

**2024-2025 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

The Tuttle and GMZ are fellowships focused on Health Facility Planning and Design. They are respectively offered by the American Institute of Architect's Academy of Architecture for Health (AIA-AAH) and the Foundation for Health Environments Research (FHER), which are two interdependent organizations allied to further common purposes.

While both fellowships are independent from each other, they are joined by a similar application process, and coordinated in a collaboration between AIA-AAH and FHER teams. They also share a mission to:

- Increase architecture students' and emerging professors' awareness of the special needs and nature of health facilities.
- Encourage research consistent with the overall mission of the AAH, FHER, and Facility Guidelines Institute (FGI).
- Attract talented emerging architects and students to this field.
- Advance the knowledge of planning and design of healthcare environments.

Each fellowship has some specific applicant and study requirements, which are briefly described below, and explained in detail in the following sections of this document.

AIA-AAH Arthur N. Tuttle Fellowship

- This fellowship is supported by the American Institute of Architect's Academy of Architecture for Health (AIA-AAH).
- This fellowship supports graduate students who desire to increase their awareness of the needs and nature of healthcare facilities.
- The specific 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.
- Fellowship award(s) range from \$2,000 – \$10,000

Griffin/McKahan/Zilm (GMZ) Fellowship

- This fellowship has been established and supported by three leaders in healthcare planning through the Foundation for Health Environments Research (FHER) Legacy fund.
- This fellowship supports graduate students, junior faculty, and emerging professionals in healthcare facility planning and design.
- The specific goals of this fellowship include encouraging research related to healthcare programming and planning as well as to the general practice of healthcare architecture.
- Fellowship award(s) range from \$2,000 – \$9,000

APPLICANT REQUIREMENTS

General Requirements

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

Specific Requirements

AIA-AAH Arthur N. Tuttle Fellowship

Eligible Applicants:

Graduate Students

All student applicants considered for the Tuttle fellowship shall:

- Be enrolled in a fully accredited NAAB Architecture Program offering a professional degree, OR
- Already hold a professional degree in Architecture while also being enrolled in a post-professional degree.

Griffin/McKahan/Zilm (GMZ) Fellowship

Eligible Applicants: *

Graduate Students: PhD and Master's students

Junior Faculty: teaching or research faculty relatively new to their current position (up to two years in) at an educational institution (university, college, etc.).

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.

Emerging Professionals in Healthcare Facility Design: architects/designers with little to no experience in healthcare facility design.

All professional applicants shall be relatively new to the field of healthcare facility design, to align with the FHER mission. Their resume or CV should

identify their current employer and describe their past involvement in healthcare related projects. This information will be evaluated according to the criteria below:

- Preference will be given to professional applicants with prior involvement in no more than two healthcare facility projects.
- Professional applicants must show that their current employer (e.g., architecture/design firm) does not have in-house research focused on healthcare design that could otherwise support their proposed study.

* The Tuttle/GMZ jury 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.

STUDY REQUIREMENTS

General Requirements

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

Specific Requirements

AIA-AAH Arthur N. Tuttle Fellowship

Study Deliverables: Research-based Design Proposal & Recommendations

The deliverables of a study funded by the Tuttle fellowship must include:

- A design proposition that demonstrates how the research premise gets resolved/applied in a project
AND
- Research-based design recommendations clearly applicable to healthcare facility design projects in practice.

Griffin/McKahan/Zilm (GMZ) Fellowship

Study Deliverables: Research-based Design Recommendations

The deliverables of a study funded by the GMZ fellowship must include research-based design recommendations clearly applicable to healthcare facility design projects in practice.

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

Submission

Applications are due **April 1st, 2024**.

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 Jury 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 Jury Committee reserves the right to conduct telephone interviews with applicants and to contact references prior to final selection. In the case of a tie between one or more applicants, a second round of reviews will occur.

Schedule of Awarded Recipients*:

November 2023	Applications Released
February 2024	Fellowship Webinar Q&A Session
April 1st 2024	Application Due
April 2024	Jury Review and Board Approval
May 2024	Award Recipients Notified & Announced/Logistics of IRS forms and initial payment (60%) sent
November 2024	Optional Attendance at 2024 HCD Conference (location TBD)**
March 2025	Optional Attendance at the 2023 PDC Summit (Phoenix, AZ)**
April – May 2025	Progress report followed by progress payment (25%)*
September 2025	Register for HCD Conference (for presentation)**
October 2025	Logistics (Bios, technology, etc.) for presentations discussed
November 2025	Fellowship Presentation at HCD Conference (Indianapolis, IN)
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. This no cost extension must be communicated in advance to the fellowship chair and is subject to review and approval by the FHER board.

** All expenses related to the 2025 HCD conference 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

Director, Knowledge Communities, AIA

aah@aia.org

Shary Adams

AAH Scholarship & Fellowship Chair

sadams@cannondesign.com

Herminia Machry

FHER Fellowship Chair

hsmachry@ku.edu

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

Consultation with Mentor

Each fellow is expected to work with a mentor at their educational institution or firm to oversee and consult with the fellow about their study. If the fellow needs assistance in finding a mentor, the Fellowship Chair 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 suggested 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 provided during the fellowship term. This report should coincide with natural breaks in the projects as outlined in the work plan, including a revised work plan when applicable. The report should 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 send completed form to:

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

Herminia Machry, Fellowship Chair, FHER, hsmachry@ku.edu.