Instructions for Employer’s Letter of Release for Studies - Ghana

An employee of your organization is applying for a scholarship sponsored by the **Borlaug Higher Education for Agricultural Research and Development (BHEARD)** project. You are requested to write a letter indicating whether your organization will release the applicant for study if he/she is selected as a finalist for this program.

**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**: In the letter, please state clearly that your organization will release the applicant for study if the applicant is selected as a finalist.

Please provide the following information in your letter:
- Will your institution grant study leave to this candidate if he/she is awarded a scholarship?
• If yes, will their salary be maintained? If yes, how much per month?
• Are there other financial benefits besides salary? If yes, which in particular?
• What is the duration of study leave provided by your institution?
• Does your institution ensure the candidate their job on returning from their training?
• Does your institution facilitate access to your laboratories and infrastructure for the candidate during his/her research in Ghana?

Please print your letter on the letterhead of your organization and sign the letter with your hand-written signature. Your name and position should appear clearly below the 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.**

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