

**2020-2021 Fellowships
Health Facility Planning and Design**

**Tuttle & GMZ Fellowships
Application Instruction
Booklet**



**The American
Institute
of Architects**

Academy of
Architecture for Health

an **AIA** Knowledge Community

ACADEMY of ARCHITECTURE
for HEALTH FOUNDATION

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Fellowship History & Establishment

AIA-AAH Arthur N. Tuttle Fellowship in Health Facility Planning and Design:

The Tuttle Fellowship supports graduate students and emerging professionals seeking licensure, increasing their awareness of the needs and nature of healthcare facilities, attracting talented young architects and students to the field and advancing the knowledge of planning and design for healthcare environments.

Fellowship award(s) range from \$2,000 – \$10,000.

Griffin/McKahan/Zilm (GMZ) Graduate Fellowship in Health Facility Planning & Design:

This fellowship has been established by three leaders in healthcare planning through the Academy of Architecture for Health Foundation Legacy fund. Goals of this fellowship include to encourage research into healthcare programming and planning as well as into the general practice of healthcare architecture. Worthy examples of study include but is not limited to IPD, design assist, alternative delivery models, etc.

Fellowship award(s) range from \$2,000 – \$9,000.

APPLICATION INSTRUCTIONS

(Applications due February 7, 2020)

Fellowship Applicant Classifications:

Classification A*: Undergraduate or Graduate student in the academic year prior to graduation

Classification B: Doctoral or Post Graduate student

Classification C: Academic Affiliated or other Graduate Level Independent Study

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

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 and be ready to present their research.
3. The applicant's past performance must give a strong indication of the applicant's ability to successfully complete the fellowship.
4. The selection committee reserves the right to judge the applicability of programs deemed appropriate for the support of the candidate's work and the applicant's status and viability towards fellowship studies.

Undergraduate/Graduate Study (Classification A)

1. The Undergraduate or Graduate program must have a focus on Health and Healthcare Planning and Design and offer a professional degree or be accepting of professional degree students.
2. The candidate's study/thesis must demonstrate a focus in healthcare design research.
3. 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.

Doctoral Study (Classification B)

1. Doctoral or Post Graduate program must have a focus on Health and Healthcare Planning and Design.
2. The candidate's study/dissertation must demonstrate a focus in healthcare design research.
3. 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.
4. Non-NAAB programs must be affiliated with a University program within the United States.

Academic Affiliate/Graduate Level Independent Study (Classification C)

1. This category is meant to encompass those currently teaching or enrolled in an academic institution.
2. Independent research in the health facility field shall be completed within the term of the fellowship after the fellowship is awarded.
3. The applicant must be prepared and in a position to devote adequate time to complete the proposed research during the allotted period.

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. Fellowship recipients must consider travel costs to conferences for final presentations.

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
 - 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.

Application Requirements

All applicants must submit a **single PDF application*** bound into the following sections in order:

1. Application form
2. Three letters of recommendation. All reference letters should express that the writer has read, reviewed, and is in support of the applicant's proposal.
 - a. If applicable, the application must include letters of verification 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. 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.
4. A 20 page maximum narrative description of the proposed research, including:
 - a. A statement of the problem (including any applicable background and aims)
 - b. The goal of the research
 - c. The research methods and process
 - d. The anticipated product(s)/expected outcomes
 - 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.
5. Schedule of activities that will lead to the completion of the proposed research within the fellowship term.
6. A proposed project budget showing line items for supplies, travel, rentals, printing and reproduction, computer time, and other related expenses**.
 - a. Tuition, wages or salaries, and normal living expenses are not to be included.
 - b. The purchase of equipment such as computers, cameras, or computer software should not be included.
 - c. The proposal should include travel costs (airfare, hotel, car rental, meals, and conference fees) to attend any conferences as listed below. Note the fellows' registration fee will be waived at the conference at which they make their final presentation.

*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.

**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.

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 ('Tuttle' & 'GMZ' Fellowships):

| | |
|-------------------------|--|
| August 2019 | Applications Released |
| February 7, 2019 | Application Deadline |
| March 2020 | Award Recipients Notified at PDC Summit (San Antonio, TX) |
| Mid-May | Logistics of IRS forms and initial payment (60%) sent |
| November | Optional Attendance at 2020 HC Design Conference (New Orleans) |
| March 2021 | Optional Attendance at the 2021 PDC Summit (location TBD) |
| April - May, 2021 | 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 2021 | Fellowship Presentation at 2021 HC Design Conference (location TBD) |
| November (2 wks. later) | Final Electronic Submission of Fellowship Documentation followed by last payment (15%) |

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

ADDITIONAL FELLOW REQUIREMENTS

Consultation with Mentor

Each fellow is expected to work with a mentor to oversee and consult with the fellow. If the fellow needs assistance in finding a mentor, the Scholarships and Fellowship Committee can assist. 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 arrange for his or her attendance to either the annual Healthcare Design Conference for the final presentation including budgeting the travel and hotel costs associated with the conference. 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 website, 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 AAH's Fellowships Committee.

Each fellow will make a final presentation at the end of the fellowship year to the members of the AAH 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.

Consideration for Publication

Recipients are encouraged to prepare a manuscript that can be submitted to the Academy Journal (or another peer-reviewed journal). Published papers or other dissemination should acknowledge the support of the [respective grant/fellowship and sponsoring organization]. (If the paper is submitted to and accepted by another journal, please notify the grants/fellowships committee chair.)

Note: Costs to distribute and format the study for publication in the Academy Journal should also be accounted for in the allotted budget.

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**

Contact Information

Name

Present address

Permanent address

Date of birth

Place of birth

Citizenship

Phone

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: Doug Paul, Sr. Director, Knowledge Communities & Resources, AIA, aah@aia.org