



AMERICAN ACADEMY OF NURSING
transforming health policy and practice through nursing knowledge

2019 FELLOWSHIP APPLICATION INSTRUCTIONS

(Application deadline: Monday, February 11, 2019)

MISSION STATEMENT

Serve the public and the nursing profession by advancing health policy, practice and science through organizational excellence and effective nursing leadership.

APPLICATIONS NOT COMPLYING WITH INSTRUCTIONS, CRITERIA AND/OR REQUIREMENTS WILL NOT BE REVIEWED.

Please carefully review the following criteria, requirements, and guidelines to ensure successful completion of the Application for Fellowship. Requirements have been clarified for the type of application: service, policy, academia, or research.

APPLICATION REQUIREMENTS

1. Applicants must be sponsored by TWO Fellows in good standing with the Academy. According to the Academy's bylaws Honorary Fellows may not sponsor applicants.
2. Applicants who are United States citizens must be current members of the American Nurses Association (ANA). There are two ways you can fulfill the ANA membership requirement. Full ANA membership through a state nurses association or, where available, direct membership in ANA. The E-membership option does not meet the specified requirement. International applicants must be a member of one of the National Nurses Associations listed as a member organization of the International Council of Nurses (ICN). Click here to view the [ICN List of Members](#).
3. Applicants may not be sponsored by a fellow serving on the Fellow Selection Committee.
4. Sponsors may support a maximum of two (2) applicants per year.
5. Payment of \$350.00 application fee (US currency) must be received with each completed application.
6. Applications must be completed in English.

CRITERIA FOR SELECTION OF FELLOWS

1. Membership in good standing in the American Nurses Association (ANA) or an ANA constituent member association (state nurses association). [International Applicants- Membership in good standing with a national nurses association holding membership in the International Council of Nurses (ICN).]
2. Specific evidence of outstanding contributions to the improvement of nursing and/or health care at the national or international level or illustrations of how state or regional contributions demonstrate potential impact at the national or international levels. Examples should be specific and related to the primary area of substantive contribution: service, practice, advocacy, policy, or research.

ADDITIONAL GUIDANCE

1. When describing the impact of the applicant's unique contributions, an explanation of the scope, reach, or spread of the work is helpful in setting the rationale for the application. For example, leading a practice or policy change or innovation in a large health care system or state could be viewed as "regional".
2. Many contributions to nursing and health care are made as a team. Accordingly, a description of the applicant's responsibilities on the team strengthens the application. Leadership on teams would be defined as formally leading the team or a subset of the team's work; bringing the sole nursing perspective to the team's work (but the nursing perspective still needs to be innovative and unique).
3. The type of committee appointments should also be described. For example, being appointed to a Congressional committee, a national board, or a committee that is highly selective (NIH, IOM, etc.) would be important to include.
4. Prestigious recognitions and/or awards related to the applicant's area of contribution should be described.
5. For service-focused applicants, examples may include descriptions of innovations or improvements in health care or public health; evidence of development and implementation of unique models of nursing care; evidence of leadership in the health system's improvement initiative(s); evidence of active participation/leadership in mentoring others in unique and innovative models of care; and/or evidence of unique role in team-based innovations.
6. For policy/professional organization focused applicants, examples may include evidence of leadership in the development of health policy; evidence of unique role in the development/advocacy for health policy; demonstration of the health policy's potential impact and evidence of foundational approach to achieving same; and/or evidence of unique role if there was a team approach to policy development.
7. For academic/scholarship or research focused applicants, examples may include publications of unique work in peer reviewed journals, publication of textbooks and/or other similar documents, with evidence of use of same by others; Receipt of external funding to support research, with specific evidence of individual contribution if team-oriented research; evidence of mentoring of others in research efforts; demonstration of impact of research on health care, nursing practice, or education; evidence of the development of innovative and unique models of education.

SPONSOR RESPONSIBILITY GUIDELINES

It is the responsibility of both sponsors to:

1. Only forward individuals they believe are truly ready for Fellowship.
2. Work collaboratively with the applicant and other sponsor to assure coherence and completeness of the total submission.
3. Know the candidate's work well enough to speak to the candidate's national (and/or international) contributions so as to enhance the Fellow Selection Committee's understanding of the candidate.
4. Assure that remarks of both sponsors substantiate the candidate's contributions so as to advocate for and advance the application.
5. State the capacity in which they have known the candidate and how long they have known the candidate.
6. Comment on their unique contributions as well as the impact or the potential impact of those contributions.

APPLICATION INSTRUCTIONS

It is also **STRONGLY** suggested that applicants and sponsors complete the “Pre-Application Self-Assessment” located on the Academy website prior to submitting an application for Fellowship.

- The 2019 Fellow Application must be submitted electronically at www.AANnet.org.
- All of the required application materials must be uploaded to the Application Submission Form online: application, CV, and, if applicable, proof of international nursing organization membership.
- Applications that are received after **February 11, 2019, 11:59PM EST** will not be considered in the 2019 Fellow Application process.
- The application is available online at www.AANnet.org. The application is an editable PDF. Applicants are expected to download the application and complete it in full. This format will allow applicants to circulate their application to the sponsors to gather their content prior to submission of the form. Both sponsors are expected to be active participants and supervise the application process, including providing verification that the application is complete and accurate.
NOTE: The applicant and sponsors will be able to email the application back and forth to obtain input. Applicants must ensure that their application packet is complete. Partial submissions will be reviewed in the condition they are received.

Step 1: Completing the Application Form (Applicant)

- Go to www.AANnet.org, and click on the 2019 Fellowship Application link to access the application form. Please read all instructions and criteria carefully before beginning application process.
PLEASE NOTE: You must have adobe Acrobat version 8 or later on your computer to open this PDF.

- After opening the PDF, you will be able to save the document onto your computer. Once you do this, you may complete the form and email a copy of it to your sponsors so that they may complete their sections.
- Applications will be considered ineligible and will not be reviewed for any of the following reasons:
 - **Exceeding the word count on any response**
 - **Falsification, fabrication, or embellishment of contribution**
 - **Missing or incomplete information in any section of the application**

Step 2: Provide Curriculum Vitae (Applicant)

CV GUIDELINES

- CV must be submitted in PDF format.
- CVs exceeding **20** pages will **NOT** be accepted.
- **DO NOT INCLUDE:** Courses taught, theses/dissertations supervised, extensive job descriptions, institutional committees, publications in process, or continuing education.
- Make sure that the CV information substantiates the information contained in the application.

INCLUDE ONLY THE FOLLOWING: Employment history, educational history, publications, research with dollar amounts, awards and honors, professional activities and community service, selected presentations, and other activities that demonstrate sustained contributions.

1. Each category should be organized starting with the **most recent activities**.
2. For lengthy careers the relevant activities and accomplishments should be highlighted, or the candidate may specify that the CV provides detail for only the **last 10 years** with abbreviated references to prior time spans.
3. **List only funded grants.** Specify the title of the grant; amount of funding in U.S. dollars; time period of grant; your role; and percent contribution.
4. Applicants should clearly identify their individual role in any grants listed on CV or application (e.g., PI, co-PI, data collector, statistician, etc.)
5. Applicants who are working on grants should spell out their role in the investigation and their individual contribution to the science and program of research.
6. Applicants who undertake a significant portion of their work in groups must be clear about the nature of the role they occupy in these groups. (In some instances in which candidates were never the first author, or PI, such applications are hard to interpret.)

REQUIRED: (International Applicants Only):

To verify your national nursing association membership, please provide a photocopy of your current membership card. If no membership card is available, please provide other written verification of current membership, such as a letter written on the organization's letterhead verifying that your membership is current. Please make sure to note your country of citizenship on the application form in the identified field.

Step 3: Submitting Application and Payment Online

- **Submission instructions will be posted in early January**
- Applications will be accepted online **January 11, 2019, through February 11, 2019.**
- You **MUST** provide payment for the \$350.00 application fee at the time of submission.
- Checks are the Academy's preferred method of payment. Payment by credit card will be assessed a \$7.95 convenience fee. The Academy accepts Discover, MasterCard, Visa, and American Express.
- To pay by check, choose the "Send Check" option and follow the steps below to submit a check.
 - Checks **MUST** be postmarked by **February 11, 2019**, or your application will **NOT** be accepted
 - Make check payable to **American Academy of Nursing**
 - Write applicant's name in the memo line of the check
 - Send checks to the following address:
American Academy of Nursing
Attn: 2019 Fellowship Application
1000 Vermont Ave. NW, Suite 910
Washington, DC 20005
- Receipts will be generated automatically upon application and payment submission and will be **emailed** from info@aannet.org to the e-mail address you provided.

**ALL application materials must be uploaded online
by February 11, 2019, 11:59PM EST.**

**Please direct questions to Joshua Poole, Member Engagement Manager,
at JPoole@aannet.org.**