

You are welcome to adapt the template below to justify attending Neuroscience 2025 to your supervisor, PI, or department head.

Request for Funding to Present an Abstract at Neuroscience 2025

<DATE>

Dear <NAME>,

I would like to represent our <PROGRAM/LAB/INSTITUTION/ETC.> by sharing <MY/OUR> research at the Society for Neuroscience's (SfN) 2025 annual meeting, taking place November 15–19 in San Diego.

Presenting an abstract on <TOPIC> at Neuroscience 2025 will allow me to:

- Raise awareness of <PROGRAM/LAB/INSTITUTION/ETC.>'s critical 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 key takeaways from five days of scientific sessions, lectures, exhibits, and other events pertinent to <RESEARCH AREA>.
- Develop collaborations with other scientists both within and outside of <RESEARCH AREA>.
- Network with like-minded individuals, identifying potential opportunities for research funding, advocacy, professional development, and more.

To make this experience possible, I am requesting funds to offset the following expenses:

- SfN <MEMBER TYPE> membership dues (*required for abstract submission*): <\$X>
- Neuroscience 2025 abstract submission/handling fee: \$170
- Neuroscience 2025 <REGISTRATION CATEGORY> registration fee: <\$X>
- Roundtrip airfare to San Diego: <\$X>
- Lodging in San Diego: <\$X>
- Other expenses (visa processing, ground transportation, meals, incidentals, etc.): <\$X>

Altogether, my expenses for presenting at Neuroscience 2025 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>