

**2023-2024 AIA-AAH / FHER
Fellowships in Health Facility Planning and Design**

Tuttle & GMZ Fellowships Application Instruction Booklet

Academy of Architecture for Health
 AIA Knowledge Community

 **FOUNDATION**
for HEALTH ENVIRONMENTS RESEARCH
research that advances the built environment in healthcare

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Fellowship Summary

AIA-AAH Arthur N. Tuttle Fellowship

Eligible 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

Eligible Applicants: Doctoral and Master's Students, Junior Faculty, and Emerging Professionals in Healthcare Facility Design

This fellowship has been established by three leaders in healthcare planning through the Foundation for Health Environments Research (FHER) Legacy fund. Goals of this fellowship include encouraging research related to healthcare programming and planning as well as to 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 10, 2023)

Specific Qualifications

Tuttle

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.

GMZ

All student and junior faculty applicants shall be enrolled or teaching in a program within disciplines such as architecture, interior design, industrial design and/or landscape architecture. All emerging professional applicants shall NOT have been involved in more than two healthcare facility projects in the past, and NOT be employed at a firm with any in-house research team.

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 environments.
3. The applicant must exhibit a command of the English language and be ready to present their research findings at the end of the year-long fellowship term.
4. The applicant's past performance must give a strong indication of the applicant's ability to successfully complete the fellowship within a year.
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. 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 one-year 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.

***Equipment/software directly related to data collection and analysis, such as light meters, equipment for video-observations, and quantitative/qualitative data analysis software can be allowed and will be evaluated on a case-by-case basis.

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*:

November 2022	Applications Released
March 3 rd 2023	Fellowship Webinar Q&A Session
April 10 th 2023	Application Deadline
June 2023	Award Recipients Notified & Announced/Logistics of IRS forms and initial payment (60%) sent
November 2023	Optional Attendance at 2023 HCD Conference (New Orleans, LA)**
March 2023	Optional Attendance at the 2023 PDC Summit (Phoenix, AZ)**
April – May 2024	Progress report followed by progress payment (25%)***
September 2024	Register for HCD Conference (for presentation)**
October 2024	Logistics (Bios, technology, etc.) for presentations discussed
November 2024	Fellowship Presentation at HCD Conference (location TBD)
November (2 wks. later)	Final Electronic Submission of Fellowship Documentation followed by last payment (15%), including Graphical Abstract

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

** All expenses related to conferences should be included in the study budget, as part of the application

***Progress report dates are subject to change and will be confirmed according to communications between grantee and fellowship chair.

Contact Information

Isabella Rosse

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Herminia Machry

FHER Fellowship Chair
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864-650-2339

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 AAH/ACHA Summer Leadership Summit or the Healthcare Design Conference) before their final presentation. These conferences are generally held in the Summer 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 Fellowship Committee (for Tuttle grantees) or to the Chair of the FHER Committee (for GMZ grantees).
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 and graphical abstract must be submitted to the AIA AAH's Fellowship Committee (for Tuttle grantees) or to the Chair of the FHER Committee (for GMZ grantees), no later than 2 weeks after the conference presentation.

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 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. Note that to collect data in healthcare facilities the applicant will need to present IRB (Institutional Review Board) approval documentation, proofing the feasibility of data collection.

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
Alternative 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 healthcare design? Yes No

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

Date

Signature

Please return completed form to: Isabella Rosse, Director, Knowledge Communities at
aah@aia.org