

2017–2018

**J. Armand Burgun Fellowship in FGI interest areas of
Health Facility Planning and Design**

Application Instruction Booklet

Sponsored by:

Sprague Charitable Gift Fund



**THE AMERICAN INSTITUTE
OF ARCHITECTS**

Academy of Architecture for Health

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APPLICATION INSTRUCTIONS (Applications due January 20th, 2017)

Purpose of the Fellowship

History

The J. Armand Bergun Fellowship was established in 2015 by the Sprague Charitable Gift Fund. The Fellowship is named in honor of J. Armand Burgun, FAIA, FACHA, a true pioneer of the Facilities Guidelines Institute Guidelines “in grateful acknowledgement of his 50 years of extraordinary leadership, dedication and vision in the development and use of many generations of this document.” The mission of the Facilities Guideline Institute is to establish and promote consensus-based guidelines and publications, advised by research, to advance quality healthcare. The Fellowship focuses on graduate research and education in the practice of healthcare architecture with an emphasis on the FGI Guidelines. (<http://www.fgiguideines.org/>) The FGI Guidelines is a powerful document that governs healthcare design across the nation. Your research can help to add clarity to topics that the FGI addresses from inpatient, emergency, critical care, NICU, outpatient and long-term care facilities.



Goals

- To encourage research consistent with the overall mission of FGI
- To attract talented young architects and students to this field
- To advance the knowledge of planning and design for healthcare environments

Fellowship Applicant Categories

Option A: Undergraduate or Graduate study of a student enrolled in a fully accredited NAAB Architecture Program or healthcare focused (nursing, health administration, product design, industrial design, etc.) program offering a professional degree or accepting professional degree students. The student should be in their final year of that degree program and the architecture program should have a focus in healthcare architecture or a school of healthcare focused design, planning, management, product design, etc. The candidate's study/thesis must demonstrate a focus in healthcare design research. The candidate must also demonstrate that resources are available, such as healthcare coursework, an association with a healthcare organization, an association with a healthcare design firm and/or a healthcare focused professional or instructor, that are adequate to supplement and support a year-long study in health facility design. The selection committee reserves the right to judge the applicability of programs deemed appropriate for support of the candidate's work.

Option B: Doctoral study enrolled in a fully accredited NAAB Architecture Program that has a program of healthcare architecture or a school of healthcare focused design, planning, management, product design, etc. The candidate's study/dissertation must demonstrate a focus in healthcare design research. The candidate must also demonstrate that resources are available, such as healthcare coursework, an association with a healthcare organization, an association with a healthcare design firm and/or a healthcare focused professional or instructor, that are adequate to supplement and support a year-long study in health facility design. The selection committee reserves the right to judge the applicability of programs deemed appropriate for support of the candidate's work.

Option C: Professional in Independent Study. This category is meant to encompass those currently not enrolled in an academic institution. Independent research in the health facility field shall be completed within the term of the fellowship after the fellowship is awarded. The selection committee reserves the right to judge the applicant's status and viability towards fellowship studies.

Fellowship Award Amounts

One or more fellowship award(s) will be granted in the range of **\$10,000** to **\$20,000**. Any amount of funding under \$20,000 will be considered. Incompletion of the fellowship requirements after the full term of the fellowship may void final payments of award monies. The fellowship is not a scholarship program and is not intended to support tuition or living expenses. One third of the fellowship may be used to support salary however no part of the fellowship can be used to support university F&A costs.

The Selection Committee will determine the number and amount of the award(s) to be given, based on the quality of the applications.

The award will be distributed as follows:

- 60% immediately following receipt and approval of a revised work plan and budget
- 25% following receipt and review of the required progress report
- 15% upon successful completion of all fellowship requirements, presentation to the Academy during the PDC Summit, and submission of electronic copy of the fellowship documentation. Electronic submissions are due no later than two weeks after the final presentation.

The Selection Committee may, at any time upon written notice, cancel the award if it is found that the fellow is not satisfying the requirements of the award.

Special Interest Areas

The following are some areas of interest in the healthcare industry that the FGI considers timely subjects:

- Creating sustainable environments.
- The use of natural ventilation in healthcare environments.
- The effect of facility design on building performance measures (e.g., energy efficiency, maintenance, useful life, LEED) regulated by the FGI Guidelines
- Repurposing small, rural hospitals to respond to new roles in healthcare delivery.
- Antimicrobial surfaces and their effects on decreasing hospital acquired infections.
- Space requirements for interventional platform procedure areas and the implication to the FGI Guidelines.
- New approaches to functional programming and space planning for healthcare facilities as it relates to the requirements of the FGI Guidelines
- The planning and design of outpatient care environments
- The effect of facility design on staff performance and productivity
- New approaches to the reuse and retrofit of obsolete facilities (e.g., solutions to the problems associated with the use of aging facilities).

Qualifications of Applicants

All Applicants/All Options

1. All applicants for the fellowship shall be enrolled in a fully accredited NAAB Architecture Program OR if Independent Study, shall have earned a professional architecture degree (e.g., bachelor of architecture or master of architecture degree) from a fully accredited NAAB Architecture Program.
2. The applicant must exhibit a command of the English language.
3. The applicant's past performance must give a strong indication of the applicant's ability to successfully complete the fellowship.

Undergraduate/Graduate Study (Option A)

1. At the time of the application, the applicants selecting Option A shall be in the academic year prior to graduation (either of their undergraduate or graduate degree).
2. An applicant selecting Option A shall submit as a part of the application a plan listing courses that will permit the student to concentrate on the planning and design of healthcare facilities. If such a course sequence is unavailable at the applicant's university, a specially designed curriculum (including independent study) may be substituted.

Doctoral Study (Option B)

1. All applicants for the fellowship shall be enrolled in a doctoral program within a fully accredited NAAB Architecture Program.
2. An applicant selecting Option B shall submit as a part of the application a plan listing doctoral-level courses that will permit the student to concentrate on the planning and design of healthcare facilities.

Professional in Independent Study (Option C)

1. The applicant shall have earned a professional architecture degree (e.g., bachelor of architecture or master of architecture degree) from a fully accredited NAAB Architecture Program.
2. The applicant must be prepared and in a position to devote adequate time to complete the proposed research during the allotted period.

Application Requirements

Undergraduate/Graduate Study (Option A)

The application shall consist of:

- Application form
- Three letters of recommendation (additional letters will not be included in committee review)
 - The application must include three letters of recommendation, one from the person completing the dean's form and two from other individuals (not relatives). All reference letters should express that the writer has read, reviewed, and is in support of the applicant's proposal.
 - In addition to the four reference letters, the application must include letters of verification, if applicable, from the administration of any involved healthcare institution affirming the applicant will be allowed appropriate access to the facility.
- Completed dean's form
- Official transcript(s) of all university-level academic work (transcripts in foreign languages must be verified with an English language document). All transcripts shall be sent directly from the school
- A narrative description of the proposed research, including:
 - A statement of the problem
 - The goal of the research
 - The research methods and process
 - The anticipated product(s)
 - The significance of the project
 - A paragraph indicating how your topic will impact the future of the healthcare architecture industry as well as how you plan to make future professional contributions within this industry.
- Schedule of activities that will lead to the completion of the proposed research within the fellowship term.
- A proposed project budget showing line items for supplies, travel, rentals, printing and reproduction, computer time, and other related expenses. Tuition, wages or salaries, and normal living expenses are not to be included. The purchase of equipment such as computers, cameras, or computer software should not be included.

The application package must be submitted in the order outlined above. The application package shall be submitted electronically. All narratives must be typewritten and double-spaced. Sheet size must be 8^{1/2}" x 11" vertical format. The application must be submitted completely in English.

Doctoral (Option B) & Professional in Independent Study (Option C)

The application shall consist of:

- Application form
- Three letters of recommendation (additional letters will not be included in committee review)
 - The application must include three letters of recommendation from associated professionals and academicians with knowledge of the applicant's academic and/or professional experience. All reference letters should express that the writer has read, reviewed, and is in support of the applicant's proposal.
 - In addition to the three reference letters, the application must include a letter of verification, if applicable, from the administration of any involved healthcare institution affirming the applicant will be allowed appropriate access to the facility.
- Official transcript(s) of all university-level academic work (transcripts in foreign languages must be verified with an English language document). All transcripts shall be sent directly from the school
- A letter from your current employer (for Option C applicant), when applicable, saying they are supporting your submission?
- Research proposal, including:
 - An abstract, up to 400 words, with following subtitles: *Background, Aims, Methods, Expected outcomes.*
 - A detailed description of your research project (please see Appendix A for specific requirements), up to 20 pages (double-spaced, references and human subjects will not be included in the 20-page limit).
 - A paragraph indicating how your topic will impact the future of the healthcare architecture industry as well as how you plan to make future professional contributions within this industry.
- Schedule of activities that will lead to the completion of the proposed research within one year
- A proposed project budget showing line items for supplies, travel, rentals, printing and reproduction, computer time, and other related expenses. Tuition, wages or salary, and normal living expenses are not to be included. The purchase of equipment such as computers, cameras, or computer software should not be included.
- If submitting a study/research already in progress with the intent to present and publish the findings, the budget should include only those expenses that will be incurred in order to travel to, attend, and present at the conference. Costs to distribute and format the study for publication in the Academy Journal should also be accounted for in the allotted budget.

The application package must be submitted in the order outlined above. The application package should be submitted electronically. All narratives must be typewritten and double-spaced. Sheet size must be 8^{1/2}" x 11" vertical format. The application must be submitted completely in English.

Administration of the Program

Selection of Successful Applicant(s)

The Selection Committee will meet to review all applications and make selections. The committee typically consists of:

- An architect, typically the chair of the AIA/AAH Practice Advancement Initiative
- The AIA/AAF Fellowships Committee chair and representative(s)
- A representative of the Academy of Architecture for Health Foundation
- Representation from the founding members of the fellowship
- An architect actively engaged in the planning and design of healthcare facilities or products
- A representative of the Facility Guidelines Institute (FGI)

Final selection will be based on:

- Significance of the proposed research
- Qualifications of the applicant
- Content of the letters of recommendation
- Completeness and clarity of the application
- Potential of the applicant to make significant future professional contributions.

The Selection Committee reserves the right to conduct telephone interviews with applicants and to contact references prior to final selection.

Schedule of Awarded Recipients

November, 2016	Applications Re-Distributed
January 20 th , 2017	Application Deadline
February 3 rd , 2017	Award Recipients Notified
February	Logistics of IRS forms and initial payment (60%) sent
March	Optional Attendance at 2017 PDC Summit, Orlando, FL
August/September	Progress Report Submittal followed by progress payment (25%)
December/January	Register for PDC Summit (for presentation)
February	Logistics (Bios, technology, etc.) for presentations discussed
March 2018	Fellowship Presentation at 2018 PDC Summit, Nashville, TN
March/April (2 wks later)	Final Electronic Submission of Fellowship Documentation

Additional Responsibilities of the Applicant(s) & Fellow(s)

APPLICANT REQUIREMENTS

Reference Letters

Three letters of recommendation should be included in the application package. For Options A & B, one letter should be submitted from the dean or department head or program director of the college or school overseeing the program in which the student is registered. All other letters should come from individuals (not family) such as professors, industry representatives, past or present employers, or healthcare facility staff that may be involved with the research project.

We recommend the professor most closely associated with the student for this project write one of the letters. All reference letters should reflect that the writer has discussed and reviewed the fellowship proposal with the applicant. Additional recommendation letters will not be accepted.

Transcripts

Undergraduate transcripts are required. Transcripts from all graduate-level work must be included. If the applicant has undergraduate or graduate transcripts from a non-English language university, the committee would like to have translation of the coursework and GPA.

Budget

The proposal should include travel costs (airfare, hotel, car rental, meals, and conference fees) to attend the conferences as listed below. Costs associated with conference attendance should normally be included in the project budget, and, in any case, are the responsibility of the fellow. (Please note that the fellows' conference registration fee will be waived at the conference at which they make their final presentation). Please include any costs associated with the fellowship which you deem appropriate.

ADDITIONAL FELLOW REQUIREMENTS

Consultation with Mentor

Each fellow will be assigned a mentor from the Scholarships and Fellowship Committee to oversee and consult with the fellow. The fellow is expected to seek periodic consultations with his/her assigned mentor to ensure progress and compliance with stated goals.

Conference Attendance

The applicant needs to schedule and budget for his or her attendance to the annual Healthcare Design Conference for the final presentation. It is also expected that the fellow attends one additional conference (the Healthcare Design Conference, PDC Summit, or AAH/ACHA Summer Leadership Summit) before their final presentation. The conferences are generally held in the spring and fall. Check the Academy's Web site, www.aia.org/aah, for conference dates and locations.

Submission of Interim & Final Deliverables

A progress report must be submitted during the course of the fellowship term. This report should coincide with natural breaks in the projects as outlined in the work plan. The work plan and

progress reports are to be sent to the Chair of the AIA Academy of Architecture for Health's Fellowships Committee.

Each fellow will make a final presentation at the end of the fellowship year to the members of the Academy of Architecture for Health at the Healthcare Design Conference generally held in November.

An electronic copy final report must be submitted to the Chair of the AIA/AAH Fellowships Committee. The Chair will distribute electronic files to the American Institute of Architects Academy of Architecture for Health.

Licenses to Reproduce Project Documentation

By accepting the fellowship, the fellow grants to the Academy of Architecture for Health and the Academy of Architecture for Health Foundation fully paid non-cancelable and non-exclusive licenses to reproduce any project documentation prepared by the fellow during the fellowship.

Additional Considerations

Site Visits

We recommend site visits to healthcare facilities as part of the fellowship program. Although there are many examples all across the world, it is best to schedule your trips around areas that maximize your opportunities and minimize your travel times. We have also found it beneficial to the candidate, as well as the research, to visit the same facility several times during the course of your research project, as you will gain new insight with each visit. Touring facilities with different representatives (such as a nurse, a visitor, patient advocate, facility manager, and/or architect) also will provide different viewpoints of the facility.

Submission Information

Applications will be judged based on the requested information. Please limit any additional information you may wish to include (such as portfolio pages) to three pages.

Appendix A

Research Proposal Guidelines (Doctoral Option C)

Instructions:

Please use lay language to describe your research according to following topics, and be sure to clarify key concepts related to the project. The proposal should not exceed 20 double-spaced pages. Sections of references and human subjects will not count toward the 20-page limit. The font should be 12-point Times New Roman or Arial. Page margins should be at least one-half inch.

- **Literature Review:** Clearly state the current state of knowledge and the research problem. Cite relevant research to support your statement.
- **Project Significance and Specific Aims:** Describe the significance of the research topic and its potential contribution to evidence-based design. Clearly state the research questions, aims or hypotheses upon which the project is based.
- **Methodology:** Describe the methods you will use to carry out the project. This section should provide sufficient information for the reviewers to have a clear understanding of how you will conduct the research. You should consider as applicable to your proposal the following topics: research design, data collection methods, recruitment of settings and participants, measurement, and data analysis. Also, describe any potential barriers to project implementation and describe how you plan to overcome those barriers.
- **Expected Outcomes:** Describe the expected outcomes/results of this project. The outcomes could be, but not limited to, empirical evidence, design guidelines/recommendations, or built-environment evaluation tools.
- **Human Subjects** (not included in the 20-page limit): If applicable, provide a detailed description of involvement of human subjects in the proposed study, or submit Human Subjects approval (IRB approval) from your university here or as an appendix.
- **References** (not included in the 20-page limit)

2017–2018 J. Armand Bergun Graduate Fellowship in Health Facility Planning and Design

Applicant Form

Please type all information. Form must be received by the AIA no later than January 20, 2017. If necessary, use separate sheets for additional information.

Name

Present address

Permanent address

Date of birth

Place of birth

Citizenship

Phone/Fax/E-mail

Education

List schools of higher education in chronological order. Official transcripts of academic records are required.

Name of School

Location

Date of Attendance

Degree

Architectural Experience

List most recent employer first.

Present Status of Applicant: Undergraduate (Option A) Graduate (Option A) Post Graduate (Option B)

Name of university where registration is anticipated for fellowship work during the upcoming year.

Does this school have a prescribed graduate architecture course in hospital design? Yes No

Name(s) of cooperating hospital(s) or healthcare institution(s), if any:

Date

Signature

Please return completed form to: **Marlene Seitz, Fellowship Chair, Academy of Arch. for Health**

Send to: Marlene Seitz triARC architecture & design 99 E. Virginia Ave., Phoenix, AZ 85003,

Questions? Contact Marlene Seitz phone: 602-229-1100 marlene@triARCdesign.com

J. Armand Burgun Fellowship in FGI interest areas of Health Facility Planning & Design

APPLICATIONS ARE DUE January 20, 2017

2017–2018 J. Armand Burgun Fellowship in Health Facility Planning and Design

Dean's Form

This form is to be completed by a college dean or department head or program director. Please type all information. Form must be *received by the AIA* no later than January 20, 2017. If necessary, use additional sheets.

Applicant's Name: _____

1. How would you describe this applicant's conduct, character, and personal qualities?
 Exemplary
 Entirely satisfactory for a fellowship holder
 Average
 Below standards expected of a fellowship holder. If this is the case, please provide an explanation of your recommendation in the space provided below.

2. All things considered, how would you recommend this applicant?
 Recommend without reservations
 Recommend with reservations
 Would not recommend

3. In your judgment, how does this student's academic standing to date compare with that of other members of class (i.e., professional college, school, or department)?
 Top quarter Second quarter Third quarter Fourth quarter

4. Please indicate the student's class rank during the last complete academic year.
_____ of _____ students in class (1 is highest rank)

5. How does the academic standing compare with that required of other fellowship/scholarship holders in your college, school, or department?
 Substantially above required standards Somewhat below required standards
 Somewhat above required standards Substantially below required standards

6. Does this college offer a prescribed sequence of courses in healthcare facility planning and design?
 Yes No

7. If #6 is "No," please outline below the specifically designed curriculum proposed.

8. If any items above are answered negatively, please explain reason for recommendation.

*Please return completed form to: **Marlene Seitz, Fellowship Chair, Academy of Arch. for Health***
Send to: Marlene Seitz triARC architecture & design 99 E. Virginia Ave., Phoenix, AZ 85003,
Questions? Contact Marlene Seitz phone: 602-229-1100 marlene@triARCdesign.com