FELLOWSHIP APPLICATION

AMERICAN ACADEMY OF NURSING MISSION STATEMENT

Improve health and achieve health equity by impacting policy through nursing leadership, innovation, and science.

GUIDE & INSTRUCTIONS

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BEFORE YOU BEGIN
Visit the American Academy (Academy) of Nursing’s website at www.aannet.org/about/fellowship-application to access the application and other resources. Please carefully review the following criteria, requirements, and guidelines to ensure successful completion of the application for Fellowship.

Applications that do not comply with instructions, criteria, and/or requirements will not be reviewed.

DEADLINE
The deadline for submission is Friday, February 19, 2021, 11:59 PM EST. Applications received after the deadline will not be considered. This is strictly enforced. Academy staff are available for support during regular business hours, Monday – Friday, 9:00 AM – 5:00 PM ET. Please reach out to Claire Holland, Member Engagement Coordinator, at 202-777-1176 or cholland@aannet.org with questions.

APPLICATION REQUIREMENTS
- Applicants must be sponsored by TWO Fellows in good standing with the Academy as outlined in the Academy’s bylaws.  
  - According to the Academy’s bylaws, Honorary Fellows and Fellows currently serving on the Fellow Selection Committee may not sponsor applicants.  
  - Applicants may not be sponsored by members of the Academy’s Board of Directors.
- 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 ANA e-membership option does not meet the specified requirement.
- International applicants must be a member of one of the National Nurses Associations (NNA) listed as a member organization of the International Council of Nurses (ICN). View a list of ICN Members (exceptions may be considered if there is no ICN-affiliated NNA in the country in which you reside).
- Payment of $350.00 application fee (US currency) must be received with each completed application.
- Applications must be completed in English.

SELECTION CRITERIA
CRITERION FOR SELECTION OF FELLOWS
Specific evidence of your substantive, sustained, and outstanding contribution to health or health care at the national/international level or state/regional work demonstrating potential for scalable impact. Data should be provided to support the impact of your work. Area(s) of impact may include service, practice, education, advocacy, policy, government, military, research, or other. Note, you do not need to demonstrate impact in all areas, it is best to focus on your primary and secondary (if applicable) area(s).
SPONSOR RESPONSIBILITY GUIDELINES

Sponsors may support a maximum of two (2) applicants per year.

It is the responsibility of both sponsors to:

- Only support individuals they believe are truly ready for Fellowship.
- Work collaboratively with the applicant and other sponsor to assure coherence and completeness of the total submission.
- 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.
- Assure that remarks of both sponsors substantiate the candidate's contributions so as to advocate for and advance the application.
- State the capacity in which they have known the candidate and how long they have known the candidate.
- Comment on their unique contributions as well as the impact or the potential impact of those contributions.

Note: The Academy is blinding the sponsor information to eliminate possible unconscious bias in the review process. In drafting your sponsor statements, please refrain from including personal information that would identify yourself such as titles, roles, or identifying data.

*Applicants must upload and submit their application, sponsors cannot submit on behalf of an applicant.*
HOW TO COMPLETE AND SUBMIT YOUR APPLICATION

Step 1: Complete the Application Form
• The Application Form is an editable PDF. Download a copy of the Application Form at www.aannet.org/about/fellowship-application by clicking on the 2021 Fellowship Application.
  o The PDF format allows applicants to circulate their application to the sponsors to gather their content prior to submission of the form. The applicant and sponsors will be able to email the application back and forth to obtain input.
  o Sponsors will need to complete Section 3: Sponsor Statements and Section 4: Sponsor Certification (under Sponsor 1 and Sponsor 2) of the Application Form.
  o Applicants must ensure that their application is complete. Both sponsors are expected to be active participants and advise the applicant, including verifying that the application is complete and accurate.
  o Completed applications must be submitted electronically by the applicant. Partial submissions will be reviewed in the condition they are received. Sponsors cannot submit the application on behalf of the applicant.
  o You must have Adobe Acrobat version 8 or later on your computer to open the PDF.
  o Applications will be considered ineligible and will not be reviewed if there is missing or incomplete information in any of the sections, if the word count for any response is exceeded, or if contribution or application information is falsified, fabricated, and/or embellished.

• Your completed Application Form will be uploaded to the Academy’s online portal at https://aan.ps.membersuite.com/custom/Fellowships/FellowshipApplication.aspx

Step 2: Provide your Curriculum Vitae (CV)
• Make sure that your CV information substantiates the information contained in the application.
• Please note the CV Guidelines:
  o CV must be saved and submitted as a PDF.
  o CVs exceeding 20 pages will NOT be accepted.
  o INCLUDE: Employment history, educational history, publications, research with dollar amounts, awards and honors, professional activities and community service, selected presentations, or other activities that demonstrate sustained contributions.
  o Each category should be organized starting with the most recent activities.
  o DO NOT INCLUDE: Courses taught, theses/dissertations supervised, extensive job descriptions, institutional committees, publications in process, or continuing education.
• Additional CV Guidance:
  o 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.
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.

Applicants should clearly identify their individual role in any grants listed on CV or application (e.g., PI, co-PI, data collector, statistician, etc.).

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.

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.)

- Your CV will be uploaded to the Academy’s online portal at https://aan.ps.membersuite.com/custom/Fellowships/FellowshipApplication.aspx

**Required for International Applicants Only:**

To verify your National Nursing Association (NNA) 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. Your NNA verification (if applicable) will be uploaded to the Academy’s online portal at https://aan.ps.membersuite.com/custom/Fellowships/FellowshipApplication.aspx.

**Step 3: Submit Your Application and Payment Online**

Applications will be open for submission January 19, 2021 through February 19, 2021, 11:59 PM ET.

- You MUST submit your application online at https://aan.ps.membersuite.com/custom/Fellowships/FellowshipApplication.aspx. See the submission instructions for further details.
- You MUST provide payment for the $350.00 (U.S. currency) application fee at the time of submission. 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 19, 2021, or your application will NOT be accepted. Make check payable to American Academy of Nursing. The applicant’s name should be written in the memo line of the check.
    - Mail checks to the following address:
      American Academy of Nursing
      Attn: 2021 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 associated with your application.

Once an application is submitted you will be unable to make modifications to the documents provided.

**ALL application materials must be uploaded and submitted online by February 19, 2021, 11:59 PM EST.**
SUBMISSION INSTRUCTIONS

The Academy collects Fellowship Applications via its online portal. In order to submit your application online, you must Create a User Account or log into an existing account on https://aan.ps.membersuite.com/custom/Fellowships/FellowshipApplication.aspx.

Click on “Create a User Account” or use your existing account credentials to login. If needed, click on the Forgot your password link for assistance in retrieving your login information.

On the “Create Account” screen, type in your first name, last name, email address, and postal code and click “Continue”.

Enter in the required information on the “Create Account” page. Upon account creation, you will receive a confirmation email that says “Welcome to American Academy of Nursing”.
Click on “Next” and it will bring you to the portal Welcome page. Click on “Submit 2021 Fellowship Application” underneath the “Fellowship Application” menu.
This will bring you to the 2021 Fellowship Application form, fill out the required and applicable fields and upload your application and CV. Hit Submit.

Then you will be directed to the payment page. Select how you would like to pay, enter in the payment information, and click “Continue”.
Once you complete the payment information, you will be redirected to your completed application page and you will also receive an email confirming your submission, as well as your payment.

QUESTIONS
Please direct questions to the Academy’s Member Engagement Coordinator, Claire Holland, at Cholland@aannet.org or 202-777-1176.
ADDITIONAL GUIDANCE

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.”

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 the teams would be defined as formally leading the team or a subset of the team’s work; or bringing the sole nursing perspective to the team’s work (but the nursing perspective still needs to be innovative and unique).

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, in which you can describe your individual impact on said committee, would be important to include.

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.

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/or evidence of unique role if there was a team approach to policy development.

For academic/scholarship or research focused applicants, examples may include publications of unique work in peer-reviewed journals, publication of textbooks and/or similar documents, with evidence of use of the 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 innovation and unique models of education.

FELLOWSHIP APPLICATION EXEMPLARS

Candidates interested in applying for Fellowship in the Academy must demonstrate their impact in the Applicant Statement section of the application. See examples below that reflect various impact areas. Please note that Fellows have a diverse range of backgrounds and experiences. The exemplars do not reflect a full application, the examples below only reflect Section 2: Applicant Statements, Question 1a and 1b.

Attention must be given to the entire application— which includes questions 2 and 3, the sponsors’ statement that amplify the applicant’s contributions, and a CV that verifies and cross-references statements within the application. These exemplars are intended for informational purpose only. Admission into the Academy is based on the evaluation of a candidate’s full application by the Fellow Selection Committee.
EXEMPLARY APPLICANT STATEMENTS

As noted above, these examples only include responses to Question 1a and 1b.

Question 1:

Summarize your significant individual contributions on the national/international level or describe a state/regional effort demonstrating potential for scalable impact (consider this section to be similar to an abstract of the work you will describe in Question 2).

a. Based on the above, summarize the primary area(s) of impact: service, practice, education, advocacy, policy, government, military, research, or other. Note, you do not need to demonstrate impact in all areas, it is best to focus on your primary and secondary (if applicable) area(s).

b. Describe the context in which your impact occurs. Please be sure to clarify for the reviewers the specific role that you have in the setting as applicable to this application.

Exemplar 1

1a.) I have designed graduate health administration education (HAE) curricula at University X that includes patient-centered care and the essential role of nursing as a member of the interprofessional care team. Additionally, my research on organizational outcomes of hospitals by ownership type, development of high-performing healthcare organizations, best practices in health administration education, and palliative care practices, has contributed to new knowledge and the evolution of organizational systems and models of healthcare delivery and education.

1b.) My scholarship (books and articles, service on national boards and committees, and international presentations) has resulted in University X attaining “best practice” recognition among healthcare management and policy programs. Subsequently, other programs, like Universities Y and Z, have adopted the model. Because of my written and spoken influence as a thought leader, the Commission on Accreditation of Healthcare Management Education (CAHME) adopted accreditation standards with a greater focus on patient-centered care using my curricular model.

Secondly, with a focus on a patient-centric curriculum and program development, my qualitative and descriptive work has changed the way health administration education is delivered. My innovative courses, case studies, and teaching methods have been disseminated in articles, books, book chapters, instructors’ guides, blogs, and speaking engagements nationally and internationally. My research using national databases has measured outcome variations among hospitals by ownership type and has changed the way organizational values are operationalized in conceptual models. My research model for measuring organizational outcomes by ownership has been cited and replicated widely. The model has been adopted by healthcare leaders to select and evaluate services that reflect their mission and values.

Exemplar 2

1a) My primary areas of impact are service and advocacy. Having worked as a clinician in four countries during humanitarian crises as well as 16 countries in regional crisis zones, I have observed and
advocated for methods by which to provide psychosocial support for communities and caregivers affected by trauma. I have refined a presentation style that engages clinicians to transform healthcare through a focus on resilient caregivers and organizations. Impact of this is measured invited keynote addresses that focus on building resilience among caregivers. This work supports a growing field of knowledge about ways to decrease burnout.

1b) Rooted in more than a decade of experience working in humanitarian settings, while advocating for the psychosocial support of children in crisis settings, my current impact in the nursing profession focuses on contemplative and innovative methods by which we foster resilience—for individuals and organizations. The feature-length documentary about my work addresses this primary question: How do we cultivate resilience in culturally diverse settings? I work to answer that question while serving in my major role as Director of the Compassionate Care at University B. I impact nursing practice at the regional and national levels through workshops, presentations and consulting. Workshops span from unit-based presentations to invited, regional keynotes and guided practices for health system leaders in efforts to demystify contemplative practices. My consulting work has evolved out of my international research on practices like “The Pause” and other forms of meditation. My publications (research and op-eds) have sparked interest in adapting self-care and resilience practices to meet the culturally diverse needs of clinical nurses.

Exemplar 3
1a) My greatest contribution to nursing has been my scholarship and practice focused on improving the health of perinatal women and their children, particularly among those living in poverty. My research was the first to demonstrate the influence of maternal depression and maternal health disparities, fetal growth, and childhood development. I contribute to raising awareness of psychosocial risks and adverse perinatal outcomes among clinicians and administrators, lead an interdisciplinary research team on racial disparities, collaborate nationally and internationally with students, clinicians, and colleagues, and advocate for nursing’s voice in eliminating health disparities in birth outcomes.

1b) My work significantly impacts health care practice with the ultimate goal of improving the quality of patient care. I mentor healthcare providers (e.g., nurses, physicians, social workers) in diverse care settings, nationally and internationally, on the importance of screening for risks to perinatal health including perinatal depression and patient-provider inequality. I provide guidance on how to screen, overcoming barriers to effective screening, adopting policy recommendations, and evaluating processes and outcomes. As a specific example, my guidance has changed policy for pregnancy screening requirements at 2 major health care organizations resulting in over 12,000 women screened for these risks in 2014 alone, with appropriate referrals for >90% of nearly 3,200 women identified at risk for depression or experiencing intimate partner violence. With a $400,000 grant from NIH, I have extended my work to include perinatal women living with disabilities, a group at heightened risk for disparate outcomes, and critically understudied. Through leadership in research, academic education, and community/organizational service, my work improves the quality of care provided to perinatal women.

Exemplar 4
1a) My contributions to the field of nursing has focused on access to healthcare by devising multi-level and systemic changes. My seminal contribution has been refining navigation in improving healthcare access and translating that knowledge into the adoption of practice, policy, and service standards that
are now employed nationally. I have marshalled paradigm-shifting policy changes by lending my expertise to legislative and policy think-tanks and healthcare organizations as well as leading grassroots community organizing and creating partnerships with renowned health equity advocates. As a leader, I have been at the forefront in transforming the dialogue on health, social, and economic injustices.

1b) My practice and policy work have significantly improved access to care among diverse medically underserved populations. Based on my extensive, hands-on experience in developing and overseeing navigation services for medically underserved breast cancer patients, in 2010 I developed and implemented the first standardized “lay” patient navigation curriculum. Distinct from nursing navigation, lay navigation utilizes a peer-to-peer life coach model to address the cultural and contextual barriers to accessing healthcare. I went on to successfully implement this lay navigation curriculum with navigators at National Cancer Institute-designated academic and community cancer centers in NC, SC, and GA, with the goal of increasing enrollment and improving retention in lung cancer treatment trials. The curriculum was highlighted in Cancer as a model for healthcare systems navigation strategies. The curriculum incorporates formal evaluation of lay navigators using patient actors with simulated patient interactions.