

You are welcome to adapt the template below to justify attending Neuroscience 2024 to your supervisor, PI, or department head.

---

## Request for Funding to Present an Abstract at Neuroscience 2024

<DATE>

Dear <NAME>,

I am interested in representing our <PROGRAM/LAB/INSTITUTION/ETC.> by presenting an abstract at the Society for Neuroscience's (SfN) 2024 annual meeting, taking place October 5–9 in Chicago.

Sharing my research on <TOPIC> at Neuroscience 2024 will allow me to:

- Promote <PROGRAM/LAB/INSTITUTION/ETC.>'s work among leaders in the field and thousands of other attendees at the premier event of the world's largest neuroscience organization.
- Receive feedback from peers and experts from around the world, gathering new perspectives and ideas applicable to our research endeavors.
- Report my takeaways from five full days 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.

To make this experience possible, I am seeking funding to cover the following:

- SfN <MEMBER TYPE> membership dues (*required for abstract submission*): <\$X>
- Neuroscience 2024 abstract submission/handling fee: <\$X>
- Neuroscience 2024 <REGISTRATION CATEGORY> registration fee: <\$X>
- Roundtrip airfare to Chicago: <\$X>
- Lodging in Chicago: <\$X>
- Other expenses (visa processing, ground transportation, meals, incidentals, etc.): <\$X>

Altogether, my expenses for presenting at Neuroscience 2024 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>