

**2020–2021
Fellowship in
Design for Seniors**

**Application Instruction
Booklet**



**The American
Institute
of Architects**

Design for Aging

an **AIA** Knowledge Community

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Application Instructions (Applications due November 15, 2019)

Fellowship Applicant Classifications

Classification A: Undergraduate or Graduate study of a student enrolled in an Architecture Program or aging focused (nursing, gerontology, health administration, product design, industrial design, landscape, etc.) program offering a professional degree or accepting professional degree students. The student should be in their final year of that degree program. The candidate's study/thesis must demonstrate a focus in aging design research. The candidate must also demonstrate that resources are available, such as aging coursework, an association with a senior living organization, an association with a senior living focused design firm and/or an aging focused professional or instructor, that are adequate to supplement and support a year-long study in senior living design. The selection committee reserves the right to judge the applicability of programs deemed appropriate for support of the candidate's work.

Classification B: Doctoral study enrolled in an Architecture Program or aging focused (nursing, gerontology, health administration, product design, industrial design, landscape, etc.) or prior graduation from similar program. The candidate's study/dissertation must demonstrate a focus in aging design research. The candidate must also demonstrate that resources are available, such as aging or healthcare coursework, an association with a senior living organization, an association with a senior living focused design firm and/or an aging focused professional or instructor, that are adequate to supplement and support a year-long study in senior living design. The selection committee reserves the right to judge the applicability of programs deemed appropriate for support of the candidate's work.

Classification C: Professional in Independent Study. This category is meant to encompass those currently not enrolled in an academic institution. Independent research in the senior living field shall be completed within the term of the fellowship after the fellowship is awarded. The selection committee reserves the right to judge the applicant's status and viability towards fellowship studies.

Fellowship Award Amounts

It is the intent to grant one or more fellowship award(s) designed to be in the \$7,500-\$15,000 range. The Selection Committee will determine the number and amount of the award(s) to be given, based on the quality of the applications. 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.

All fellowship awards will be distributed as follows:

1. 60% immediately following receipt and approval of a revised work plan and budget, Winter 2019
2. 25% following receipt and review of the required progress report, Summer 2020
3. 15% upon successful completion of all fellowship requirements, presentation to the DFA Advisory Group during the proposed conference, and submission of electronic copy of the fellowship documentation. Electronic submissions are due no later than two weeks after the final presentation in Spring 2021.

The Selection Committee may, at any time upon written notice, cancel the award if it is found that the fellow is not satisfying the award requirements.

Potential Research Topics

The goal is for any research topics to focus on the relationship between the built environment and resident quality of life and wellness or future models of care. Example topics could include:

- New concepts in design for dementia
- Reuse of dilapidated buildings such as mall, hotels, or offices
- Impacts of new technologies on environment and models of care
- Opportunities and benefits of mixed use and/or intergenerational communities
- The future of age friendly city design and planning
- Next generation skilled nursing household design
- Strategies for aging successfully in one's own home

Qualifications of Applicants

All Applicants/All Classifications

1. All applicants for the fellowship shall be enrolled in an accredited Architecture Program/relevant allied program OR if Independent Study, shall have earned a professional degree from a Professional Program.
2. The applicant must exhibit a command of the English language.
3. The applicant's past performance must give a strong indication of the applicant's ability to successfully complete the fellowship.

Undergraduate/Graduate Study (Classification A)

1. At the time of the application, the applicants selecting Option A shall be in the academic year prior to graduation (either of their undergraduate or graduate degree).
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 senior living facilities. If such a course sequence is unavailable at the applicant's university, a specially designed curriculum (including independent study) may be substituted.
3. This includes applicants enrolled in a one-year program (assuming that some of the study will occur post-graduation).

Doctoral Study (Classification B)

1. An applicant selecting Option B shall submit as a part of the application a plan listing doctoral-level courses that will permit the student to concentrate on the planning and design of senior living facilities.

Professional in Independent Study (Classification C)

1. The applicant must be prepared and in a position to devote adequate time to complete the proposed research during the allotted period.

Application Requirements

Undergraduate/Graduate Study (Classification A)

The application shall consist of:

1. Application form
2. Three letters of recommendation (additional letters will not be included in committee review)
 - a. The application must include three letters of recommendation, one from the person completing the dean's form and two 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.
 - b. In addition to the three reference letters, the application must include letters of verification, if applicable, from the administration of any involved senior living community affirming the applicant will be allowed appropriate access to the facility.
3. Completed dean's form
4. Official transcript(s) of all university-level academic work (transcripts in foreign languages must be verified with an English language document). All transcripts shall be sent directly from the school
5. A narrative description of the proposed research, including:
 - a. A statement of the problem
 - b. The goal of the research
 - c. The research methods and process
 - d. The anticipated product(s)
 - e. The significance of the project
 - f. A paragraph indicating how your topic will impact the future of the senior living architecture industry as well as how you plan to make future professional contributions within this industry.
6. Schedule of activities that will lead to the completion of the proposed research within the fellowship term.
7. 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 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.

Doctoral (Classification B) & Professional in Independent Study (Classification C)

The application shall consist of:

1. Application form
2. Three letters of recommendation (additional letters will not be included in committee review)
 - a. The application must include three 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.
 - b. In addition to the three reference letters, the application must include a letter of verification, if applicable, from the administration of any involved senior living institution affirming the applicant will be allowed appropriate access to the facility.
3. Official transcript(s) of all university-level academic work (transcripts in foreign languages must be verified with an English language document). All transcripts shall be sent directly from the school.
4. A letter from your current employer (for Option C applicant), when applicable, saying they are supporting your submission.
5. Research proposal, including:
 - a. An abstract, up to 400 words, with following subtitles: *Background, Aims, Methods, Expected outcomes*.
 - b. 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).
 - c. A paragraph indicating how your topic will impact the future of design for seniors as well as how you plan to make future professional contributions within this industry.
6. Schedule of activities that will lead to the completion of the proposed research within one year
7. 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.
8. 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 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.

Administration of the Program

Selection of Successful Applicant(s)

The Selection Committee 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 Recipient(s)

July 2019	Applications Released
November 15, 2019	Application Deadline
December 2019	Award Recipients Notified

Additional Responsibilities of the Fellow(s)

ADDITIONAL FELLOW REQUIREMENTS

Consultation with Mentor

Each fellow will be assigned a mentor to oversee and consult with the fellow. 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 budget for his or her attendance to the 2021 Environments for Aging Conference for the final presentation. The conference is generally held in March or April.

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 respective AIA Staff Member who is coordinating the program.

Each fellow will make a final presentation at the end of the fellowship year to the members of the DFA Advisory Group at the Environments for Aging Conference.

An electronic copy final report must be submitted to the Design for Aging Leadership Group.

Licenses to Reproduce Project Documentation

By accepting the fellowship, the fellow grants to the AIA DFA 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 senior living communities 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 community several times during the course of your research project, as you will gain new insight with each visit.

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.

Appendix A

Research Proposal Guidelines (Doctoral Classification B)

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.

1. **Literature Review:** Clearly state the current state of knowledge and the research problem. Cite relevant research to support your statement.
2. **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.
3. **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.
4. **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.
5. **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.
6. **References** (not included in the 20-page limit)

Applicant Form

Please type all information. If necessary, use separate sheets for additional information.

Contact Information

Name

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.

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 aging design? Yes No

Name(s) of cooperating senior living community(s), if any:

Date

Signature

Please return completed form to: Isabella Rosse, Manager, Knowledge Communities & Resources, The American Institute of Architects at isabellarosse@aia.org

Dean's Form

This form is to be completed by a college dean or department head or program director. Please type all information. Form must be *received by the AIA no later than November 15, 2019*. 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. 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

5. Does this college offer a prescribed sequence of courses in senior living facility planning and design?
 - Yes No

6. If #5 is "No," please outline below the specifically designed curriculum proposed.

7. If any items above are answered negatively, please explain reason for recommendation.

Date Signature

Name/Title

Institution/Address

Phone/Fax/E-mail

Please return completed form to: Isabella Rosse, Manager, Knowledge Communities & Resources, The American Institute of Architects at isabellarosse@aia.org