HARVARD CENTER FOR POPULATION AND DEVELOPMENT STUDIES

Letter of Recommendation Process Guide
David E. Bell Postdoctoral Fellowship

The David E. Bell Postdoctoral Fellowship is offered by the Harvard Center for Population and Development Studies (HCPDS). This postdoctoral fellowship provides opportunities for research and leadership training in a two-year, non-degree program for researchers and practitioners. For more information, visit: https://www.hsph.harvard.edu/population-development/postdoctoral-fellowships/bell-fellowship/

Letters of recommendation are due by the fellowship application deadline date, **Tuesday, December 8, 2020 at 12pm EST**, but may be submitted any time after October 1, 2020. Letters may be submitted before the applicant submits his/her fellowship application and will be held and later linked to the appropriate application.

What to Include in Letters of Recommendation
Letters of recommendation are key components of the application and are weighed heavily.
- All letters should contain the following information:
    - How long the recommender has known applicant
    - Relationship to the applicant (e.g. advisor)
    - Quantitative ranking of applicant to others (e.g. top 10%)
- In addition, the letter should comment on the applicant's:
    - Writing skills
    - Analytical skills
    - Ability to form new and creative ideas and research questions
    - Ability to work in an interdisciplinary environment

Recommenders may provide any additional, related comments that they believe will help reviewers evaluate the merit of the applicant.

How to Submit Letters of Recommendation
Letters must be submitted to directly to HCPDS at:
https://harvard.az1.qualtrics.com/jfe/form/SV_cABsaFHp6Ih1rAV

You will be requested to enter the following information on-line at the time of submission:
- Recommender Information:
    - Recommender first and last names
    - Recommender e-mail
    - Recommender institution/affiliation
- Fellowship Application Information:
    - Fellowship applicant first and last names
    - Applicant's email address
    - Letter of recommendation. Must be uploaded in PDF format. If you do not have access to Adobe Acrobat, we suggest using https://smallpdf.com

After you have submitted your letter of recommendation, both you and the applicant will receive a confirmation of receipt by e-mail. Your letter will remain confidential and will not be shared with the applicant.