

## MEMO

TO: (Manager's Name)

FROM: (Your Name)

SUBJECT: Request for Approval to Attend NCURA Region IV Meeting, April 28-May 1, Columbus, Ohio

DATE: xx/xx/xx

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 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 2019. 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/or 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 for registrants to download after the conference) and several full and half-day workshops. Topics include:

- Federal Updates
- Medical/Clinical Research Administration
- Pre- and Post-Award Development and Management
- Compliance
- eRA (electronic research administration)
- Professional Development and Leadership
- Diversity and Inclusion and Wellness

Attendance at the NCURA Region IV Meeting 2019 is a modest cost for a highly valuable return on investment - the early-bird registration rate for members is only \$400. By comparison, the cost is less than a two-day training class, providing opportunities to establish many valuable contacts with other top-notch professionals. Registering before April 5, 2019 (the early-bird deadline) will save \$100 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.