		13,330.
 <u>SALARIES</u>		
	Klein	7,000.
	Podrid	1,870.
 <u>EXPENSES</u>		
	Travel	350.
	S.S. & Blue Cross	171.
	Supplies	40.
	Overhead	1,124.
 <u>TOTAL EXPENSES</u>		 10,855.
 <u>UNEXPENDED BALANCE</u>		 2,475.

CC: Mr. Bachrach

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures

July 1, 1961 - January 31, 1962

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	14,436.	
Kramer	750.	
Schnirman	214.	
Klein	333.	
<u>EXPENSES</u>		
Equipment		
Travel	494.	
Supplies	1,547.	
S. S. & Blue Cross	149.	
Director's Expense Account	350.	
<u>TOTAL EXPENSES</u>	<u>18,273.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>2,295.</u>	5,089.
<u>NET EXPENSES</u>	<u>15,978.</u>	<u>40,000.</u>

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

		Experience To Date
Grant Balance 6-30-61		6,843.57
Additions	July	20,529.
	Oct.	20,529.
	Jan.	21,004.
Starting Balance and Additions		68,906.

SALARIES

Klein	2,000.
Pollock	8,083.
Belmont	7,628.
Karp	4,673.
Andermann	1,771.
Kolodny	1,522.
Mosquera	2,633.
Zoller	1,343.
Cartolano	66.
Kramer	3,000.
Willner	3,306.
Goldschmidt	1,389.
Supplies	938.
Equipment	3,315.
Travel	1,437.
S. S. & Blue Cross	839.
Overhead	6,100.

EXPENSES

TOTAL EXPENSES

50,043.

UNEXPENDED BALANCE

18,863.

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

		Experience to Date
Grant Balance 6-30-61	July	6,666.
	Oct.	6,664.
	Jan.	6,664.
Additions		
Starting Balance and Additions		<u>19,994.</u>
<u>SALARIES</u>		
	Klein	8,058.
	Podrid	2,142.
	Baer	60.
<u>EXPENSES</u>		
	Travel	350.
	S.S. & Blue Cross	244.
	Supplies	40.
	Overhead	1,661.
<u>TOTAL EXPENSES</u>		<u>12,555.</u>
<u>UNEXPENDED BALANCE</u>		<u>7,439.</u>

CC: Mr. Bachrach

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures

July 1, 1961 to February 28, 1962

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	16,371.	
Kramer	1,500.	
Schnirman	428.	
Klein	666.	
<u>EXPENSES</u>		
Equipment		
Travel	410.	
Supplies	1,829.	
S. S. & Blue Cross	232.	
Director's Expense Account	422.	
<u>TOTAL EXPENSES</u>	<u>21,858.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>2,295.</u>	<u>5,089.</u>
<u>NET EXPENSES</u>	<u>19,563.</u>	<u>40,000.</u>

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

Experience  
 To Date

Grant Balance 6-30-61 6,843.57

Additions July - Jan. 62,062.

Starting Balance and Additions 68,906.

SALARIES

Klein	2,000.
Pollock	9,166.
Belmont	8,673.
Karp	5,296.
Andermann	1,771.
Kolodny	1,716.
Mosquera	3,000.
ZollerX Schnirman	1,343.
Cartolano	66.
Dramer	3,000.
Goldschmidt	1,654.
Willner	3,960.
Supplies	4,295.
Equipment	
Travel	1,454.
S. S. & Blue Cross	1,031.
Overhead	7,014.

EXPENSES

TOTAL EXPENSES 55,439.

UNEXPENDED BALANCE 13,467.

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

Experience  
 to Date

Grant Balance 6-30-61

Additions July - Jan.

19,994.

Starting Balance and Additions

19,994.

SALARIES

Klein	9,115.
Podrid	2,414.
Baer	212.

EXPENSES

Travel	350.
S.S. & Blue Cross	319.
Supplies	114.
Overhead	1,898.

TOTAL EXPENSES

14,422.

UNEXPENDED BALANCE

5,572.

CC: Mr. Bachrach

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures

July 1, 1961 to March 31, 1962

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	18,307.	
Kramer	2,250.	
Schnirman	642.	
Klein	1,000.	
<u>EXPENSES</u>		
Equipment		
Travel	1,052.	
Supplies	1,971.	
S. S. & Blue Cross	302.	
Director's Expense Account	509.	
<u>TOTAL EXPENSES</u>	<u>26,033.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>2,295.</u>	5,089.
<u>NET EXPENSES</u>	<u>23,738.</u>	40,000.

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

	Experience To Date
Grant Balance 6-30-61	6,843.57
Additions            July - Jan.	<u>62,062.</u>
Starting Balance and Additions	<u>68,906.</u>

SALARIES

Klein	2,000.
Pollock	10,250.
Belmont	9,718.
Karp	5,919.
Andermann	1,771.
Kolodny	1,911.
Mosquera	3,368.
<del>Zoller</del> Schnirman	1,343.
Cartolano	66.
Kramer	3,000.
Willner	4,652.
Goldschmidt	1,866.

EXPENSES

Supplies	4,326.
Equipment	
Travel	2,318.
S. S. & Blue Cross	1,231.
Overhead	7,927.

TOTAL EXPENSES

61,666.

UNEXPENDED BALANCE

7,240.

+ 21 - April  
 28 40

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-4798

Experience  
 to Date

Grant Balance 6-30-61

Additions July to Jan.

19,994.

Starting Balance and Additions

19,994.

SALARIES

Klein	10,173.
Podrid	2,686.
Baer	352.

EXPENSES

Travel	495.
S.S. & Blue Cross	397.
Supplies	188.
Overhead	2,135.

TOTAL EXPENSES

16,426.

UNEXPENDED BALANCE

3,568.

17-  
 10-

CC: Mr. Bachrach

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures

July 1, 1961 to April 30, 1962

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	20,244.	
Kramer	3,000.	
Schnirman	814.	
Klein	1,308.	
<u>EXPENSES</u>		
Equipment		
Travel	1,296.	
Supplies	1,982.	
S. S. & Blue Cross	328.	
Director's Expense Account	509.	
<u>TOTAL EXPENSES</u>	<u>29,181.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>2,295.</u>	5,089.
<u>NET EXPENSES</u>	<u>27,186.</u>	<u>40,000.</u>

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

Experience  
 To Date

Grant Balance 6-30-61 6,843.57

Additions July - April 83,065.

Starting Balance and Additions 89,909.

SALARIES

Klein	2,000.
Pollock	11,333.
Belmont	10,762.
Karp	6,542.
Andermann	1,771.
Kolodny	2,105.
Mosquera	3,736.
Zoller	1,343.
<del>XXXXX</del> Schnirman	92.
Cartolano	3,000.
Kramer	5,344.
Willner	2,078.
Goldschmidt	1,120.-
Supplies	3,315.
Equipment	2,468.
Travel	1,423.
S. S. & Blue Cross	8,840.
Overhead	

EXPENSES

TOTAL EXPENSES 67,272.

UNEXPENDED BALANCE 22,637.

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

---

GRANT MY-4798

Experience  
 to Date

Grant Balance 6-30-61

Additions July to April

26,658.

Starting Balance and Additions

26,658.

SALARIES

Klein	11,231.
Podrid	2,959.
Baer	374.

EXPENSES

Travel	494.
S.S. & Blue Cross	454.
Supplies	188.
Overhead	2,372.

TOTAL EXPENSES

18,072.

UNEXPENDED BALANCE

8,586.

MEMORANDUM

To: Dr. Fink  
Director, Research in Experimental Psychiatry

From: Accounting Dept.

Re: Report of Expenditures

July 1, 1961 - May 31, 1962

HOSPITAL SUBSIDIZED RESEARCH

	Experience To Date	1961-62 Budget
<u>SALARIES</u>		
Fink	22,179.	
Kramer	3,750.	
Schnirman	1,028.	
Klein	1,558.	
<u>EXPENSES</u>		
Equipment		
Travel	1,487.	
Supplies	2,032.	
S. S. & Blue Cross	356.	
Director's Expense Account	579.	
<u>TOTAL EXPENSES</u>	<u>32,969.</u>	
<u>LESS</u> Donation of Psychotropic Drugs	<u>2,295.</u>	5,089.
<u>NET EXPENSES</u>	<u>30,674.*</u>	<u>40,000.</u>

\* Transfers from Grants MY 2715 and MY 4798 as per your memo of 5/23/62 to be entered on books as of June 30, 1962.

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

GRANT MY-2715

	Experience To Date
Grant Balance 6-30-61	6,843.57
Additions July - April	83,065.
Starting Balance and Additions	89,909.
 <u>SALARIES</u>	
Klein	2,000.
Pollock	12,416.
Belmont	11,808.
Karp	7,165.
Andermann	1,771.
Kolodny	2,300.
Mosquera	4,048.
Zoller Schnirman	1,343.
Cartolano	92.
Kramer	3,000.
Willner	6,036.
Goldschmidt	2,415.
Supplies	4,442.
Equipment	
Travel	2,601.
S. S. & Blue Cross	1,600.
Overhead	9,753.
 <u>TOTAL EXPENSES</u>	 72,790.
 <u>UNEXPENDED BALANCE</u>	 17,119.

CC: Mr. Bachrach

To: Dr. Fink  
 Director, Research in Experimental Psychiatry

---

GRANT MY-4798

	<u>Experience to Date</u>
Grant Balance <del>6-30-61</del>	
Additions	<u>26,658.</u>
Starting Balance and Additions	<u>26,658.</u>
 <u>SALARIES</u>	
Klein	12,365.
Podrid	3,242.
Baer	374.
 <u>EXPENSES</u>	
Travel	494.
S.S. & Blue Cross	484.
Supplies	188.
Overhead	<u>2,609.</u>
 <u>TOTAL EXPENSES</u>	 <u>19,756.</u>
 <u>UNEXPENDED BALANCE</u>	 <u>6,902.</u>

CC: Mr. Bachrach

July 10, 1961

MEMO

To: Mrs. Croghan

From: Dr. Pollack

Would you please set aside the annual increment approved for July 1, 1961 for retirement or other annuity purposes effective July 1, 1961. I understand that the monies withheld will be made available to me at my request.

Thank you.

Sincerely yours,

MP:gp

Max Pollack, Ph.D.

July 10, 1961

MEMO

To: Mrs. Croghan

From: Dr. Klein

Would you please set aside the annual increment approved for July 1, 1961 for retirement or other annuity purposes effective July 1, 1961. I understand that the monies withheld will be made available to me at my request.

Thank you.

Sincerely yours,

DF:gp

Donald F. Klein, M.D.

7-13-61

Nov - Dec

42,256.60 Exp

- 6,605.57

35,651.03

Credits

2954.57

Hassan

3651. -

Drugs

6605.57

Def. - 40,000

- 35,651.03

4,348.97

- To be brought out of <sup>MY</sup> 2715

add 1142715

4350

for 2<sup>d</sup> Half 1961

$$\begin{array}{r} 37.5 \\ 1.24 \\ \hline 1500 \\ 750 \\ \hline 37.5 \\ \hline 46.500 \end{array}$$

1991 10/24/91  
 10000

10000 - 10000 = 0

10000  
 - 10000

10000  
 - 10000  
 10000

10000

July 13, 1961

MEMO

To: Mrs. Dorothy Croghan

From: Dr. Max Fink

Subject: Assignment of Salary Items, 1961-62

Please assign the salary items in the Department of Experimental Psychiatry as follows:

(a) Non-Government

1. Director	Dr. M. Fink
8. Social Psychologist	To be appointed
15. Technical Assistant	To be appointed

(b) MY-2715

2. Psychiatrist (\$4000)	D.F. Klein
3. "	John Kramer
4. Sr. Assoc. Exper. Psychology	- Max Pollack
5. Assoc. " "	- Ira Belmont
6. Assistant " "	- Eric Karp
7. " " "	- Arthur Willner*
	Effective 9/61
9. Assoc. Exper. Psychology	- Karl Andermann*
	Ends 9/1/61
10. EEG Technician	- Mrs. Hannah Mosquera
11. EEG Technician	- Mrs. Ilano Goldschmidt*
	Begins 9/61
12. Psycholinguistic Technician	- Mrs. Jean Kolodny
14. Clerk Typist	- Miss Angie Zeller

(c) MY-4798

2. Psychiatrist	- D.F. Klein
13. Secretary	- Mrs. Gloria Podrid

Sincerely yours,

MF:gp

Max Fink, M.D.

July 19, 1961

MEMO

To: Mrs. Croghan

From: Dr. Ira Belmont

Would you please set aside the annual increment approved for Sept. 1, 1961 for retirement or other annuity purposes effective July 1, 1961. I understand that the monies withheld will be made available to me at my request.

Thank you.

Sincerely yours,

IB:gp

Ira Belmont, Ph.D.

November 27, 1961

MEMO

To: Mrs. Dorothy Croghan

From: Dr. Max Fink

Subject: Revision of Salary Assignments, 2nd half,  
1961-1962 Budget.

Please assign the following salary items in the  
Department of Experimental Psychiatry effective Jan. 1,  
1962 to June 30, 1962 as follows:

(a) Non-Government

1. Director	- Dr. M. Fink
3. Psychiatrist	- John Kramer (@\$9000/annum)
8. Social Psychologist	- To be appointed
14. Clerk Typist	- Mrs. D. Schnirman
15. Technical Assistant	- To be appointed

(b) MY-2715

<del>2. Psychiatrist</del>	<del>- D.F. Klein (@\$4000/annum)</del>
4. Sr. Assoc. Exper. Psychology	- Max Pollack
5. Assoc. " "	- Ira Belmont
6. Assistant " "	- Eric Karp
7. " " "	- Arthur Willner
9. Assoc. Exper. Psychology	- To be appointed
10. EEG Technician	- Mrs. Hannah Mosquera
11. EEG Technician	- Mrs. Ilana Goldschmidt
12. Psycholinguistic Technician	- Mrs. Jean Kolodny

(c) MY-4798

2. Psychiatrist	- D.F. Klein (Total less \$4000)
13. Secretary	- Mrs. Gloria Podrid

Sincerely yours,

MF:gp

Max Fink, M.D.

*cpd  
2/9/62  
asked structure  
to 1/1/62.*

# MEMORANDA

1/9/62

New budget rewritten for  
July 1 year, with  
salary adjustments at  
that time, rather than  
anniversary date

Memorandum From The  
OFFICE OF THE ADMINISTRATOR

December 20, 1961

To: Dr. Arnold Blumberg  
✓ Dr. Max Fink  
Dr. Harry Goldenberg

Re: 1962-63 Budget

I am working on the budget for the fiscal year -

July 1, 1962 to June 30, 1963.

Attached please find budget forms with expense categories pertinent to your department. The first column shows the budgetary allowance for the current fiscal year; in the second column, kindly indicate the appropriation you feel will be needed for the 1962-63 fiscal year. You may append any data or schedules which you feel will be of assistance.

For each item of salary and expense contemplated for 1962-63, kindly indicate in the appropriate column the source of support for the expenditure.

Before you make your final determinations for purposes of this budget, please confer with Dr. Robbins as to your plans and budget prospectives for next year.

Thank you for your cooperation.

*M. Basbaum*

MB:DC  
Enclosure

Exp: <u>Net eq.</u>	(1) Salary 10%	+ 2500	1. Space 2. Inc. salaries & funds for Inst'd. limits 3. Clin. Ctr grant 4. Assoc. Dir. (Research)
	(2) Expenses	+ 400	
	(3) Stationery	+ 7100	
Grants: <u>Net eq.</u>	Drugs	- 3000	
	MYPBWS	+ 27,565	

TO:

DEPARTMENT OF EXPERIMENTAL PSYCHIATRY

HILLSIDE HOSPITAL

1-17-62

Carry forward

My 2715

6,902 - 3315 = 3587 brought forward.

4798

2,475

Calculated

985

1490

Income  
Jan 62  
1/4 payment

4798

6664

2715

21004

Non Govt -  
6 mos.

13,797 Total Expenses.

284.50

Dir.

628.61

Travel etc

318.22

Supp

65.-

AHS

40  
13 797

26 203

12 500

13 700

My 5338

1990-

- 1717.14

#791

272 86

12/11	Research Conf. <sup>D.R.</sup> M.H.C.	4798	51.00
12/14	Library Hartford <sup>Dr. Fink</sup>	5338	24.90
12/20	Dr. Hamilton Consult.	4798	50.00
12/21	Dr. Hamilton Hotel	4798	19 -
12/28	Pkg. to Dr. Henry	5338	4.74

1165486

27760

160486

158586

27286

Calc)  $\frac{+ 53}{163886}$

Grants - 1961-62

				MY 2715 forward 6-61 - 4350 1961 42,060	MY 4798 Klein - (Excl. Salary.)	MF 5338 SEB Conf.	MF 12033 Kraun.
		grt.	amt.				
7/1	61		Balance	47900 <del>45400</del>	4710 -	302 50	12 46
			Assigned to salaries 2/1/61-12/31/61	36 35 -	1700 -		
			Net Balance - Exp. to 12/31/61	11900 <del>10400</del>	3010 -	302 50	12 46
7/6		12033	Transp - 4.60		290065		
24		2715	4chan. Memot. 3315.00	7085	289616		7 86
24		2715	Htl - Consul 50.-	7035	288266		
7		12033	Railway Exp 4.60				3 26
27		2715	Argon. Europe 1098.10	5936 90			
9/13		2715	Credit - Expenses [100.]	6036 90			
8/22		2715	Tanczos 15.30				
22		12033 2715	Postage 3.26 1.24				
28		2715	Medcraft 45.-				
7/19		2715	Int Electronic Conf 15.75	5959 61			
9/13		2715	Elevator - Rep. 30 -				
		2715	Grass 14.20	5915 41			
28		2715	Medcraft - Books 26.40	5889 01			
10/2		2715	Medcraft 15.68				
		"	grass - Repair 12.50	5861 83			
10/5		"	Clean for EEs 42 -	5829 83			
6		"	Pads + graph tape 16.46	5813 37			
9		"	Graph Paper 3.09	5810 28			
9		"	Ann. Col Neuro Psych. 58.07	5752 21			
17		"	Medcraft - Repair Service 64.55	5687 66			
17		"	Trip - Washington 123.96				
17		"	Trip NY Wash NY Plane fare 33.14	5530 56			
19		"	Trip HP Wash NIMH 100.35	5430 21			
20		4798	Trip D.F. Wash. NIMH 109.35				
23		4798	Graph Pads 4.49				
26		2715	Books for Library 23.95	5406 26			
26		2715	Tanczos 6 -	5400 26			
30		2715	Reprints Elevator Rep. 12	5388 26			
11/3		4798	Hannover Library 11.50				
11/3		4798	Don. & Paper 2 -		2882 66		
11/8		2715	Electronic City - Tape 43.75	5344 51			
11/13		4798	File Box + Index 6.10		2876 56		
11/13		2715	Graph Paper - Heidelberg 48.40	5296 11			
11/13		4798	ATA Meeting - DK		2836 56		
11/15		2715	A.P.A. 28.25 BK. 36 -	5260 11			
11/16		2715	Consultant Fee 100	5160 11			
11/16		4798	Minore Calculator 1038.80	6660	179776		
11/20		4798	Graph Pads - Goldenmill 11.94	5660	178582		
			overhead				
11/30		4798	PP. Boston 90 4.09		178173		
11/30		4798	N.Y.U. - MF 9.75	1560	177198		
11/30		4798	Office - New Haven DK 44.51		172747		
12/6		4798	Research Conf. - MIT DK 21.61		170586		

Widely used  
closed

4-23-62

Deductions for Proposed Budget.

J. Kr.	7915
I. Bel	14330
Soc. Sec.	10 -
Intl	17 -
EEG tech	+500
Biostat	9500
Overhead (Est)	3585
	<u>-63,630</u>

Req	143,159
	<u>63,630</u>
Est.	<u>79,529</u>
62-63	
-DFR.	19,000
	<u>+60,000</u>

Income	2715	}	85,500
	4798		+7,958
	6258		+7,565

Based on 2715 alone

MP	15000
EK	8700
AW	9400
adj. Mosquera	3000
" Goldsch.	3000
Kalod	2629
Pod.	3708
Schur	2914

85,500  
60,000  
 25,500 remainder for Director's salary.

Salaries	48351
SS + BC (Est)	<u>2800</u>
	51151
	<u>8000</u>
	*59151

Travel	4000
Supplies	3000
Div.	<u>1000</u>

1976	2318
1971	1052
188	495
111	1
<hr/> 6485	<hr/> 3865

Board of Directors

(a) Supplement DFK 4000  
 (Grant = 15,000)

(b) add'l expense for DFK  
 and ward. ?

Since impact on  
 Regular Budget of Hosp.

(a) EEB technician	}	\$2000
(b) ECT		?

82,200  
 60,000  


---

 22,200

Total Applicable & Potential Income

118,797.

143,159

Net Deficit

40,000.

5,000

"	"	Kramer	" 15,730.	7,500.	⊙ 7915.
Sr. Assoc. Exper. Psychology		Pollock	"	14,000.	15000
Assoc. Exper. Psychology		Belmont	" 14,330.	13,334.	⊙ 14110
Asst. Exper. Psychology		Karp	"	8,100.	8700
" " "		Willner	3/1/62 ✓ 9,000. 7/1/62 ✓ 9,400	7,248.	9400
Assoc. in Social Psychology		<del>Kramer</del>		10,000.	10000
Assoc. Exper. Psychology		Anderman		1,420.	17000
E.E.G. Technician, Sr.		Mosquera	7/1/62	4,800.	5000
E.E.G. Technician, Jr.		<i>Pollock</i>	"	3,600.	3200
Psycholinguistic Technician		Kolodny		2,485.	⊙ 2629
Secretary		Podrid	FROM 307 5/62 TO 319	3,492.	3708
Clerk-Typist		<i>SCHEIDMAN</i>	FROM 442 6/62 TO 452	2,740.	2914
Technical Asst. <i>Recd. Secor (Biostatistics)</i>				4,500.	9500
Equipment (office and Medical)				3,000.	1500
Travel				3,600.	4000
Supplies				3,000.	3000
Director's Professional Expenses				600.	1600
Training Expenses (Dr. Klein)				4,838.	4838
Social Security & Blue Cross				3,500.	3800
Overhead				14,040.	17625
<i>Statistical Expenses</i>					1000

Total Expenses

158,797.

193,159

Applicable & Potential Income

U.S. Public Health Service

113,708.

141,023

Drugs

5,089.

2136

Hillside Hospital  
 1962-63 Budget - Research in Experimental Psychiatry

*Proposed  
1/62*

			1961-62 Budget	1962-63 Request
<u>Salaries &amp; Expenses</u>				
Director	Fink	7/1/62	25,000.	27,500.
Associate in Psychiatry	Klein	"	18,000.	19,000.
"	Kramer	" 15,730.	7,500.	① 7,915.
Sr. Assoc. Exper. Psychology	Pollock	"	14,000.	15,000.
Assoc. Exper. Psychology	Belmont	" 14,330.	13,334.	② 14,110.
Asst. Exper. Psychology	Karp	"	8,100.	8,700.
"	Willner	3/1/62 9,000. 7/1/62 9,400.	7,248.	9,400.
Assoc. in Social Psychology	<del>Kelman</del>		10,000.	10,000.
Assoc. Exper. Psychology	Anderman		1,420.	1,700.
E.E.G. Technician, Sr.	Mosquera	7/1/62	4,800.	5,000.
E.E.G. Technician, Jr.	<i>Seltzer</i>	"	3,600.	3,200.
Psycholinguistic Technician	Kolodny		2,485.	③ 2,629.
Secretary	Podrid	FROM 307 5/62 TO 319.	3,492.	3,708.
Clerk-Typist	<i>SCHIRMAN</i>	FROM 442 6/62 TO 452.	2,740.	2,914.
Technical Asst. <i>Rec'd. Sec. (Biostatistics)</i>			4,500.	9,500.
Equipment (office and Medical)			3,000.	1,500.
Travel			3,600.	4,000.
Supplies			3,000.	3,000.
Director's Professional Expenses			600.	1,600.
Training Expenses (Dr. Klein)			4,838.	4,838.
Social Security & Blue Cross			3,500.	3,800.
Overhead			14,040.	17,625.
<i>Statistical Expenses</i>				1,000.
<b>Total Expenses</b>			<b>158,797.</b>	<b>193,159.</b>
<u>Applicable &amp; Potential Income</u>				
U.S. Public Health Service			113,708.	141,023.
Drugs			5,089.	2,126.

Hillside Hospital  
 1962-63 Budget - Research in Experimental Psychiatry

*Proposed 1/62*

		1961-62 Budget	1962-63 Request
<u>Salaries &amp; Expenses</u>			
Director	Fink	25,000.	27,500.
Associate in Psychiatry	Klein	18,000.	19,000.
"	Kramer	7,500.	7,915.
Sr. Assoc. Exper. Psychology	Pollock	14,000.	15,000.
Assoc. Exper. Psychology	Belmont	13,334.	14,110.
Asst. Exper. Psychology	Karp	8,100.	8,700.
"	Willner	7,248.	9,400.
Assoc. in Social Psychology	<del>Kolodny</del>	10,000.	10,000.
Assoc. Exper. Psychology	Anderman	1,420.	1,700.
E.E.G. Technician, Sr.	Mosquera	4,800.	5,000.
E.E.G. Technician, Jr.	<i>Schwarz</i>	3,600.	3,800.
Psycholinguistic Technician	Kolodny	2,485.	2,629.
Secretary	Podrid	3,492.	3,708.
Clerk-Typist	<i>Schwartz</i>	2,740.	2,914.
Technical Asst. <i>Rec'd Area (Biostatistics)</i>		4,500.	9,500.
Equipment (office and Medical)		3,000.	1,500.
Travel		3,600.	4,000.
Supplies		3,000.	3,000.
Director's Professional Expenses		600.	1,600.
Training Expenses (Dr. Klein)		4,838.	4,838.
Social Security & Blue Cross		3,500.	3,800.
Overhead		14,040.	17,625.
<i>Statistical Expenses</i>			1,000.
<b>Total Expenses</b>		<b>158,797.</b>	<b>193,159.</b>
<u>Applicable &amp; Potential Income</u>			
U.S. Public Health Service		113,708.	141,023.
Drugs		5,089.	2,126.
<b>Total Applicable &amp; Potential Income</b>		<b>118,797.</b>	<b>143,149.</b>
<b>Net Deficit</b>		<b>40,000.</b>	<b>50,010.</b>

Oct. D.K. 109.35

Trip to N.I.M.H.

Nov. D.K.

N.Y. Div. Mtg. APA

40 -

Yale Univ

44.51

84.51

Dec. M.F. 40.61

MMNC 21.61

Dr. Hamilton 19

Expenses 40.61

Memo to Mr. Bachrach  
From Dr. Klein

I would like to confirm with you  
the unexpended balance on  
Grant M-4798 to be transferred  
forward as of 7/1/62.

	<u>Grant</u>		<u>Expenditures</u>
Salary	14,000		14,000
Benefits	264		264
Research Costs	4,710	Cost of 1/3 of Mrs. Podnol's salary	Approx. 1,200
Training Costs	4,838	Trip to Lexington	62.09
			Unexpended to be returned to U.S.P.H.S.
Indirect	<u>2,846</u>		<u>2,846</u>
	26,658		Approx 18,372.09
		+ Unexpended Funds	<u>4,838</u>
			23,210.09

Approx. Surplus = 3447.91

<u>1961</u>	Supplies	GHS, S.S.	Overhead	Travel
July		25.03	238	
Aug.		25.30	238	
Sept.		28.09	237	
Oct.	2.00	29.24	237	D.K. 109.35
	6.10			H.M. 5-
	6.50			
Nov.	11.94	30.04	237	M.F. 9.75
Dec.	13.69	33.08	237	D.K. 84.51 Ch. Hamilton consult. 50.00
	40.23	170.78	1424-	M.F. 40.61
<u>1962</u>				D.K. 51- 350.22
Jan.		77.93	237	
Feb.	73.50	75.56	237	
March	73.92	78.08	237	D.K. Arjony 82.17 M.F. D.K. 62.09
April	187.65	56.16 453.51	237 2372-	494.48

#350764 for 10 mos. July thru April

Summary 5/23/62

Budget

MY 2715

July 1, 1962 - Dec 31, 1962

1/1/63 - 12/31/63

I	Salaries, Staff + (overhd)	37,477	(inc. Podria)	44,500
	Prin. Investigator	12,500		{ 4,800
	Travel	300		{ 1,800
	Computation	3,000		1,200
	Supplies	900		1800
	Consultation (L. Belmont)	1300		1400
		<u>55,477</u>		<u>57,000</u>

+15% 4770

Est. Balance 7/1/62 12,175

61,770

Income 42,007  
54,182

Req. USPHS 1963

1/2	{ 44,500	= 22,250	
	{ 1200	+ 6,600	436,570
	{ 1500	<u>31,800</u>	
	{ 1800	<u>4,770</u>	
	{ 1400	<u>36,570</u>	
	{ 50400		

Board Support

18 mo 1962-63

1295

25,200

26495

MY 4798

1) Pays 2/5 of secy salary x 18 mos.

2) Requires own Board support for salary of P.I.

Hospital Budget to include \$2,000 for 2/5 salary of E&S technician.

5/21/62

July 1, 1962 - Dec 31, 1962

Behavioral Change with Induced Altered Brain Function

7/1/62	Estimated Balance MY 2715 (Ia, b)	12,175
"	Income 2 <sup>1</sup> / <sub>2</sub> 1962	<u>42,007</u>

54,182

Expenses: salaries, ss, Bc + overhead (II)	35,132
Travel (II)	300
Computations and Consultation (II)	3,000
Supplies (150 x 6) (II)	<u>900</u>
	39,332

-	39,332
	<u>14,850</u>

Add Budgetary recommendations:

1. To allow MY 4798 to build up surplus for calculations in 1963-64  
 Transfer G. Podrid 3/5 to MY 2715 \$2345

2. To allow Ira Belmont to continue on a part-time basis - @ 1 day/wk  
 daily rate @ \$100 - x 13 wks 1300

3. To provide for change in status of MF of Director to Principal Investigator, MY 2715 effective 7/1/62; for 6 mos. \$12,500

	<u>16,145</u>	16,145
		<u>(-1395)</u>

5/21/62

Suggested corrections for 2<sup>nd</sup> half 1962:

1. Re-allocate to Regular Budget

allow 1/2 EEG technician in  
operating budget, for clinical  
EEG @ 5000/annum (now 4/5 time)

\$ 2000.-

2. Contingency credits:

a. Dr. Kramer may complete assignments  
before 12/31/62, releasing \$660/mo.  
Probable 2 mos. - \$1320

b. Dr. Belmont may take all vacation time  
before 9/1/62, and go on part time  
basis as of 9/15/62 \$400

\$1720

3. Less money can be allocated for computation

7

4. Salary item for D.F. Klen can be supported  
by a Board grant as basis for a  
new program, considering NY4798 as  
a direct outgrowth of NY2715 studies.

\$2000

Grant MY 2715

12/31/61 Unexpended Bal	3,753.
Add: 1/4 of 1962 Grant	42,007 )
	<u>45,760.</u>

deduct actual expenditures thru  
march 1962, and estimated  
expenditures Apr. thru June 1962

Jan. 1962	actual	5,893.	
Feb. "	"	5,397.	
Mar "	"	6,227.	
Apr. "	estimated	} 16,068. *	} 33,585.
May "	"		
June "	"		

Estimated unexpended Bal. 6/30/62	12,175.
-----------------------------------	---------

\* Supplies, Equip, Travel not included.

	Apr.	May	June	Total
Pallock	1,084	1,084	1,084	
Karfo	623.06	623.06	623.06	
Belmont	1,044.52	1,044.52	1,044.52	
Mosquera	367.68	367.68	367.68	
Kolodny	194.40	194.40	194.40	
Catalano	25.-	25.-	25.-	
Hillner	692.30	692.30	692.30	
Goldschmidt	212.-	212.-	212.-	
Fringe Benefits	200	200	200	
Overhead	913	913	913	
	5,355.96	5,355.96	5,355.96	16,068.

5/21/62

Grant NY 2715

Salaries to be charged, July - Dec. 1962

Klein	6 mos.	<del>2,000.</del>
Kramer	3 " (eq to 6 mos)	3956 <del>1,978.</del>
Pallock	6 "	7,500.
Belmont	3 "	3,582.
Karpe	6 "	4,350.
Hellner	6 "	4,700.
Moognera (4/5)	6 "	2,000.
<del>Schmidt (1/2)</del>	<del>6 " resigned 7/1/62</del>	<del>950.</del>
Kolodny	6 "	1,315.
Schurman	6 "	1,457.

Social Security 850.  
Blue Cross 626.  
Overhead 4,696

36,004.  
1,978.  
38,082  
- 950  
37,132  
- 2000  
35,132

Add Travel: CINP-Muenich 300-

Supplies: 900-

Computations & Consultation 3000-

4200 + 4200  
41,332  
39,332

Proposed Schedules

5/21/62

July 1, 1962 - Dec 31, 1962

Behavioral Change w/ Induced Altered Brain Function

7/1/62	Estimated Balance MY 2715 (Ia, b)	12,175
"	Income 2 <sup>d</sup> 1/2 1962	<u>42,007</u>

54,182

Expenses: salaries, ss, Bc + overhead (II)	35,132
Travel (I)	300
Computations and Consultation (I)	3,000
Supplies (150 x 6) (I)	<u>900</u>
	39,332

-	<u>39,332</u>
	14,850

Add Budgetary recommendations:

1. To allow MY 4798 to build up surplus for calculations in 1963-64

Transfer 5. Podred 3/5 to MY 2715 "2345

2. To allow Dr. Belmont to continue on a part-time basis. @ 1 day/wk daily rate @ \$53.85 x 13 wks

1300  
~~700~~

3. To provide for change in status of 4F of Director to Principal Investigator, MY 2715 effective 7/1/62; for 6 mos

"	14,500
	<u>15,545</u>
	16,145

	<u>16,145</u>
	<u>15,545</u>
	(- <del>2195</del> ) 1395

5/21/62

Suggested corrections:

1. Re-allocate to Regular Budget  
 Allow 1/2 EEG technician in  
 operating budget, for clinical  
 EEG @ 5000/annum (now 4/5 time) \$ 2000.-

2. Contingency credits:  
 Dr. Kramer may complete arrangements  
 before 12/31/62, releasing \$660/mo  
 Probable 2 mos. \$ 1320

Dr. Belmont may take all vacation time  
 before 9/1/62, and go on part time  
 basis as of 9/15/62 \$ 400 \$ 1720

3. Less money can be allocated for computation

4. Salary item for D.F. Klein can be supported  
 by a Board grant as basis for a  
 new program, considering NY 4798 as  
 a direct outgrowth of NY 2715 studies. \$ 2000

Grant NY 2715

12/31/61 Unexpended Bal 3,753.

Add: 1/4 of 1962 Grant  
42,007  

---

25,760.

deduct actual expenditures thru  
March 1962, and estimated  
expenditures Apr thru June 1962

Jan. 1962	actual	5,893.	
Feb. "	"	5,397.	
Mar "	"	6,227.	
Apr. "	estimated		} 33,585.
May "	"		
June "	"		
		<u>16,068.</u>	

Estimated Unexpended Bal. 6/30/62 12,175

	Apr.	May	June	Total
Pallock	1,084	1,084	1,084	
Karp	6,206	6,206	6,206	
Belmont	1,044.52	1,044.52	1,044.52	
Myoqueran	367.68	367.68	367.68	
Kolodny	1,944.00	1,944.00	1,944.00	
Catalano	25.-	25.-	25.-	
Skinner	692.20	692.20	692.20	
Heldschmidt	212.-	212.-	212.-	
Fringe Benefits	200	200	200	
Overhead	913	913	913	
	5,355.96	5,355.96	5,355.96	16,068.

5/21/62

Grant MY 2715

Salaries to be charged, July - Dec. 1962

Klein	6 mos.	<del>2,000</del>	Bd.
Kramer	3 " (eq to 6 mos)	3,956	
Pallock	6 "	1,978	
Belmont	6 "	7,500	
Karp	3 "	3,582	
Miller	6 "	4,350	
Moognera (4/5)	6 "	4,700	
<del>Feldman (1/2)</del>	6 " <del>resigns 9/1/62</del>	<del>2,000</del>	
Kolodny	6 "	950	
Scherman	6 "	1,315	
		1,457	

Local Security :		750
Blue Cross		626
Overhead		4,696
		<u>36,004</u>
		<u>1,978</u>
		38,082
		<u>950</u>
		37,132

add Travel: CIMP-Munich	300-	
Supplies	900-	
Computational Consultant	3000-	
	<u>4200</u>	4200

41,332

Proposed Schedule

5/21/62

July 1, 1962 - Dec 31, 1962

Behavioral Change with Induced Altered Brain Function

1/62	Estimated Balance NY 2715 (I, 6)	12,175
	Income 2 <sup>d</sup> 1/2 1962	<u>42,007</u>

54,182

Expenses: salaries, ss, Bc + overhead (II)	35,132
Travel (II)	300
Computations and Consultation (I)	3,000
Supplies (150 x 6) (I)	<u>900</u>
	39,332

- 39,332  


---

 14,850

Add Budgetary recommendations:

1. To allow NY 4798 to build up surplus for calculations in 1963-64

Transfer G. Podred 3/5 to NY 2715 \$2345

2. To allow Dr. Belenont to continue on a part-time basis @ 1 day/wk daily rate @ \$53.85 x 13 wks

1800  
700

3. To provide for change in status of 4F of Director to Principal Investigator, NY 2715 effective 7/1/62; for 6 mos

14,500

75,525  
16,145

16,145

91,670

5/11/62

Suggested corrections:

1. Re-allocate to Regular Budget

allow 1/2 EEG technician in  
operating budget, for clinical  
EEG @ 5000/annum (now 4/5 time)

\$ 2000

2. Contingency credits:

Dr. Kramer may complete arrangements  
before 12/31/62, releasing \$660/mo  
Probable 2 mos. - \$1320

Dr. Belmont may take all vacation time  
before 9/1/62, and go on part time  
basis as of 9/15/62 \$400

\$1720

3. Less money can be allocated for computation

4. Salary item for D.F. Klein can be supported  
by a Board grant as basis for a  
new program, considering NY4798 as  
a direct outgrowth of NY2715 studies.

\$2000

Grant MY 2715

12/31/61 Unexpended Bal 3,753.

Add: 1/4 of 1962 Grant 42,007  
25,760.

Deduct actual expenditures thru  
March 1962, and estimated  
expenditures Apr thru June 1962

Jan. 1962 actual	5,893.	
Feb. " "	5,397.	
Mar " "	6,227.	
Apr " estimated	} 16,068. *	} 33,585.
May " "		
June " "		

Estimated Unexpended Bal. 6/30/62 12,175  
//

	Apr.	May	June	Total
Pallack	1,084	1,084	1,084	
Karp	643.06	643.06	643.06	
Belmont	1,044.52	1,044.52	1,044.52	
Dyooznera	367.68	367.68	367.68	
Kalodny	194.40	194.40	194.40	
Cartalano	25.-	25.-	25.-	
Hillner	692.30	692.30	692.30	
Feldschmidt	212.-	212.-	212.-	
Fringe Benefits	200	200	200	
Overhead	913	913	913	
	5,355.96	5,355.96	5,355.96	16,068.

5/21/62

Grant MY 2715

Salaries to be charged, July - Dec. 1962

Klein	6 mos.		<del>2,000</del>	Bd.
Kramer	3 "	(eq to 6 mos)	3956	
Pallock	6 "		1,978	
Belmont	3 "		7,500	
Karp	6 "		3,582	
Hallner	6 "		4,350	
Mosquera (4/5)	6 "		4,700	
<del>Feldman (1/1)</del>	6 "	req'd 7/1/62	2,000	
Kolodny	6 "		950	
Schuman	6 "		1,315	
			1,457	

Local Security			850
Blue Cross			626
Overhead			4,696
			<u>36,004</u>
			1,978
			<u>38,082</u>
			950
			<u>37,132</u>

Add Travel: CWP-Musick	300-
Supplies	900-
Computational Consultant	3000-
	<u>4200</u>

4200  
41,332

May 23, 1962

MEMO

To: Mr. M. Bachrach

From: M. Fink, M.D.

Subject: Adjustment of Expenditures MY 2715 and MY 4798  
July 1, 1961 - June 30, 1962

1. Please reassign following expenditures assigned to MY 2715 to "non-government".

- a. Salary of  
    Kolodny, Jean           Jan. 1, 1962 - June 30, 1962  
    Goldschmidt, Ilana     Jan. 1, 1962-May 31, 1962

2. Please reassign expenditures charged MY 4798 by transfer to "non-government" of the following items:

- a. Gloria Podrid  
    Charge 2/5 to MY 4798  
    "     3/5 to Non-Govt.     7/1/61 - date
- b. Mrs. Gertrude Baer  
    Charge all salary to Non-Govt.
- c. Requisitions dated:
  - 11/61 Max Fink - expenses           9.75
  - 12/61 Max Fink - expenses         40.61
  - 12/20/61 Max Hamilton             50.00
  - 2/8/62 L.I. Stenotape Co.         53.20  
    (Royal Typits)
  - 2/8/62 Joint Purchasing (supplies) 46.55

\_\_\_\_\_  
Max Fink, M.D.

DEPARTMENT OF  
EXPERIMENTAL PSYCHIATRY  
HILLSIDE HOSPITAL  
GLEN OAKS, N. Y.

May 23, 1962

MEMO

To: Mr. M. Bachrach

From: M. Fink, M.D.

Subject: Adjustment of Expenditures MY 2715 and MY 4798  
July 1, 1961 - June 30, 1962

1. Please reassign following expenditures assigned to MY 2715 to "non-government".

- a. Salary of  
    Kolodny, Jean           Jan. 1, 1962 - June 30, 1962  
    Goldschmidt, Ilana     Jan. 1, 1962-May 31, 1962

2. Please reassign expenditures charged MY 4798 by transfer to "non-government" of the following items:

- a. Gloria Podrid  
    Charge 2/5 to MY 4798  
    "     3/5/to Non-Govt.     7/1/61 - date

- b. Mrs. Gertrude Baer  
    Charge all salary to Non-Govt.

- c. Requisitions dated:

11/61	Max Fink - expenses	9.75
12/61	Max Fink - expenses	40.61
12/20/61	Max Hamilton	50.00
2/8/62	L.I. Stenotape Co. (Royal Typits)	53.20
2/8/62	Joint Purchasing (supplies)	46.55

\_\_\_\_\_  
Max Fink, M.D.

6/11/62

Brain Function and Behavior Research Project

Budgetary Recommendations -- 1962 - 63 - Revised 6/11/62

Following discussions of 5/22 and 23, a budget recommendation for eighteen months support was presented which did not meet the Medical Director's approval. In essence, it provided for an expenditure of \$53,410 for the first six months; \$63,183 for the next twelve; and of these sums, \$25,750 from Hillside Hospital and \$90,843 (including \$9583 overhead) from the U.S.P.H.S. In line with the discussion of 6/11/62, the following revised budget is presented for consideration.

1. It is the intention of the Director of the Department of Experimental Psychiatry to resign from his present position on July 1, 1962 to continue as Principal Investigator (Consultant) of the Brain Function and Behavior Research Project (MY 2715) to Dec. 31, 1962.

For this period, to December 31, 1962 his services will be compensated on a consultant stipend basis, from funds provided by the Board of Directors of Hillside Hospital.

2. It is recommended that Dr. Belmont, beginning 10/1/62, be continued on a flat fee stipend basis at an established rate equivalent in activity to one day per week.

3. It is recommended that the following adjustments be made in Departmental budgets to accomplish the requested separation of the Department into constituent units.

a. MY 4798 and the expenses and activities of Dr. Donald Klein be continued under the direct supervision of Dr. Robbins, providing such secretarial and data processing services as his project may require.

b. An EEG technician salary be provided by the hospital at a rate of \$5,000/annum for full time. I would suggest 2/5 time; but this should be based on a recommendation of the hospital Neurologist. For the period that Dr. Kramer is available, he will continue to read the records; but provision should be made for others to do this.

c. Dr. Kramer to continue in the same relationship to end of 1962 continuing supervision of ECT, at Dr. Robbins' pleasure.

4. Present budgets (to 6/30/62) be re-allocated to show estimated expenditure of approximately \$30,000 in Board support, allowing the following:

a) Estimated balance 6/30/62 MY 2715	2000
Income 2nd half 1962	<u>42007</u>
	\$44000

5. Budgets for six months 1962 and 12 months 1963, corrected for social security, blue cross and statistical expenses are shown on next page. These provide, exclusive of principal investigator:

7/1/62 - 12/31/63	34,260
Overhead	<u>4,700</u>
	\$38,960
1/1/63 - 12/31/63	50,500

6. Request U.S.P.H.S.:

a.	1962	Income	\$44,000
		Expenditures	<u>38,960</u>

5,000 app. - carried forward

b.	1963	50,500
		- <u>5,000</u>

45,500

Overhead	<u>6,825</u>
----------	--------------

\$52,325

7. With these adjustments, the budget is recommended including:

a. Continuation request of MY 2715 be submitted to U.S.P.H.S., requesting the amount of 52,325 to remain at Hillside Hospital for 1963 and the balance (app. 31,000) be made available for application of continuation at the Missouri Institute of Psychiatry.

b. Approval for transfer of EEG analyzer and tape system as requested 4/1/62 be approved.

c. Board of Directors approval for funds of 12,500 for period 7/1/62 - 12/31/62 as continued support of Principal Investigator (Consultant) on basis outlined above. In the event consultant time is required in 1963, expenses and consultation fees are to be paid by Hillside Hospital through funds provided by the Board of Directors. A contingency fund in the amount of \$6000 is suggested for this activity.

d. U.S.P.H.S. be requested to approve Dr. Max Pollack as co-investigator.

7/1/62 - 12/31/62    1/63 - 12/63

1. Staff

John Kramer, Psychiatrist	3,956	-
M. Pollack, Sr. Res. Assoc. Exper. Psychol.	7,500	15,000
I. Belmont	3,582	
"            Consultant	750	3,000
E. Karp, Res. Ass't. Exper. Psychol.	4,350	8,700
A. Willner, Res. Assoc. Exper. Psychol.	4,700	9,400
H. Mosquera*, EEG Technician	1,000	2,000
G. Podrid, secretary	1,700	3,800
Dr. Schnirman**, secretary	1,457	-
J. Kolodny, technician	1,315	2,600
SS, BC (app)	950	500
Travel	600	1,200
Supplies	900	1,800
Computation & Consultation	<u>11,500</u>	<u>1,500</u>
	34,260	50,500
Carried forward	<u>-</u>	<u>5,000</u>
Net	34,260	45,500
Overhead	<u>4,700</u>	<u>6,825</u>
Total U.S.P.H.S.	38,960	52,325
Board Support	<u>12,500</u>	<u>(6,000)</u>
	51,460	58,325

Total Budgets: 18 mos. \$109,785

USPHS            91,285

Board            12,500 (+ \$6000 contingency).

Notes

\* H. Mosquera: Allows one  $\frac{1}{2}$  time as EEG research statistician, and  $\frac{1}{2}$  time as clinical EEG services (if recommended by Neurologist).

\*\* Secretary-typist: Program will not require second typist 1963.

6/11/62

Brain Function and Behavior Research Project

Budgetary Recommendations -- 1962 - 63 - Revised 6/11/62

Following discussions of 5/22 and 23, a budget recommendation for eighteen months support was presented which did not meet the Medical Director's approval. In essence, it provided for an expenditure of \$53,410 for the first six months; \$63,183 for the next twelve; and of these sums, \$25,750 from Hillside Hospital and \$90,843 (including \$9583 overhead) from the U.S.P.H.S. In line with the discussion of 6/11/62, the following revised budget is presented for consideration.

1. It is the intention of the Director of the Department of Experimental Psychiatry to resign from his present position on July 1, 1962 to continue as Principal Investigator (Consultant) of the Brain Function and Behavior Research Project (MY 2715) to Dec. 31, 1962.

For this period, to December 31, 1962 his services will be compensated on a consultant stipend basis, from funds provided by the Board of Directors of Hillside Hospital.

2. It is recommended that Dr. Belmont, beginning 10/1/62, be continued on a flat fee stipend basis at an established rate equivalent in activity to one day per week.

3. It is recommended that the following adjustments be made in Departmental budgets to accomplish the requested separation of the Department into constituent units.

a. MY 4798 and the expenses and activities of Dr. Donald Klein be continued under the direct supervision of Dr. Robbins, providing such secretarial and data processing services as his project may require.

b. An EEG technician salary be provided by the hospital at a rate of \$5,000/annum for full time. I would suggest 2/5 time; but this should be based on a recommendation of the hospital Neurologist. For the period that Dr. Kramer is available, he will continue to read the records; but provision should be made for others to do this.

c. Dr. Kramer to continue in the same relationship to end of 1962 continuing supervision of ECT, at Dr. Robbins' pleasure.

4. Present budgets (to 6/30/62) be re-allocated to show estimated expenditure of approximately \$30,000 in Board support, allowing the following:

a) Estimated balance 6/30/62 MY 2715	2000
Income 2nd half 1962	<u>42007</u>
	\$44,000

5. Budgets for six months 1962 and 12 months 1963, corrected for social security, blue cross and statistical expenses are shown on next page. These provide, exclusive of principal investigator:

7/1/62 - 12/31/63	34,260
Overhead	<u>4,700</u>
	\$38,960
1/1/63 - 12/31/63	50,500

6. Request U.S.P.H.S.:

a.	1962	Income	\$44,000
		Expenditures	<u>38,960</u>

5,000 app. - carried forward

b.	1963	50,500
		- <u>5,000</u>

45,500

Overhead 6,825

\$52,325

7. With these adjustments, the budget is recommended including:

a. Continuation request of MY 2715 be submitted to J.S.P.H.S., requesting the amount of 52,325 to remain at Hillside Hospital for 1963 and the balance (app. 31,000) be made available for application of continuation at the Missouri Institute of Psychiatry.

b. Approval for transfer of EEG analyzer and tape system as requested 4/1/62 be approved.

c. Board of Directors approval for funds of 12,500 for period 7/1/62 - 12/31/62 as continued support of Principal Investigator (Consultant) on basis outlined above. In the event consultant time is required in 1963, expenses and consultation fees are to be paid by Hillside Hospital through funds provided by the Board of Directors. A contingency fund in the amount of \$6000 is suggested for this activity.

d. U.S.P.H.S. be requested to approve Dr. Max Pollack as co-investigator.

7/1/62 - 12/31/62    1/63 - 12/63

1. Staff

John Kramer, Psychiatrist	3,956	-
M. Pollack, Sr. Res. Assoc. Exper. Psychol.	7,500	15,000
I. Belmont	3,582	
"            Consultant	750	3,000
E. Karp, Res. Ass't. Exper. Psychol.	4,350	8,700
A. Willner, Res. Assoc. Exper. Psychol.	4,700	9,400
H. Mosquera*, EEG Technician	1,000	2,000
G. Podrid, secretary	1,700	3,800
D*. Schnirman**, secretary	1,457	-
J. Kolodny, technician	1,315	2,600
SS, BC (app)	950	1,500
Travel	600	1,200
Supplies	900	1,800
Computation & Consultation	<u>11,500</u>	<u>1,500</u>
	34,260	50,500
Carried forward	<u>          </u>	<u>5,000</u>
Net	34,260	45,500
Overhead	<u>4,700</u>	<u>6,825</u>
Total U.S.P.H.S.	38,960	52,325
Board Support	<u>12,500</u>	<u>(6,000)</u>
	51,460	58,325

Total Budgets: 18 mos. \$109,785

USPHS            91,285

Board            12,500 (+ \$6000 contingency).

Notes

\* H. Mosquera: Allows one  $\frac{1}{2}$  time as EEG research statistician, and  $\frac{1}{2}$  time as clinical EEG services (if recommended by Neurologist).

\*\* Secretary-typist: Program will not require second typist 1963.

June 12, 1962

Dr. Lewis L. Robbins, Medical Director  
Mr. Herbert Beskind, President, Board of Directors  
Hillside Hospital  
Glen Oaks, N.Y.

Dear Dr. Robbins and Mr. Beskind:

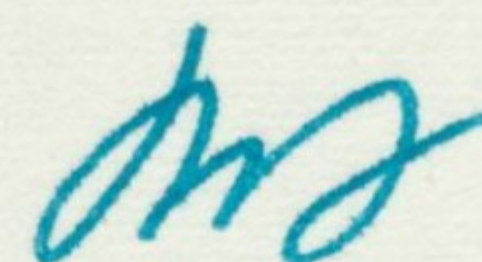
It is with regret and with fondness for my stimulating and exciting years at Hillside that I submit this letter of resignation as Director of the Department of Experimental Psychiatry effective December 31, 1962. I am sure you will be pleased to know that the programs here have led to the invitation to establish a research and training program in a new center, the Missouri Institute of Psychiatry at St. Louis; as well as my appointment as Research Professor of Psychiatry at Washington University School of Medicine.

I look back at these years with pleasure, for I have learned much and have found enthusiastic and dedicated co-workers. I am grateful to the confidence expressed in my initial appointment by Dr. Israel Strauss, and to the Board of Director's support during these years.

During the next few months, I should like the opportunity to complete as much of my program as possible here, and for this reason have asked to continue as project director of the USPHS grant MY2715. As soon as the studies here permit, I shall leave to assume my new duties in St. Louis.

With my best personal regards, and assurances of loyalty, I remain.

Respectfully yours,



---

Max Fink, M.D.

MF:gp

MEMORANDUM

June 12, 1962

TO: Dr. L. Robbins

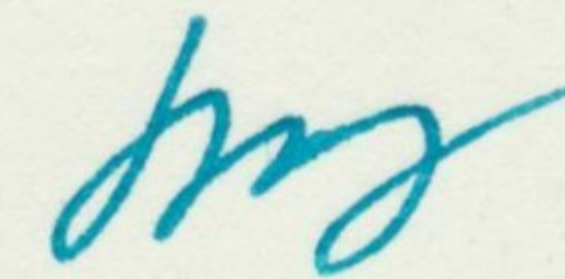
FROM: Max Fink, M.D.

-----

With the disapproval of the proposed 18 month budget for the Brain Function and Behavior Project, and without a satisfactory alternative, I am constrained to submit the enclosed letter of resignation, dated December 31, with a recommended budget for the expenditures under MY-2715 during the remainder of the grant period. I am dating the resignation as of this time to permit the completion of a major part of the program. It is my intention to continue this program of studies of the relation of brain function to behavior at the Missouri Institute of Psychiatry, beginning early in September. For a transition period of a few months, while some analyses and write-up are in progress here, the continuation programs will be established there. As soon as my time is predominantly in St. Louis, I will resign fully from the program here.

I trust this is satisfactory to you.

Respectfully yours,



---

Max Fink, M.D.

MF:dts  
enc.

June 12, 1962

Proposed Budget, Brain Function and Behavior Research Project

July 1, 1962 - December 31, 1962

Estimated Balance, 6/30/62 MY2715	12,000
Income 6/30-12/31	<u>42,007</u>

\$54,000

Expenditures

1. Prin. Investigator	12,500
2. Psychiatrist (Kramer)	3,956
3. Psychologist (Pollack)	7,500
4. " (Belmont)	3,582
"                  "	750
5. " (Karp)	4,350
6. " (Willner)	4,700
7. EEG Technician (Mosquera)	2,000
8. Secretary (Podrid)	1,700
9. " (Schnirman)	1,457
10. Technician (Kolodny)	1,315
11. Soc. Sec., Blue Cross	950
12. Travel	600
13. Supplies	900
14. Computation and Consultation	1,500
15. Overhead	<u>4,700</u>

\$52,460

Balance carried forward 1963

\$ 1,540

June 12, 1962

Proposed Budget, Brain Function and Behavior Research Project

July 1, 1962 - December 31, 1962

Estimated Balance, 6/30/62 MY2715	12,000
Income 6/30-12/31	<u>42,007</u>

\$54,000

Expenditures

1. Prin. Investigator	12,500
2. Psychiatrist (Kramer)	3,956
3. Psychologist (Pollack)	7,500
4. " (Belmont)	3,582
" "	750
5. " (Karp)	4,350
6. " (Willner)	4,700
7. EEG Technician (Mosquera)	2,000
8. Secretary (Podrid)	1,700
9. " (Schnirman)	1,457
10. Technician (Kolodny)	1,315
11. Soc. Sec., Blue Cross	950
12. Travel	600
13. Supplies	900
14. Computation and Consultation	1,500
15. Overhead	<u>4,700</u>

\$52,460

Balance carried forward 1963

\$ 1,540

June 12, 1962

Proposed Budget, Brain Function and Behavior Research Project

July 1, 1962 - December 31, 1962

Estimated Balance, 6/30/62 MY2715	12,000
Income 6/30-12/31	<u>42,007</u>

\$54,000

Expenditures

1. Prin. Investigator	12,500
2. Psychiatrist (Kramer)	3,956
3. Psychologist (Pollack)	7,500
4. " (Belmont)	3,582
" "	750
5. " (Karp)	4,350
6. " (Willner)	4,700
7. EEG Technician (Mosquera)	2,000
8. Secretary (Podrid)	1,700
9. " (Schnirman)	1,457
10. Technician (Kolodny)	1,315
11. Soc. Sec., Blue Cross	950
12. Travel	600
13. Supplies	900
14. Computation and Consultation	1,500
15. Overhead	<u>4,700</u>

\$52,460

Balance carried forward 1963

\$ 1,540

MEMORANDUM

June 12, 1962

TO: Dr. L. Robbins

FROM: Max Fink, M.D.

-----

With the disapproval of the proposed 18 month budget for the Brain Function and Behavior Project, and without a satisfactory alternative, I am constrained to submit the enclosed letter of resignation, dated December 31, with a recommended budget for the expenditures under NY-2715 during the remainder of the grant period. I am dating the resignation as of this time to permit the completion of a major part of the program. It is my intention to continue this program of studies of the relation of brain function to behavior at the Missouri Institute of Psychiatry, beginning early in September. For a transition period of a few months, while some analyses and write-up are in progress here, the continuation programs will be established there. As soon as my time is predominantly in St. Louis, I will resign fully from the program here.

I trust this is satisfactory to you.

Respectfully yours,

MF:dts  
enc.

Max Fink, M.D.

MEMORANDUM

DEPARTMENT OF EXPERIMENTAL PSYCHIATRY

June 14, 1962

TO: Mr. Bachrach

FROM: Dr. Max Fink

-----

The enclosed budget dated June 12, 1962 for 6 months under project support by MY-2715 is contingent upon the adjustments authorized in my memorandum of 5/23/62, a copy of which is enclosed. The estimated balance of \$12,000 for 6/30/62 may be in error by 10%, and if so, can be corrected by using the balance, or adjusting expenditures to conform with reality. Also, it is probable that lines 1, 2 are overestimated. I have also indented this grant fully for Mrs. Mosquera (line 7).

After Mrs. Croghan has made the adjustments of 5/23/62, if she will give me a true balance, I will revise this budget statement.

Thank you for your cooperation.

Sincerely yours,

MF:dts

Max Fink, M.D.

MEMORANDUM

DEPARTMENT OF EXPERIMENTAL PSYCHIATRY

June 14, 1962

TO: Mr. Bachrach

FROM: Dr. Max Fink

-----

The enclosed budget dated June 12, 1962 for 6 months under project support by MY-2715 is contingent upon the adjustments authorized in my memorandum of 5/23/62, a copy of which is enclosed. The estimated balance of \$12,000 for 6/30/62 may be in error by 10%, and if so, can be corrected by using the balance, or adjusting expenditures to conform with reality. Also, it is probable that lines 1, 2 are overestimated. I have also indented this grant fully for Mrs. Mosquera (line 7).

After Mrs. Croghan has made the adjustments of 5/23/62, if she will give me a true balance, I will revise this budget statement.

Thank you for your cooperation.

Sincerely yours,

*Max*

MF:dts

\_\_\_\_\_  
Max Fink, M.D.

MEMORANDUM

DEPARTMENT OF EXPERIMENTAL PSYCHIATRY

July 20, 1962

TO: Max Pollack  
Co-Investigator MY-2715 Project

FROM: M. Fink, M.D.

-----

In answer to your question of 7/19, I plan to complete my active participation at Hillside on September 15 and shall request "vacation" time as terminal leave. For the past year I have accrued 16 days as of 9/1/62, and have carried forward 15 days from 1960-61. If my calculations are correct, my salary should be paid to October 26.

Effective on your return from Europe in September, I believe you should assume full responsibility for the expenditures and management of MY-2715. Until I leave for Europe, and in your absence, I shall continue to carry out these responsibilities. I shall notify NIMH as to the transfer of responsibility as of September 15, and have notified Mr. Bachrach as attached memo indicates.

In the event that you believe my consultation will be of service to you, I shall be pleased to come to N.Y. However, reimbursement for expenses should be borne by the grant here.

Good luck!

MF:dts

Max Fink, M.D.

MEMORANDUM

DEPARTMENT OF EXPERIMENTAL PSYCHIATRY

July 20, 1962

TO: Mr. Bachrach

FROM: Max Fink, M.D.  
Principal Investigator, MY-2715 Project

-----

To permit you to make a more exact budget estimate for MY-2715 for 1962-1963, I should like to bring the following to your attention.

At the completion of my duties in Europe I shall return to Hillside and complete such reports as may be necessary. This should be done by September 15. I shall ask that I complete my service on these programs as of that date, subject to reimbursement for accrued leave. As of September 1, 1962 accumulated leave time will be 31 days, which will be requested as terminal leave.

Until September 15 I shall continue to exercise responsibility for the project activities, but shall relinquish these fully as of that date.

Parenthetically, I would suggest a prudent bookkeeping measure for your consideration. As you know, the office of Director of the Department has never been supported by government funds. It is prudent to combine this course until the final termination of the office. As a record matter, if you exercise the prerogatives of your position you could so reassign items in MY-2715, and non-government for 1961-62 as to "carry forward" in non-government a sum necessary for the position. In the revised budget estimate you are planning to submit to NIMH, the item of principal investigator need no longer appear.

Thank you for your cooperation.

MF:dts

---

Max Fink, M.D.