Dear funding committee,

Please accept this as my recommendation that **Your Name** receive funding for travel expenses related to the annual American College of Sports Medicine (ACSM) conference.

Her project is titled *The Effect of Body Composition on Whatever*, and it evaluates the effect of body mass index on some recovery outcome in patients admitted with some sort of injury. She used the patient registry of a Level 1 trauma center, identified and controlled for potential confounding variables, and generated an important finding: obesity affects something, which results in something else, both to the patient and to the hospital.

**Your name** has put considerable time and effort into this project and her acceptance at the national ACSM conference (Denver, CO, May 30 – June 3) is commendable. However, dissemination of her findings will come with costs. Any funding that can help defray these costs is critical to the popularity of research within our department and, consequently, the representation of our school within our field. Without financial assistance, presentation of results is simply too expensive; students are likely to be discouraged from future participation. With assistance, I anticipate our department developing a culture for student-driven research, which includes both conference presentations and publishing. Unfortunately, we lack resources in our department and are unable to contribute at this time.

As we seek methods of getting **your name** to **conference location** this May, I hope this is an opportunity that can help fund her. And as we look forward to future conferences, I can assure you we are planning internal modes of contribution; we’re just not yet capable.

Please let me know if you need any further information. I would have happy to discuss the limitations of our internal budget, and, more importantly, how deserving **your name** is of a travel grant. She is a hard worker who put together an impactful project and she’ll likely be a great inspiration to next year’s student researchers.

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