

**2009–2010 AIA Arthur N. Tuttle Jr.**

**Graduate Fellowship in  
Health Facility Planning and Design**

**Application Instruction Booklet**

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# **APPLICATION INSTRUCTIONS**

## **(Applications due at the AIA April 29, 2009)**

### **Purpose of the Fellowship**

### **History**

The Mangus T. Hopper Fellowship Program in hospital architecture was started at Yale University in 1949 for third-year students to study hospital planning at Yale's graduate level. Students worked closely with the medical school, the university teaching hospital, and the Department of Health, which gave a course in hospital administration.

The Hopper program was discontinued in 1960. Recognizing both the need to encourage young architects and students to enter this specialized field and the value of intensive education and experiences provided by the Hopper Fellowship, the American Institute of Architects (AIA) and the American Hospital Association (AHA) cosponsored a hospital architecture fellowship program that was fully under way by 1962.

Today, the fellowship is funded by the AIA Foundation, the AIA Academy of Architecture for Health, and the STERIS Corporation. The fellowship was renamed in honor of Arthur Tuttle, an architect and educator who mentored the fellowship program and its fellows for more than a decade. Tuttle's dedication to the Academy of Architecture for Health and its programs made him a living example what it means to be engaged in a "fellowship" of ideas, community, and giving. In his honor the AIA/AAH Fellowship now bears his name.

### **Goals**

- To increase architecture and healthcare students' awareness of the special needs and nature of healthcare facilities
- To attract talented young architects and students to this field
- To advance the knowledge of planning and design for healthcare environments

## Description of the Program

**Option A:** Undergraduate study for final year (one academic year) of a 5th year student enrolled in an accredited school of architecture or healthcare focused (nursing, health administration, product design, industrial design, etc) program offering a professional degree. The candidate's study/thesis must demonstrate a focus in healthcare design. 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.

**Option B:** Graduate study for one academic year in any accredited school of architecture in a university that has a program of healthcare architecture or a school of hospital administration or is near healthcare organizations and resources that are adequate to supplement the prescribed graduate architecture courses in health-facilities design.

**Option C:** Graduate study, doctoral level, in the health-facilities field, to be completed within one calendar year or an independent study that is near completion with the intent to present the results and publish in the *Academy Journal*.

## Fellowship Award Amounts

Option A & B fellowship awards are in the **\$4,500 to \$10,000** range. Option C fellowship awards are in the \$3,000 to \$5,000 range due to the reduced duration, presentation, and publication requirements of this option. Option C fellows should plan on attending and presenting at the fall conference one year after the award of their fellowship. Incompletion of the fellowship after one year may void final payments of award monies. Over the program's history, the award has been granted to students and professionals proposing significant healthcare planning or design projects. Historically, funds available for the fellowship have been divided among two or more applicants. The fellowship is not a scholarship program and is not intended to support tuition, salary, wages, and living expenses.

The Selection Committee will determine the number and amount of the award(s) to be given, based on the quality of the applications.

**For Option A & B**, the award will be distributed as follows:

- 1/2 immediately following receipt and approval of a revised work plan and budget
- 1/4 following receipt and review of first progress report (often coincides with attendance at the AIA/AAH Fall Conference)
- 1/8 following receipt and review of second progress report

- 1/8 upon successful completion of all fellowship requirements, presentation to the Academy, and submission of four (4) bound copies of the fellowship documentation.

**For Option C**, the award will be distributed as follows:

- 3/4 following receipt of revised work plan and budget
- 1/4 upon successful completion of all fellowship requirements, presentation to the Academy, and submission of four (4) bound copies of the fellowship documentation.

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.

The work plan and progress reports are to be sent to the chair of the AIA Academy of Architecture for Health's Fellowships and Scholarships Task Force. Each fellow will be assigned a mentor from the Scholarships and Fellowship Committee to oversee and consult with the fellow.

## **Special Interest Areas**

The following are some areas of interest in the healthcare industry that the AIA considers timely subjects:

- The effect of facility design on patient care and human needs
- The effect of new technologies (e.g., patient-care developments, building systems, equipment and information systems) on facility design
- New approaches to functional programming and space planning for healthcare facilities
- The analysis of alternative project delivery approaches (e.g., construction management, design-build, use of modular components)
- The effect of facility design on building performance (e.g., energy efficiency, maintenance, useful life, LEED)
- The planning and design of outpatient care environments
- The effect of facility design on staff performance and productivity
- New approaches to the reuse and retrofit of obsolete facilities (e.g., solutions to the problems associated with the use of aging facilities).

## Qualifications of Applicants

### Undergraduate Study (Option A)

1. At the time of the application, the applicant shall be:
  - in the academic year prior to graduation of a five-year program leading to a professional degree in architecture (e.g., first or second semester of fifth year).
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. All applicants for the fellowship shall be enrolled in a fully accredited school of architecture in the United States, Canada, or Mexico.
4. The applicant must exhibit a command of the English language.
5. The applicant's past performance must give a strong indication of the applicant's ability to successfully complete the fellowship.

### Graduate Study (Option B)

1. At the time of the application, the applicant shall be:
  - in the academic year prior to graduation of a two- or three-year graduate program leading to a professional degree in architecture (e.g., the first or second semester of the first year of a two-year master of architecture degree program, or second year of a three-year program).
2. An applicant selecting Option B shall submit as a part of the application a plan listing graduate-level 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. All applicants for the fellowship shall be enrolled in a fully accredited school of architecture in the United States, Canada, or Mexico.
4. The applicant must exhibit a command of the English language.

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

**Postgraduate/PhD Students in Independent Study (Option C)**

1. The applicant shall have earned a professional architecture degree (e.g., bachelor of architecture or master of architecture degree).
2. The applicant must be prepared and in a position to devote adequate time to complete the proposed research during the allotted period.
3. All applicants for the fellowship shall have received a degree from or be enrolled in a fully accredited school of architecture in the United States, Canada, or Mexico.
4. The applicant must exhibit a command of the English language.
5. The applicant's past performance as a student and as a professional architect must give a strong indication of the applicant's ability to successfully complete the fellowship.

## Application Requirements

### Undergraduate (Option A) & Graduate (Option B)

The application shall consist of:

- Application form
- Four letters of recommendation (additional letters will not be included in committee review)
- Completed dean's form
- Official transcript(s) of all university-level academic work (transcripts in foreign languages must be verified with an English language document)
- A narrative description of the proposed research, including:
  - A statement of the problem
  - The goal of the research
  - The research methods and process
  - The anticipated product(s)
  - The significance of the project
- Schedule of activities that will lead to the completion of the proposed research within one year
- 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 should not be bound. All narratives must be typewritten and double-spaced. Sheet size must be 8<sup>1/2</sup>" x 11" vertical format. Please keep in mind that the application package will be photocopied in black and white for distribution to the Selection Committee. The application package will not be returned to you.

The application must include four letters of recommendation, one from the person completing the dean's form and three 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. See the helpful hints section for more information.

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.

## Postgraduate (Option C)

The application shall consist of:

- Application form
- Four letters of recommendation (additional letters will not be included in committee review)
- Official transcript(s) of all university-level academic work (transcripts in foreign languages must be verified with an English language document)
- Research proposal, including:
  - An abstract, up to 400 words, with following subtitles: *Background, Aims, Methods, Expected outcomes.*
  - 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).
- Schedule of activities that will lead to the completion of the proposed research within one year
- 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.
- 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 not be bound. All narratives must be typewritten and double-spaced. Sheet size must be 8<sup>1/2</sup>" x 11" vertical format.

The application must include four 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. See the helpful hints section for more information.

In addition to the four 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.

## Administration of the Program

### Selection of Successful Applicant(s)

The Selection Committee will meet to review all applications and make selections. The committee normally consists of:

- An architect, typically the chair of the AIA/AAH Fellowships and Scholarships Task Force
- A representative of the AIA/AAF Scholarship Committee
- A hospital administrator
- An architect actively engaged in the planning and design of healthcare facilities
- A representative of the AIA/AAH Board
- The AIA project manager of the Academy of Architecture for Health, who serves as secretary
- One or more past recipients of the AIA/AAH Fellowship.

Final selection will be based on:

- Significance of the proposed research
- Qualifications of the applicant
- Content of the letters of recommendation
- Completeness and clarity of the application
- 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.

Fellows are typically selected and notified within 60 days after the fellowship deadline.

## **Responsibilities of the Fellow(s)**

### **Progress Reports**

At least two progress reports must be submitted during the course of the fellowship year. These reports should coincide with natural breaks in the projects as outlined in the work plan.

### **Consultation with Mentor**

The fellow is expected to seek periodic consultations with his/her assigned mentor to ensure progress and compliance with stated goals.

The fellow is expected to attend one or more meetings of the AIA's Academy of Architecture for Health before the final presentation. 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 their annual fall conference, generally held in October. Costs associated with 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 fall conference at which they make their final presentation.)

Four copies of the final report in bound format must be submitted to the American Institute of Architects Academy of Architecture for Health.

Normally the fellowship period is limited to one year. An exception to this requirement may be granted in special cases.

### **Licenses to Reproduce Project Documentation**

By accepting the fellowship, the fellow grants to the American Institute of Architects fully paid non-cancelable and non-exclusive licenses to reproduce any project documentation prepared by the fellow during the fellowship.

## **Helpful Hints**

### **Application Package**

Applications will be photocopied and distributed to all reviewers. It is to your advantage to prepare your proposals (images and text) for optimum viewing when photocopied. Do not bind your proposal package. If you have a page that may be questionable, put it through the photocopier on general copy and see if the page looks as you would like it to be seen by the reviewers.

### **Reference Letters**

Four letters of recommendation should be included in the application package. One letter should be submitted from the dean or department head of the college or school overseeing the program in which the student is registered. Three 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 transcripts from a non-English language university, the committee would like to have some type of translation of the coursework and GPA.

### **Conference Attendance**

The applicant needs to schedule and budget for his or her attendance to the annual AAH fall conference for the final presentation. Also, it is recommended that the fellows attend one AAH or AAH/ASHE conference before their final presentation. The conferences are generally held in the spring (March) and fall (October). Check the Academy's Web site, [www.aia.org/aah](http://www.aia.org/aah), for conference dates and locations.

### **Budget**

The proposal should include costs for printing and publication costs for four bound copies of the final report. It should also include travel costs (airfare, hotel, car rental, meals, and conference fees) to attend, at a minimum, two AAH conferences: one interim and the final presentation. Option B applicants should plan to attend and present at one conference only with accompanying research documents or material for submission and distribution.

### **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.

### **Additional 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 Option 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.

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

**2009–2010 AIA Arthur N. Tuttle Jr. Graduate Fellowship in Health Facility Planning and Design**

**Dean's Form**

This form is to be completed by a college dean or department head. Please type all information. Form must be received by the AIA no later than April 29, 2009. If necessary, use additional sheets.

Applicant's Name: \_\_\_\_\_

1. How would you describe this applicant's conduct, character, and personal qualities?  
 Exemplary  
 Entirely satisfactory for a fellowship holder  
 Average  
 Below standards expected of a fellowship holder. If this is the case, please provide an explanation of your recommendation in the space provided below.
  
2. All things considered, how would you recommend this applicant?  
 Recommend without reservations  
 Recommend with reservations  
 Would not recommend
  
3. In your judgment, how does this student's academic standing to date compare with that of other members of class (i.e., professional college, school, or department)?  
 Top quarter       Second quarter       Third quarter       Fourth quarter
  
4. Please indicate the student's class rank during the last complete academic year.  
\_\_\_\_\_ of \_\_\_\_\_ students in class (1 is highest rank)
  
5. How does the academic standing compare with that required of other fellowship/scholarship holders in your college, school, or department?  
 Substantially above required standards       Somewhat below required standards  
 Somewhat above required standards       Substantially below required standards
  
6. Does this college offer a prescribed sequence of courses in healthcare facility planning and design?  
 Yes       No
  
7. If #6 is "No," please outline below the specifically designed curriculum proposed.
  
8. If any items above are answered negatively, please explain reason for recommendation.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Institution/Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone/Fax/E-mail

*Please return completed form to: Allison Fax, AIA Academy of Architecture for Health, Knowledge Communities, The American Institute of Architects, 1735 New York Avenue NW, Washington, DC 20006-5292, phone: 202-626-7358. Questions? Contact Allison Fax, [afax@aia.org](mailto:afax@aia.org).*

**2009–2010 AIA Arthur N. Tuttle, Jr. Graduate Fellowship in Health Facility Planning and Design**

**Application Form**

Please type all information. Form must be received by the AIA no later than April 29, 2009. If necessary, use separate sheets for additional information.

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Name

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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.

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Present Status of Applicant:  Undergraduate (Option A)  Graduate (Option A)  Post Graduate (Option B)

Name of university where registration is anticipated for fellowship work during the upcoming year.

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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: Allison Fax, AIA Academy of Architecture for Health, Knowledge Communities, The American Institute of Architects, 1735 New York Avenue NW, Washington, DC 20006-5292, phone: 202-626-7358. Questions? Contact Allison Fax, [afax@aia.org](mailto:afax@aia.org). **APPLICATIONS ARE DUE APRIL 29, 2009**