

MEMO

TO: (Manager's Name)

FROM: (Your Name)

SUBJECT: Request for Approval to Attend NCURA Region IV Meeting, April 23-26, Madison, Wisconsin

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 2017. 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 8 workshops. Topics include:

- Federal Updates
- Seeking Grant Funding Opportunities
- Pre- and Post-Award Development and Management
- Financial Research Administration
- Compliance

Attendance at the NCURA Region IV Meeting 2017 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 14, 2017 (the early-bird deadline) will save \$55 off the regular registration rate.

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

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