

Need to justify your trip to Neuroscience 2020 to your supervisor, PI, or department head? Use the below template to help you get started.

Request for Funding to Present a Scientific Abstract at Neuroscience 2020, October 24–28, 2020, in Washington, D.C.

<DATE>

Dear <NAME>,

I am interested in representing our <PROGRAM/LAB/INSTITUTION/ETC.> by presenting a scientific abstract at the 50th Annual Meeting of the Society for Neuroscience (SfN), taking place October 24–28, 2020, in Washington, D.C.

Sharing my research on <TOPIC> at Neuroscience 2020 will allow me to:

- Promote <PROGRAM/LAB/INSTITUTION/ETC.>'s work at the premier event in the field, with nearly 30,000 attendees from more than 70 countries.
- Receive feedback from colleagues and experts from across the world, gathering new perspectives and ideas applicable to our research endeavors.
- Report my takeaways from an unparalleled selection of scientific sessions, lectures, exhibits, and other events pertinent to <RESEARCH AREA>.
- Network and develop new collaborations with other scientists both within and outside of <RESEARCH AREA>.
- Identify professional development opportunities for both myself and my colleagues via a host of on-site career resources, training workshops, and networking events.

To make this experience possible, I am seeking funding to cover associated fees and travel costs, broken down as follows:

- SfN <MEMBER TYPE> Membership Fee (required for abstract submission): <\$X>
- Neuroscience 2020 Abstract Handling Fee: \$140
- Neuroscience 2020 <REGISTRATION CATEGORY> Registration Fee: <\$X>
- Roundtrip Airfare: <\$X>
- Lodging: <\$X>
- Other (visa processing, ground transportation, meals, incidentals, etc.): <\$X>

Altogether, my expenses for presenting at Neuroscience 2020 would total approximately <\$TOTAL>. Considering the invaluable benefits that I expect to be able to take away from this experience and share with my <PROGRAM/LAB/INSTITUTION/ETC.> colleagues, I hope you will regard this cost as a strong investment.

Thank you for considering this request.

Sincerely,

<NAME>