**2021-2022 AIA-AAH &
Foundation for Health Environments Research**

Fellowships in Health Facility Planning and Design

Tuttle & GMZ Fellowships Application Instruction Booklet

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Fellowship Summary

AIA-AAH Arthur N. Tuttle Fellowship

Applicants: Graduate Students

The Tuttle Fellowship supports graduate students who desire to increase their awareness of the needs and nature of healthcare facilities. The goal of this fellowship is to attract talented students to the field to advance their knowledge of planning and design for healthcare environments. This fellowship is seeking graduate students who demonstrate a research informed design approach resulting in a clearly demonstrated design proposal.

Project/Design based outcome focused on Health Facility Planning and Design

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

Griffin/McKahan/Zilm (GMZ) Fellowship

Applicants: Doctoral Students & Young Faculty

This fellowship has been established by three leaders in healthcare planning through the Foundation for Health Environments Research - 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.

Research based outcome focused on Programming, Planning and the Practice of Designing Health Facilities

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

APPLICATION INSTRUCTIONS (Applications due no later than April 23, 2021)

Specific Qualifications

<u>Tuttle</u>

All applicants shall be enrolled in a fully accredited NAAB Architecture Program offering a professional degree or who already hold a professional degree and are enrolled in a post-professional degree.

<u>GMZ</u>

All applicants shall be enrolled or teaching in a program within disciplines such as architecture, interior design, industrial design and/or landscape architecture.

Qualifications of All Applicants

1. The candidate's study/thesis/dissertation proposal must demonstrate a focus in healthcare design research.

2. 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 healthcare environment.

3. The applicant must exhibit a command of the English language and be ready to present their research.

4. The applicant's past performance must give a strong indication of the applicant's ability to successfully complete the fellowship.

5. 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.

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. One to three letter(s) of recommendation expressing the writer has read, reviewed, and is in support of the applicant's proposal.
   a. One letter shall be submitted by a person who holds an advisory position directly related to the study, research and/or design of this fellowship. This person shall provide validation of departmental/disciplinary support and shall include specifically how they will be providing such support.
3. Up to 5-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/or design 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.
4. Schedule of activities that will lead to the completion of the proposed research within the fellowship term.
5. 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 will meet to review all applications and make selections 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*:

August 2020	Applications Released
April 23, 2021	Application Deadline
Mid-May	Award Recipients Notified & Announced/Logistics of IRS forms and initial payment (60%) sent
November	Optional Attendance at 2021 HC Design Conference (location TBD)
March 2022	Optional Attendance at the 2022 PDC Summit (location TBD)
April – May	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 2022	**Fellowship Presentation** at HC Design Conference (location TBD)
November (2 wks. later)	Final Electronic Submission of Fellowship Documentation followed by last payment (15%)

* GMZ applicants may apply for an additional year no cost extension for review and approval

Contact Information

Marlene (Seitz) Brandemuehl
AIA-AAH Fellowship Chair

marlene@triARCdesign.com
480-221-2425

Tatiana Guimaraes
Foundation Health Environments Research (FHER) Fellowship Chair
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305-613-6159

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

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

1. A progress report must be submitted during 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.
2. Draft of final hard copy report and conference presentation (submitted approximately 2 months in advance).
    a. If Tuttle fellow – final draft must include documentation (including design documentation) correlating with design solution
3. At the end of the fellowship term, each fellow will make a final presentation to the members of the AAH at the Healthcare Design Conference generally held in November.
4. An electronic copy final report must be submitted to the Chair of the AIA/AAH Fellowships Committee.

Licenses to Reproduce Project Documentation

By accepting the fellowship, the fellow grants to the Academy of Architecture for Health and/or the Foundation for Health Environments Research 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 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 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.

2021 - 2022 AIA-AAH & Foundation for Health Environments Research - Fellowships - Tuttle & GMZ Application

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.

Name of School	Location	Date of Attendance	Degree

Architectural Experience
List most recent employer first.

_____

_____

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