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

An employee of your organization is applying for a scholarship for MSc studies 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. MSc training will be provided in regional universities with thesis research conducted in Malawi.

Degree Training Program Description: Eligibility is limited to current staff members from the following institutions:

- Lilongwe University of Agriculture and Natural Resources (LUANAR),
- Ministry of Agriculture, Irrigation and Water Development (MoAIWD)

Priority will be given to applicants who desire training in the following subject areas:

- LUANAR: human nutrition, animal, crop and soil sciences, natural and environmental sciences (with clear links to climate change and food security), agricultural economics, extension and agribusiness
- MoAIWD: all fields related to agriculture

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 Malawi?
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 31 May 2015.

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).