



Instructions for Letter of Recommendation Writers - Ghana

An applicant for a scholarship sponsored by the **Borlaug Higher Education Agricultural Research and Development (BHEARD)** has asked you to write a letter of recommendation. If you know the applicant and are either (1) the current head of department or immediate supervisor of the applicant or (2) a former lecturer/professor of the applicant, we wish to ask you to proceed to write the letter, and for this, we thank you.

Project Description: BHEARD is an agricultural research capacity-building project supported by the United States Agency for International Development (USAID) under its Feed the Future program. The main purpose is to strengthen research capacities of agricultural research units and universities in participating countries.

Degree Training Program Description: The scholarship opportunity provided by BHEARD is for graduate study in the United States or other selected countries. Studies will begin in August, 2015.

Applicants may include current staff working in agriculture or technology from the following academic institutions*:

- University for Development Studies
- University of Ghana, Legon
- Kwame Nkrumah University of Science and Technology (KNUST)
- University of Cape Coast

Mid-level career personnel from the following institutions* may also apply:

- Ministry of Finance and Economic Planning
- Ministry of Food and Agriculture
- Council for Scientific and Industrial Research (CSIR) institutes such as:
 - Savannah Agricultural Research Institute
 - Crop Research Institute
 - Soil Research Institute

**Current staff from other public universities and private sector agribusiness are also welcome to apply.*

Applications are invited from prospective students who desire training in the following subject areas, as they pertain to the development needs of their current organizations:

- Agricultural sciences
- Biological sciences
- Social sciences

Format and Content of Letter: At the beginning of the letter please indicate:

- Your name
- Your position
- Your relationship to the applicant
- The length of time you have known the applicant

Then, in your letter, please assess the applicant's technical competence in his/her area of expertise, critical thinking skills, communication abilities, and personal and work habits. Mention the value of the student's proposed area of study to the agricultural research priorities of Ghana. Please print your letter on the letterhead of your organization and sign the letter with your hand-written signature. **Do not give the letter to the applicant; instead, please email (from your own email account) a scanned copy of the signed letter directly to BHEARD (BHEARD@isp.msu.edu) by 29 August 2014.**

You may fax the letter to the BHEARD Project at: +1-517-432-1800.

Contact Information: Queries may be made via email (BHEARD@isp.msu.edu).