Instructions for Employer’s Letter of Release for Studies: Kenya

An employee of your organization is applying for a scholarship sponsored by the Borlaug Higher Education 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. PhD and MSc training will be provided in the U.S. or other countries, with coursework overseas and thesis/dissertation research conducted in Kenya.

**Degree Training Program Description:** Eligibility is limited to current staff members from the following institutions who wish to study in the following fields:

- **Tegemeo Institute**
  - Advanced survey data analysis, quantitative research skills, use of statistics in agricultural surveys, research design and other related areas
- **Egerton University, Department of Agricultural Economics**
  - Advanced survey data analysis, quantitative research skills, use of statistics in agricultural surveys, research design and related areas
  - Issues related to climate change
- **Kenya Agricultural and Livestock Research Organization (KALRO)**
  - Socio-economic fields related to agricultural development
  - Statistical analysis
  - Issues related to climate change
  - Biotechnology
  - Agribusiness

**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 Kenya?
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 30 November 2014.

If you prefer to fax a copy of the letter, you may send it to BHEARD Project at:
+1-517-432-1800

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