

To: Charles Center Director

From: Professor X

Re: Supporting students to attend the Political Networks Conference

The 6th annual Political Networks Conference will be held in Bloomington, Indiana, from June 26th-29th. The meeting will start on June 26 with a series of beginner- and advanced-level workshops. The conference website can be found at <http://polnet2013.indiana.edu/>.

I have attended the meeting several times in the past and think that it would be a rewarding experience for two of my research assistants and mentees, [Student Name 1] and [Student Name 2]. [Student 1] will be starting a Ph.D. in political science this fall. His senior thesis focuses on how subjective class identity affects policy preferences. One of the ways he hopes to extend his work in the future is to analyze how the social network context might alter the relationship between a person's own identity and her policy preferences.

[Student 2] has already collected her own social network data and while she has a sophisticated theoretical understanding of how to analyze the data, she has not had sufficient exposure to the variety of methodological tools available for data analysis. The kind of social network analysis that is best suited to her project is conceptually distinct in important ways from the research that I do, and my ability to help her is limited because I am not familiar with all the tools that are best suited for her needs.

Request

[Student 1] and [Student 2] would need to fly in on June 25th and fly out on the evening of June 29th, requiring four nights of lodging. The conference will cost approximately \$XXXX per person.

Airfare: I priced airfare out of Richmond, Newport News and Norfolk, and at the moment I cannot find a rate cheaper than \$XXX. There is a chance this may decrease

Lodging: The rate at the conference hotel is \$XXX for a single or \$XXX for a double with two beds. [Student 1] and [Student 2] are good friends, but I have no idea if they would be comfortable sharing a room.

Registration: Registration prices have not yet been posted, but based on rates from years past, I expect registration to be about \$XXX per person.

Additional Expenses: The conference covers breakfast and lunch, and I believe a light dinner some nights. I would imagine that they would have minimal additional expenses, perhaps \$XX for the shuttle to the airport and additional food.

Additional Sources of Funds

[Student 1] is probably eligible to apply for money through the conference (NSF-supported) to offset his cost. He could receive up to \$XXX to cover expenses, but we won't know until late March.

[Student 2] is applying for an Honors Thesis fellowship. Her proposed project doesn't require social network analysis, but her ongoing work with her current data does. I'm not sure if she would be allowed to use some of that fellowship money for this conference.

I am happy to use some of my start up funds to support the students as well, assuming the funds are eligible to be used in that way. Having better-trained research assistants and future collaborators is certainly of benefit to my research objectives!