



## INSTRUCTIONS FOR LETTER OF RECOMMENDATION WRITERS: AFGHANISTAN

An applicant for a scholarship sponsored by the USAID funded **Grain Research and Innovation (GRAIN)** project 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 or supervisor of the applicant, we ask you to write a letter of recommendation. We thank you in advance for writing this letter of recommendation.

**Project Description:** GRAIN is a research capacity-building project supported by the United States Agency for International Development (USAID). Its primary focus is to strengthen wheat research capacity in Afghanistan. The scholarships provided by GRAIN are for Master's or Doctoral study abroad. Studies will begin in August 2018.

### Eligibility is limited to:

- Afghan nationals who currently reside in Afghanistan and intend to return to Afghanistan upon completion of their degree.
- Preference will be given to employees of the Ministry of Agriculture, Irrigation and Livestock (MAIL), Directorates of Agriculture, Irrigation and Livestock (DAIL), and the Agricultural Research Institute of Afghanistan (ARIA). Employees who work for another Afghan institution that conducts and/or supports wheat research and can demonstrate a relationship with one of the three entities above are also eligible to apply.
- Applicants who intend to study in a field relevant to wheat research.

**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

In your letter, please assess the applicant's technical competence in his/her area of expertise, critical thinking/problem-solving skills, communication abilities, and personal and work habits. Mention the value of the student's proposed area of study to the agricultural development priorities of Afghanistan. Please print your letter on the letterhead of your organization and sign the letter with your hand-written signature.

Please do **not** give the letter to the applicant. You should receive an automated email from [bheard@anr.msu.edu](mailto:bheard@anr.msu.edu) (SEE SAMPLE ON PAGE 2) with instructions on how to upload your letter. Or you may email a scanned copy of the signed letter directly to GRAIN at ([grainapply@anr.msu.edu](mailto:grainapply@anr.msu.edu)) by February 1, 2018.

**Contact Information:** Queries may be made via email ([grainapply@anr.msu.edu](mailto:grainapply@anr.msu.edu)).

## SAMPLE LETTER OF RECOMMENDATION REQUEST EMAIL

### BHEARD and GRAIN Applicant and Trainee Portal - Recommendation Request

Greetings from BHEARD and GRAIN Applicant and Trainee Portal.

This office's website allows applicants to request online recommendations from faculty members and external users. For your convenience, the recommendation may be completed online through our website or by emailing your letter as an attachment to our office.

The following applicant has requested that you complete a recommendation for his or her application:

Applicant: John Doe  
Program: GRAIN Scholarship  
Program - Afghanistan  
Term: Application Year,2018

**Applicant's name.**

To complete this recommendation, go to the link below and enter the following info

URL: <https://msu-bheard.terradotta.com/recommenders/>

Recommendation ID: 72E429E84D23BC09

Last Name of Applicant: Doe

1. **Click this link**
2. **Copy and paste your "Recommendation ID" and "Applicant Last Name" and click "Validate".**
3. **Type or upload your letter in the essay box and click "Send"**

You have the option of logging in as a user so that you can see all of your recommendation requests, view recommendations that you have created effectively with the BHEARD Scholarship Program office.

To login, use your existing secure login information with the link provided below:

<https://msu-bheard.terradotta.com/index.cfm?FuseAction=Security.Login>

Thank you for your cooperation.

This message was generated automatically