

2019 – 2020

**AIA-AAH & AAH Foundation
Fellowships in
Health Facility Planning and Design**

**Application Instruction
Booklet**



**THE AMERICAN INSTITUTE
OF ARCHITECTS**

Academy of Architecture for Health

ACADEMY *of* ARCHITECTURE
for HEALTH FOUNDATION

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APPLICATION INSTRUCTIONS **(Applications due February 8, 2019)**

Fellowship Applicant Classifications:

Classification 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.

Classification 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.

Classification 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 per fellowship as listed in each Fellowship Brief. 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.

All fellowship awards will be distributed as follows:

1. 60% immediately following receipt and approval of a revised work plan and budget
2. 25% following receipt and review of the required progress report
3. 15% upon successful completion of all fellowship requirements, presentation to the Academy during the proposed conference, 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.

Qualifications of Applicants

All Applicants/All Classifications

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 (Classification 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.
3. This includes applicants enrolled in a 1-year program (assuming that some of the study will occur post-graduation).

Doctoral Study (Classification 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 (Classification 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 or non-tenured faculty.
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 (Classification A)

The application shall consist of:

1. Application form
2. Three letters of recommendation (additional letters will not be included in committee review)
 - a. 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.
 - b. 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.
3. Completed dean's form
4. 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
5. A narrative description of the proposed research, including:
 - a. A statement of the problem
 - b. The goal of the research
 - c. The research methods and process
 - d. The anticipated product(s)
 - e. The significance of the project
 - f. 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.
6. Schedule of activities that will lead to the completion of the proposed research within the fellowship term.
7. 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 (Classification B) & Professional in Independent Study (Classification C)

The application shall consist of:

1. Application form
2. Three letters of recommendation (additional letters will not be included in committee review)
 - a. 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.
 - b. 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.
3. 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
4. A letter from your current employer (for Option C applicant), when applicable, saying they are supporting your submission?
5. Research proposal, including:
 - a. An abstract, up to 400 words, with following subtitles: *Background, Aims, Methods, Expected outcomes.*
 - b. 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).
 - c. 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.
6. Schedule of activities that will lead to the completion of the proposed research within one year
7. 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.
8. 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 listed in each Fellowship Brief will meet to review all applications and make selections.

Final selection for each Fellowship will be based on:

1. Significance of the proposed research
2. Qualifications of the applicant
3. Content of the letters of recommendation
4. Completeness and clarity of the application
5. 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 (ALL Fellowships):

August 2018	Applications Released
February 8th, 2019	Application Deadline
March 2019	Award Recipients Notified at PDC Summit (location TBD)

Schedule of Awarded Recipients ('Tuttle' & 'GMZ' Fellowships):

Mid-May	Logistics of IRS forms and initial payment (60%) sent
November	Optional Attendance at 2019 HC Design Conference (location TBD)
March, 2020	Optional Attendance at the 2020 PDC Summit (location TBD)
April - May, 2020	Second Progress report followed by progress payment (25%)
September	Register for HC Design Conference (for presentation)
October	Logistics (Bios, technology, etc.) for presentations discussed
November 2020	Fellowship Presentation at 2020 HC Design Conference (location TBD)
November (2 wks. later)	Final Electronic Submission of Fellowship Documentation followed by last payment (15%)

Schedule of Awarded Recipients ('Burgun' Fellowship):

Beginning of April	Logistics of IRS forms and initial payment (60%) sent
September-October	Progress Report Submittal followed by progress payment (25%)
November	Optional Attendance at 2019 HC Design Conference (location TBD)
January 2020	Register for PDC Summit (for presentation)
February/early March	Logistics (Bios, technology, etc.) for presentations discussed
March 2020	Fellowship Presentation at 2020 PDC Summit (location TBD)
March/April (2 wks. later)	Final Electronic Submission of Fellowship Documentation followed by last payment (15%)

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

APPLICANT REQUIREMENTS

Reference Letters

Three letters of recommendation should be included in the application package. For Classifications 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 either the annual Healthcare Design Conference or PDC Summit (dependent upon which fellowship schedule they follow) 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/or 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 Classification 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.

1. **Literature Review:** Clearly state the current state of knowledge and the research problem. Cite relevant research to support your statement.
2. **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.
3. **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.
4. **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.
5. **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.
6. **References** (not included in the 20-page limit)

Applicant Form

Please type all information. If necessary, use separate sheets for additional information.

Fellowship - more than one fellowship may be selected if applicable to proposal content

- Arthur N. Tuttle Jr. Fellowship in Health Facility Planning and Design**
- GMZ - Programming, Planning and the Practice of Designing Health Facilities**
- J. Armand Burgun Fellowship in FGI interest areas of Health Facility Planning & Design**

Contact 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.

Classification of Applicant: **Undergraduate (A)** **Graduate (A)** **Doctoral (B)** **Independent Study (C)**

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: Isabella Rosse, Specialist, Knowledge Communities & Resources, The American Institute of Architects, 1735 New York Avenue NW, Washington, DC 20006-5292. Questions? Contact Isabella Rosse, issabellarosse@aia.org

