**Модуль 3, блок 3, практичне заняття №16 (доц. Сарабєєв В.Л.)**

**Тема:** Особливості підготовки рекомендаційного листа, листа підтримки проекту; складання опису профілю організації

ЗРАЗКИ РЕКОМЕНДАЦІЙНИХ ЛИСТІВ

To whom it may concern

It is my pleasure to recommend Tymofiy Spesivy as a great candidate for a NPAFC Internship Program. I know Tymofiy very well collaborating with him over 15 years, approximately from November 2001, under sponsorships of European and Ukrainian foundations. During the years I known Tymofiy we participated in several projects together. In particular, he was one of the scientists in the INTAS project #03-51-5998 I supervised. From the results of this collaboration I can say that he is very thorough and resourceful in conducting necessary work in the lab environment, able to perform within timeline and creatively apply all available methods to achieve best results.

Tymofiy has fundamental biological education and excellent knowledge in fish taxonomy, ecology, phylogeny, as well as in some biostatistics methods. He is capable of writing well in English, the structure of his manuscript is always excellent, and the writing itself only requires minor corrections, especially for someone whose main language is not English. Tymofiy has developed his own research ideas that were original and substantive enough for acceptance by the academic community in the form of peer-reviewed publications.

Tymofiy has other fine qualities. Importantly, he combines hard work and seriousness with a pleasant personality in just the right balance. His friendly, relaxed manner created a “team” atmosphere in my lab. If I had to single out one of the many qualities that Tymofiy has, I would say that he is one of the most hard-working scientist I have ever met.

Briefly, I give Tymofiy my highest recommendations. He was one of my best colleagues – an outstanding researcher. He would be a good gain for any department and I urge you to consider his candidacy seriously.

Sincerely,

Dr. Volodimir L. Sarabeev

Associate professor

Biological Department

October xx, 20xx

The US-Ireland Alliance

1747 Pennsylvania Avenue, NW, 12th Floor

Washington, D.C. 20006

To the Mitchell Scholarship Selection Committee:

I am writing a letter on behalf of Ms. Janet Lerner, an international studies student at Mythic University who is applying for the Mitchell Scholarship. To get straight to the point, Janet is, without a doubt, one of the strongest undergraduate students I have had the pleasure of working at Mythic University.

I am Janet's co-advisor for her honors thesis and she has enrolled in several of my classes. Most recently, Janet was the sole undergraduate student in a graduate seminar I taught titled Qualitative Methods. Her performance was outstanding. I enjoyed watching her successfully grapple her way through some very difficult readings in the area of social theory. Additionally, she was a discussion leader she grounded very difficult theory which helped alleviate some of the initial nervousness of the other students in the class. As I noted from her discussions, she is one of those rare students who can operate at an advanced theoretical level while keeping firmly rooted in an empirical realm.

Over the past year I have watched Janet's interest in Peace and Conflict Studies blossom into a very powerful thesis topic on issues of gender and politics in Northern Ireland. My area of expertise is in the area of gender and nationalism in Northern Ireland; for this reason I am confident when I say she has chosen a fascinating topic for exploration. As part of her research, Janet conducted a case study of the Northern Ireland Women's Coalition (NIWC) last summer. She spent three months in Belfast conducting ethnographic and archival research. The NIWC is a cross-community coalition that was formed in 1996 and fully participated in the peace talks which led to the signing of the Easter Agreement. Recently, the NIWC has found itself at the center of political debates focused on issues of gender, class, and nationalism.

Having carefully reviewed Janet's data based on her NIWC case study, I can affirm that her work is top-notch and is on par with the graduate students in the geography department. Such a claim is no small matter. Mythic University's Geography Department is the highest ranking geography department in the country based on a recent report by the National Research Council, so it is important to understand that I am comparing Janet with some of the best graduate students in the discipline.

Finally, Janet has a strong understanding of political theory and strong intellectual facility. She writes well and clearly and will complete her career at Mythic University undoubtedly to much acclaim. She is rare and gifted scholar and has my strongest support. She really is one in a million.

Sincerely,

*Signature*

*Name*

*Position*

September xx, 20xx

The US-Ireland Alliance

1747 Pennsylvania Avenue, NW, 12th Floor

Washington, D.C. 20006

To the Mitchell Scholarship Selection Committee:

I am pleased to write in support of Janet Lerner's application to receive a Mitchell Scholarship. I know Janet well; she initially developed her thesis proposal in one of my classes and I direct a workshop in which she is bringing that proposal to fruition with other seniors. I am also her honors advisor in Political Science, and I selected her to serve as the undergraduate representative to the department Undergraduate Committee, which I chair. We talk frequently about her academic interests, career goals, travels, and many campus responsibilities.

Janet is impressive, and growing more so each year. Her academic work is excellent: she writes well, she offers valuable and at times exceedingly insightful comments, she is always prepared, and on group projects she elevates the performance of those around her. But without doubt her finest academic achievement is the honors thesis she is now writing. I believe it will be among the best we have seen here in the last ten years, and we produce an average of eight to ten these a year.

Janet developed and refined her research proposal on collective identity in Northern Ireland women's groups in a class she took with me two years ago. No honors student that I have worked with, let alone a sophomore, has developed a research idea and then set up the appropriate field work with comparable skill and determination. Janet used her junior year to do advanced graduate course work on comparative methods. She then spent the summer conducting interviews and doing archival research. And what a trove of material she has developed! Rich, sensitive, and theoretically revealing interviews that demonstrate her grasp of the material and ability to connect with her subjects. I expect her thesis to make important academic contributions to our notions of identity and its importance to politics as wells as substantive contributions to our understanding of politics in regions plagued by years of conflict. My hope is that she will continue to mine her material and push her ideas in advanced academic work, preferably in Europe.

But to fully appreciate Janet Lerner you need to go far beyond her intellectual abilities. She is a force on campus and outside, but one who tends to work within rather than outside the system.

Janet is responsible, organized, articulate, exceedingly driven, and personable. Other students defer to her judgment and arguments. I chose her to serve on my undergraduate committee, which is engaged in an overhaul of our curriculum, for all these reasons. But I have actually been pleasantly surprised by her work on the committee because of the extent to which she has been such a forceful advocate for students' interests. This is not the easiest thing to do—to tell three professors what they should be doing. From the first day, however, Janet demonstrated the role she would play, and we quickly came to rely upon her as a vital participant in our deliberations.

I should note one or two other aspects of Janet's personality and character as well, in that they are so public and striking. First, she is aware and involved with contemporary politics, in particular issues important to youth. Her work to promote voting among college students, her web broadcasts of the conventions, her active support of the quality team teaching program at the Mythic Institute for Learning, and her recent involvement with the World Business Dialogue and World Student Summit all demonstrate, to me, that she has her finger on the pulse of the college campus, American youth, and increasingly international youth as well. This is an essential part of how she defines her leadership skills. Second, Janet is wonderfully authentic. She talks about her accomplishments with joy, her failures with disappointment, and her plans with enthusiasm. Finally, she is ambitious without seeing herself in competition with others. In a variety of settings, I have seen her contributions to other students and the larger community.

I believe Janet Lerner is a natural to receive a Mitchell Scholarship. She has a deep and sincere interest in Irish politics, and her work requires that she study with scholars close to her subject. Her plan of study strikes me as well-suited to the opportunities the Scholarship presents.

Please contact me if I can provide any additional information.

Sincerely,

*Signature*

*Name*

*Position*

Dear Admissions Committee,

I had the pleasure of teaching Sara in her 11th grade honors English class at Mark Twain High School. From the first day of class, Sara impressed me with her ability to be articulate about difficult concepts and texts, her sensitivity to the nuances within literature, and her passion for reading, writing, and creative expression- both in and out of the classroom. Sara is a talented literary critic and poet, and she has my highest recommendation as a student and writer.

Sara is talented at considering the subleties within literature and the purpose behind authors' works. She produced an extraordinary year-long thesis paper on creative identity development, in which she compared works from three different time periods and synthesized cultural and historical perspectives to inform her analysis. When called upon to give her thesis defense in front of her peers, Sara spoke clearly and eloquently about her conclusions and responded to questions in a thoughtful way. Outside of the classroom, Sara is dedicated to her literary pursuits, especially to poetry. She publishes her poetry in our school's literary magazine, as well as in online magazines. She is an insightful, sensitive, and deeply self-aware individual driven to explore art, writing, and a deeper understanding of the human condition.

Throughout the year Sara was an active participant in our discussions, and she always supported her peers. Her caring nature and personality allow her to work well with others in a team setting, as she always respects others' opinions even when they differ from her own. When we held a class debate about gun laws, Sara opted to speak for the side opposite her own views. She explained her choice as motivated by a desire to put herself in other people's shoes, view the issues from a new perspective, and gain a clearer sense of the issue from all angles. Throughout the year, Sara demonstrated this openness to and empathy for the opinions, feelings, and perspectives of others, along with shrewd powers of observation, all qualities that makes her outstanding as a student of literature and burgeoning writer.

I am certain that Sara is going to continue to do great and creative things in her future. I highly recommend her for admission to your undergraduate program. She is talented, caring, intuitive, dedicated, and focused in her pursuits. Sara consistently seeks out constructive feedback so she can improve her writing skills, which is a rare and impressive quality in a high school student. Sara is truly a stand-out individual who will impress everyone she meets. Please feel free to contact me if you have any questions at callmeclemens@gmail.com.

Sincerely,

Ms. Scribe
English Teacher
Mark Twain High School

To Whom It May Concern:

I am proud to recommend a beloved student, Kaya Stone, for your fellowship program. I was asked to write as one who has functioned in the capacity of an employer of Kaya, but I would first like to say a few words about him as a student.

Kaya is a highly intelligent, perceptive young man. He came to our institution committed to capitalizing on the opportunity of a third year of study in Israel, and he left with the satisfaction of having accomplished that goal. Kaya grew in learning, in character, in depth of understanding. He seeks truth in each and every area of his life, whether in learning, discussing philosophy, or relating to his fellow students and his teachers. Because of his positive disposition, his reflective way of operating, and all of the character traits that make him so special, Kaya' s questions never go unanswered, and his searches always bring him to exciting new discoveries. As a student, Kaya is outstanding. As an educator, I have watched him grow, seen his talents and abilities not only in the classroom but outside its walls, when interacting with all types of people, as well.

During his time at our institution, Kaya, who as I' m sure you know is an excellent writer and publicist, also has done a good deal of work for the yeshiva. This has included the text for many public relations brochures and packets, letters to parents, potential donors, and alumni, and essentially any correspondence which I have requested that he compose. The feedback is always overwhelmingly positive, and he has done so much in that way for our yeshiva. Even today, while he studies elsewhere, he continues to do a great deal of this work for our institution, in addition to the recruiting and other services he performs for the yeshiva.

Always, in his work, Kaya is consistent, dedicated and passionate, enthusiastic, cheerful, and a pleasure to work with. He has incredible creative energies and a refreshing idealism tempered only enough to accomplish what needs to be done. I highly recommend him for any position of work, leadership, education, or any other capacity in which he can spread his excitement and share his talents with others. At our institution, we are expecting big things from Kaya in the way of educational and communal leadership in the years to come. And knowing Kaya, he will not disappoint, and probably will exceed our expectations.

Thank you once again for the opportunity to recommend such a special and impressive young man.

Sincerely Yours,

Steven Rudenstein

Dean, Yeshiva Lorentzen Chainani

SAMPLE: COLLEGE RECOMMENDATION

Students and faculty often remark that Ezra is blessed with considerable talent. What many of them overlook is how hard Ezra works to cultivate his talent, whether it be the development of his beautiful voice for an operatic performance or of his writing skills as he works through an essay. I know of the effort that he put into book reviews of \_1984\_ and \_Animal Farm\_ because he shared early drafts with me. I also appreciate the time that he put into his analysis of "The Guest" because he stopped by periodically to share his enthusiasm for the project and his progress with it.

In over twenty-five years of teaching, I have known other students with talent equivalent to Ezra's. Many of them lacked his good nature and humility, and few demonstrated the genuine intellectual curiosity that Ezra has exhibited over and over -­a curiosity that is often accompanied by his excitement or enthusiasm for an idea, an author, a literary work or the lead role in a challenging operatic performance.

When I decided to set up a debate on Henry David Thoreau's "Civil Disobedience, " regarding the role of government in our lives today, in an effort to have the class appreciate more fully the contemporary implications of Thoreau's sophisticated essay, it was Ezra who was most helpful in creating a resolution that would lead to that appreciation. Ezra, to no one's surprise, then agreed to argue on any side of the debate.

Ezra is a motivated young man of numerous talents and considerable self- discipline. He is fun-loving, likable, enthusiastic, trusting and trustworthy.

Gary Youstis

**Модуль 3, блок 3, практичне заняття №15 (доц. Сарабєєв В.Л.)**

**Тема:** Особливості підготовки рекомендаційного листа, листа підтримки проекту; складання опису профілю організації

ЗРАЗКИ ПРОФІЛІВ

| **REQUEST DATE** | **ORGANISATION NAME** | **ORGANISATION TYPE** | **COUNTRY** | **EXPERTISE REQUEST OR OFFER** | **ACTIONS** |
| --- | --- | --- | --- | --- | --- |
| 29 Jan 2018 | [LASER CONSULT MUSZAKI-TUDOMANYOS ES GAZDASAGI TANACSADO KORLATOLT FELELOSSEGU TARSASAG](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) | Small or medium-size enterprise | HU | Expertise offer | [CO](https://ec.europa.eu/research/participants/api/contact/indexcontactorg.html?pic=944016126)[SD](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) |
| LC Innoconsult has been providing innovation management services for over 25 years. Our consultants possess advanced skills in exploitation planning, IPR related aspects of the consortium agreement, commercialisation, analyses of the RRI readiness of innovative actors, intellectual property valuation (IPV), identification of key exploitable results and PEDR. LC Innoconsult has participated in 3 H2020 consortium projects and provided exploitation services for 37 FP7&H2020 projects. |
| 25 Jan 2018 | [Agriculture Technology Transfer Center Vlora](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) | Research Organisation | AL | Expertise offer | [CO](https://ec.europa.eu/research/participants/api/contact/indexcontactorg.html?pic=921724459)[SD](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) |
| Agriculture Technology Transfer Center is an Albanian public government organisation with focus on applied research, innovation and technology transfer, dissemination, etc.,in the field of agriculture, environment and agri-business sector. Its mission includes the promotion and spread of innovative and modern systems for a sustainable use of natural resources and development of agri-food sector; with an extensive experience in applied research and a multidisciplinary team. |
| 24 Jan 2018 | [SPARKS & CO](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) | Small or medium-size enterprise | FR | Expertise offer | [CO](https://ec.europa.eu/research/participants/api/contact/indexcontactorg.html?pic=938985124)[SD](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) |
| Sparks & Co is an internationally recognised and award-winning agency specialised in communication and dissemination for EU projects. With Impact comprising at least 1/3 of the projects evaluation including Sparks & Co in your consortium can get you that extra boost that your project needs to win. We create impact for your project, so get in touch if you want to include an innovative and tailored communication and dissemination strategy to your project! |
| 22 Jan 2018 | [ASOCIACION PARA LA PROMOCION, INVESTIGACION, DESARROLLO E INNOVACION TECNOLOGICA DE LA INDUSTRIA DEL CALZADO Y CONEXAS DE LA RIOJA](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) | Small or medium-size enterprise | ES | Expertise offer | [CO](https://ec.europa.eu/research/participants/api/contact/indexcontactorg.html?pic=990616090)[SD](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) |
| We are a technology centre with the best facilities for footwear sector in the North of Spain, and over 100 associated companies and 80% of them are footwear manufacturers or dealers. The CTCR has departments focused on many technologies: Nanotechnology, ICT, Electronics&Automation, Mechanics, Rapid Prototyping, Environment & Biotech. Thus, CTCR offers wide expertise in technical tasks, end-of-use cases and dissemination activities. https://goo.gl/zbLbix |
| 18 Jan 2018 | [Center for Hellenic Studies](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) | Non-governmental organization | ME | Expertise offer | [CO](https://ec.europa.eu/research/participants/api/contact/indexcontactorg.html?pic=916447271)[SD](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) |
| Center for Hellenic Studies is a non-profit organization founded in 2015 and based in Podgorica. The Center is the first institution in Montenegro dedicated to the study and promotion of Hellenic culture and civilization. We gather a research team from different humanistic disciplines, organize lectures and publish an annual journal of Hellenic studies. We are looking for partners to be involved in research areas pertinent to Hellenic studies, and especially in attracting funding for our Center. |
| 16 Jan 2018 | [EUROKLEIS S.R.L.](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) | Small or medium-size enterprise | IT | Expertise offer | [CO](https://ec.europa.eu/research/participants/api/contact/indexcontactorg.html?pic=996035965)[SD](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) |
| Eurokleis is an Italian SME with a strong research and academic background. Eurokleis has a multidisciplinary team with a long-time experience in innovation management, technology transfer, IPR management, dissemination, impact evaluation and maximization. Eurokleis is interested in joining the consortium with the role of innovation/exploitation/dissemination manager. Studies and surveys are also our core competences. See Eurokleis experience at http://www.eurokleis.com/projects-en/ |
| 10 Jan 2018 | [VIENNA BIOCENTER CORE FACILITES GMBH](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) | Small or medium-size enterprise | AT | Expertise offer | [CO](https://ec.europa.eu/research/participants/api/contact/indexcontactorg.html?pic=962150470)[SD](https://ec.europa.eu/research/participants/portal/desktop/en/organisations/active_req_for_partners.html?ccm2Id=31088097) |
| VBCF www.vbcf.ac.at is a non-profit research-performing SME providing access to cutting-edge research infrastructures and scientific services. For this call we offer: Next Generation Sequencing: We are part of Core4Life, a pan-European network of open access Core Facilities with focus on sharing expertise, resources and workflows. The Genomics sub-group seeks to strengthen the collaborative actions between members to enhance visibility as a European-wide resource. |

**Модуль 3, блок 3, практичне заняття №15**

**Тема:** Особливості підготовки рекомендаційного листа, листа підтримки проекту; складання опису профілю організації

ЗРАЗОК ЛИСТА ПРО НАМІР

Ms./Mr.

**Title First Name Second Name**Institution, FacultyStreet
Zip Code City

**Letter of Intent**

for the

**“Project title”**

submitted as a project proposal within the IMPULSE Iran-Austria programme
of the OeAD-GmbH and Ministry of Science, Research and Technology of the Islamic Republic of Iran

I the undersigned, confirm on behalf of my organisation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please insert the name of your organisation) our interest in the above mentioned project. We would like to be kept informed about the progress of this project and support the project submission.

We believe that the submitted proposal is in line with the goals and aspirations of IMPULSE Iran-Austria and is consistent with the strategies of our organization.

We therefore fully support this initiative.

This document has not a legally binding character.

Date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Seal of the organisation***

 ***and signature of its representative***

[name and details of the partner organisation]

Letter of Intent

**[Project title]**

*submitted as a project proposal within Activity 1.1.1.2 “Post-doctoral Research Aid” of the Specific Aid Objective 1.1.1 “To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure” of the Operational Programme “Growth and Employment.”*

### This letter is to confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[legal name of partner organisation], represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[name of legal representative] is committed to cooperation with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the post-doctoral researcher] within the framework of the above mentioned project as a partner organisation. By signing this letter of intent, we hereby declare our intention to host the post-doctoral researcher at our institution and to provide human resources and research infrastructure for implementation of the planned project activities at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[legal name of partner organisation].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name, Surname]

[Position]

**Модуль 3, блок 3, практичне заняття №15**

**Тема:** Особливості підготовки рекомендаційного листа, листів підтримки та наміру; складання опису профілю організації

ЗРАЗОК ЛИСТА ПРО НАМІР

**ЛИСТ ПРО ПІДТРИМКУ ПРОЕКТУ**

**(або лист наміру)**

Шановні експерти,

Від імені (*вкажіть назву своєї організації чи установи*) ми висловлюємо свою підтримку проекту (*вкажіть назву проекту*), що поданий на Конкурс проектів для місцевих неурядових організацій, які працюють в сфері розвитку сільських громад «Дійсно разом» (*вкажіть назву організації-заявника)*.

Цим листом мі підтверджуємо, що (*вкажіть назву вашої організації чи установи*) обізнана з метою та цілями проекту і готова виступити в ньому в якості партнера.

Як партнер проекту (*вкажіть назву вашої організації*) бере на себе наступні зобов’язання:

(*Зробіть повний перелік взятих на себе зобов’язань, в тому числі щодо співфінансування проекту. Наприклад, профінансувати закупівлю певних матеріалів, надати приміщення для проведення круглого столу тощо*)

1. ….
2. ….
3. ….

З повагою,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Підпис Печатка