**[Institutional letterhead]**

[Date]

Leadership Development and Nominating Committee
National Council of University Research Administrators, Region II

RE: Supervisor Commitment for [Nominee]’s Travel Award Application

To the Region II LDNC:

I understand that if [Nominee] receives a Region II Travel Award, they will be required to attend the entirety of the 2022 NCURA Region II Regional Meeting in Wilmington, DE, on November 6-9, 2022.

I acknowledge that the Travel Award is in the amount of $1,500 and may not cover all of the costs of attending the Regional Meeting. I am prepared to provide any additional funding necessary to enable the Nominee to attend the Regional Meeting.

I commit to supporting the Nominee’s efforts to use their experience at the Regional Meeting to benefit the field of research administration through knowledge sharing and engaging in other research administration activities, such as training, volunteering with NCURA, or mentoring.

Sincerely,

[Signature of Supervisor]

[Name & Title of Supervisor]