

MEMO

TO: (Manager's Name)
FROM: (Your Name)
SUBJECT: Request for Approval to Attend NCURA Region IV Meeting, April 27-30,
Indianapolis, Indiana
DATE:

The National Council of University Research Administrators (NCURA) is a professional organization dedicated to advancing the field of research administration through educational and professional development programs and the sharing of knowledge and experience. NCURA's Region IV, of which (your university) is a member, consists of 12 states and over 1,200 members from a wide range of universities and other research institutions.

Specifically, I would like to draw your attention to a great learning opportunity at NCURA's Region IV Meeting 2014. This conference will provide me with an excellent opportunity for learning and sharing with colleagues, as well as an opportunity to grow with the organization through volunteering, presenting, and serving in various roles.

Even with an extraordinarily tight budget, professional development is important, especially with the changing nature of research administration, and the ability to network with other professionals and exchange ideas is paramount to bringing back ideas for creating solutions and problem-solving.

The conference has more than 60 concurrent sessions supported by handouts (all available to download after the conference) and 10 workshops. Topics include:

- Federal Updates (NIH and NSF)
- Seeking Grant Funding Opportunities
- Pre- and Post-Award Development and Management
- Financial Research Administration
- Effort Reporting
- Human Capital

Attendance at the NCURA Region IV Meeting 2014 is a modest cost for a highly valuable return on investment—the early-bird registration rate for Institutional Members is only \$395. By comparison, the cost is less than a two-day training class, providing opportunities to establish many valuable contacts with other top-notch professionals. And signing up before April 16, 2014 will save \$55 off the regular registration rate.

Additional information is available on the NCURA Region IV Web site at:
<http://www.ncuraregioniv.com/>

Thank you in advance for considering this request. I will be happy to respond to any questions you may have.