

REQUEST FOR PROPOSALS

The American Academy for Healthcare Interior Designers, Inc. (“AAHID”) invites graduate students to submit a proposal for a research study focusing on healthcare interior design issues.

Purpose

The purpose of this program is to: 1) promote the importance of healthcare interior design research; 2) contribute to the body of knowledge for healthcare interior design, consistent with the mission of AAHID.

Mission of the American Academy of Healthcare Interior Designers

The American Academy of Healthcare Interior Designers certifies the knowledge, skills and abilities of healthcare interior designers. Board Certified Healthcare Interior Designers are distinguished and qualified by education, examination, and work experience to practice healthcare interior design. The AAHID appellation recognizes excellence, commitment and knowledge. It further distinguishes preeminent healthcare interior designers from other architects, designers, decorators, and interior designers. AAHID promotes research of healthcare interior environments and seeks collaboration opportunities to develop improved products for healthcare interiors with Industry Partners.

Goals of the Fellowship

- To assist a student in the exploration of the impact of interior design by supporting the development and conduct of a one year research project.
- To advance the knowledge of interior design and healthcare facility planning for indoor environments, focusing specifically on healthcare environments that support person-centric care and positive relationships between staff, residents/patients, and family.
- To contribute to the body of knowledge by providing opportunities for a learning project focused on the indoor environment specific to healthcare
- To contribute to the body of research that supports design implications.

Fellowship Award

The fellowship award is in the amount of \$6,000.00 and the recipient will receive two checks in 2011. The award is intended to support the recipient by providing funds to cover educational and necessary research-related expenses during the award year. In addition, the award includes a conference pass and a stipend valued at up to \$1,500 for travel expenses to present at the Healthcare Design Conference (HDC) conference in November 2011.



Qualifications for Fellowship & Criteria for Selection

The fellowship is awarded to an individual student, or at most a pair of students working on a joint project (and who therefore share the \$6,000 and travel stipends). The AAHID Fellowship candidates must demonstrate the following:

- Enrollment in an institution of higher education as a graduate student
- Strong academic qualifications including a minimum of a 3.0 GPA (please include a copy of your transcript).
- Active participation with an AAHID Mentor
- A commitment to a multi-disciplinary plan of study to pursue innovative solutions to improve the quality of the person-centered healthcare environments (which includes at least one design advisor and one healthcare advisor (faculty from nursing, medicine, healthcare administration, or similar field)).
- The proposed project must be research focused.
- The proposed project should focus on how the interior environment supports person/patient-centered care and positive relationships between staff and the patient/resident and family.

Proposal Submission Requirements (Due Tuesday, June 15, 2010 by 5:00 PM PST)

- Complete Application Form (found at the end of this document)
- Two letters of recommendation with contact information from faculty and research advisors
- Curriculum Vitae
- A description of the proposed project including (limited to 2,000 words):
 - Statement of the problem
 - Goals of the project
 - Significance of the project
 - Rational for methods and process
 - Timeline of activities that will lead to the completion of the project in time to present at the fall 2011 Healthcare Design Conference.
 - Budget and budget justification (not included in the 2000 word limit)

Proposals should be sent electronically, as a single PDF document, to Peter Brooks at PB@AAHID.org Please use a web based application such as www.yousendit.com or some other software product for files larger than 3mb. Partial files with clear identification of the applicant's last name and project will be accepted and compiled by AAHID into one Application file for the committee. Mailed applications are also acceptable.

Administration of the Program

The selection committee will review all applications and make the selection. The committee normally consists of professionals and academics from interior design and healthcare.

Final Selection will be based on:

- Significance of the proposed research study or project (40%)
- Completeness and clarity of the application (25%)
- Qualifications of the applicant (15%)
- Content from the letters of recommendation (10%)
- Potential of the applicant to make significant future professional contributions (10%)

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 30 days after the fellowship deadline.

Responsibilities of the Fellow

Deliverables include:

- Interim Progress report (4-6 pages)
- Final Report (10-20 pages)
- PowerPoint Presentation at HC Design '11
- A one page abstract article
- Presentation to sponsoring organization

Progress Report

A progress report must be submitted during the fellowship year. The report should coincide with a natural break in the project as outlined in the work plan. The progress report is expected to detail progress made to date, obstacles encountered and how they were, or will be, overcome, and changes to the protocol or methodology, and any preliminary results, if available. Expected length, 4-6 pages.

Consultation with AAHID Mentor

The fellow is expected to seek periodic consultations with his/her selected mentor to ensure progress, compliance with stated goals, and for outside critique and advising during the course of study. It is the role of the mentor to provide critical assessment, professional expertise and facilitation of collaboration with others who may contribute to the quality of the project. The fellow may also contact Dr. Margaret Calkins, AAHID Research Liaison, for periodic reviews of the project.

Research Presentation

The fellow is expected to attend and present at the HDC conference in November 2011. This presentation is intended to be an opportunity to discuss the findings and potential impacts on healthcare interior environments of the project. The \$1,500 travel stipend should be used for transportation and accommodation costs to attend this conference. The Fellow will speak twice at the AAHID conference. One will be a short 10-20 minute presentation before the AAHID supporters at their annual breakfast meeting. The second will be 20-30 minute PowerPoint style presentation at one of the concurrent sessions, open to all conference attendees. The extended PowerPoint Style presentation should also be submitted for use on the AAHID website.

Final Report Submission

Four hard copies and one electronic of the final report must be submitted to AAHID at the end of the fellowship year (8.5" x 11" vertical format). The final report shall be written in the format of an article submitted to a peer reviewed journal. Graphic illustrations from the project are encouraged.

Presentation to Sponsoring Organization

The sponsoring organization will pay travel costs for the Fellowship Recipient to present the completed project to their Research and Development Department, at a mutually agreeable time.

Licenses to reproduce project documentation

By accepting the fellowship, the fellow grants AAHID an irrevocable, royalty free license in perpetuity for AAHID, or its successor, to use such materials for its own publications and for posting on AAHID's Website. In furtherance of this license, the fellow will represent and warrant that the submitted materials are original with the fellow and do not infringe on or violate the intellectual property or privacy rights of any person or entity. AAHID will be entitled to use the fellow's photo and biography in connection with the receipt of this award.

Acknowledgment of Support and Disclaimer

An acknowledgment of support from AAHID and Nurture with a disclaimer must appear somewhere in any publication of any material, whether copyrighted or not, based on or developed under the project being reported, in the following terms:

"This research was funded in part by the Steelcase Corporation and the American Academy of Healthcare Interior Designers, Inc. Any opinions, findings, conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the American Academy of Healthcare Interior Designers, Inc. or Nurture by Steelcase"

Applications

Upon receipt by electronic means or otherwise the application becomes the sole property of AAHID and Nurture and is subject to its privacy and document destruction policies. Every effort will be made to retain the confidentiality of applicants however it is possible that Nurture/AAHID may use your contact information for future correspondence related to your academic/research progress and/or professional career. The winning application/proposals presentations and related documents may be posted on AAHID or Nurture's website.

Other Pertinent Information

- After the award is made, but prior to commencement of research, a conference call will be held that includes the applicant, the AAHID mentor, at least one academic advisor, and members of the AAHID Fellowship Committee. The purpose of the call is to provide feedback on the research proposal.

This fellowship is intended to provide incentive and support for students interested in quality research in healthcare interior design. It is expected that the students will develop and write the proposal (not faculty or advisor). Examples of projects may include dissertation topics, master thesis topics, independent study topics, etc. The research may be conducted in any healthcare setting (acute, ambulatory, outpatient, senior residential care (assisted living and nursing homes), pediatric, mental health setting, etc.). The research should serve to enhance our understanding of the link between healthcare interior design and specific, measurable outcomes.

The proposal is a statement of intention and may require further development or a change in direction as the selected fellow proceeds with the project and develops new knowledge and interest in the subject matter. Proposals may be submitted for research that has already started, but the research must be completed in time to present results at the November 2011 Center for Health Design conference. Changes to the intended proposal should be discussed with the AAHID Mentor.

The Budget may include but is not limited to the purchase of necessary materials for the project (e.g. equipment or supplies for modifying an environment), costs for developing, copying or duplicating materials (e.g. for online or paper surveys), mileage for transportation to site(s), payments to participants or supporting organizations, if applicable, and stipend/tuition costs for the researcher. The budget justification (1 page, maximum) should explain each item in the budget.

The winner of the Fellowship will be subject to all applicable taxes and laws of the United States of America and must file the proper income forms with AAHID to receive the reward.

The Fellowship is open, offered and judged to all participants without regard to race, religion, color age, gender, national and ethnic origin, disability and veteran's status



thereby permitting access to all rights, privileges, programs and activities generally accorded or made available to participants at AAHID.

AAHID in its sole discretion may reject any or all proposals with or without notice or reasons, withdraw this RFP at any time before or after delivery of proposals, or if no proposal is accepted, abandon the RFP. AAHID and Nurture [I think you should refer to Nurture in the beginning if they are the sponsoring organization] reserve the right to revoke the Fellowship and demand full reimbursement if the recipient is found to have plagiarized, given false or misleading information, or violated any law with respect to the research of either the country of origin or the United States of America.

AAHID reserves the sole and exclusive right in its discretion to modify the timeline for decision-making or otherwise modify or amend this RFP as it deems appropriate.

All responses to the RFP become the property of AAHID. Regardless of any markings identifying the proposal or its content as proprietary or confidential, AAHID reserves the right to disclose or use any information contained in the applications/proposals and other presentations responsive to this RFP.

Those submitting proposals, materials, or information further certify that they have or will have such ownership or use rights in such work product sufficient to allow AAHID to achieve its purposes as generally provided for in the RFP, including rights granted to AAHID as described above.

