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, 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>