



AMERICAN ACADEMY OF NURSING
2010 FELLOWSHIP APPLICATION FORM
(Due: By **February 26, 2010**)

**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.

It is also **STRONGLY** suggested that applicants and sponsors complete the “Pre-Fellow Self-Assessment” (http://www.aannet.org/files/public/Pre-Fellow_Assessment_2010_FINAL.pdf) prior to submitting an application for Fellowship.

AAN MISSION STATEMENT

The mission of the AAN is to serve the public and nursing profession by advancing health policy and practice through the generation, synthesis, and dissemination of nursing knowledge.

APPLICATION REQUIREMENTS

1. Applicant must be sponsored by TWO Fellows in good standing with the Academy. International and Honorary Fellows may not sponsor applicants.
2. Applicants who are United States citizens must be current members of the American Nurses Association (ANA) or an ANA constituent member association (state nurses association). 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).
ICN List of Members- <http://www.icn.ch/addresslist.htm>
3. Sponsors must be AAN fellows in good standing.
4. Applicants may not be sponsored by a Fellow serving on the Fellow Selection Committee.
5. Sponsors may sponsor only one (1) applicant per year.
6. Electronic submission of the 2010 Application is the required method of submission.
7. Payment of \$300 application fee (US currency) must be received with completed application.
8. 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 at the national or international level or how your regional impact demonstrates potential for national application.

See Self-Assessment Worksheet [http://www.aannet.org/files/public/Pre-Fellow_Assessment_2010_FINAL.pdf] for examples of such evidence.

SPONSOR RESPONSIBILITY GUIDELINES- Please review article listed in number 1 below.

It is the responsibility of both sponsors of an applicant for Fellowship to:

1. Only forward individuals they believe are truly ready for Fellowship.
2. State the capacity in which they have known the candidate and how long they have known the candidate.
3. Work collaboratively with the applicant and other sponsor to assure coherence and completeness of the total submission.
4. 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.
5. Assure that remarks of both sponsors substantiate the candidate's contributions so as to advocate for and advance the application.

HIGHLY RECOMMENDED READING

For further advice on how to submit a successful application for Fellowship, we encourage you to read the following documents relating to the Fellow Selection Process:

1. **"The role of sponsors in the fellow application process"** - *Nursing Outlook* article co-authored by 2007 Fellow Selection Committee Co-Chairs Juliann G. Sebastian, PhD, RN, FAAN and Pamela Thompson, MSN, RN, FAAN.
http://www.aannet.org/files/public/10_The_Role_of_Sponsors_in_the_Fellow_Selection_Process.pdf
2. **"Fellow Selection Process"**- *Nursing Outlook* article co-authored by 2006 Fellow Selection Committee Co-Chairs, Susan Gennaro, DSN, RN, FAAN and Juliann G. Sebastian, PhD, RN, FAAN explaining the Fellow selection process.
http://www.aannet.org/files/public/11_FellowSelectionProcess_Sept06NO_GennaroSebastian.pdf

GENERAL INSTRUCTIONS

The 2010 Fellow Application must be submitted electronically. The email subject line should read: 2010 Fellow Application. Please attach all of the required application materials to one email: application, CV, and, if applicable, proof of international nursing organization membership.

Applications that are received after February 26, 2010 will not be considered in the 2010 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 fill it out. 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.

IMPORTANT: Payment for the 2010 Fellowship Application process will only be accepted by mail or fax dated on or before February 26, 2010. **For security reasons, the fields of the editable PDF have been intentionally designed so that they will not accept personal credit information. Applicants MUST print this page and send it via mail or fax.**

Step 1: Filling out the Application Form (Applicant)

- Go to www.aannet.org, and click on the 2010 Application for Fellowship button to access the online application. (Please read Instructions and Criteria carefully before beginning application process.)
- Click on the 2010 Fellow Application to open the PDF. **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 mail/email copies of it to your sponsors for their input.
- When writing your statement, please be explicit about the impact of your contributions to nursing or health care.
- Impact of contributions to nursing should be at the national and/or international level, or provide evidence of potential for such an impact.
- The application form must be emailed to: blagassa@aannet.org by February 26, 2010. Confirmation emails will be sent to the email address from which the application is received.

Step 2: Provide Curriculum Vitae (Applicant)

CV GUIDELINES

CV file size is limited to 1 MB per document maximum. CVs exceeding file size limits will not be accepted. Your CV should be emailed to: blagassa@aannet.org by February 26, 2010. Confirmation emails will be sent

to the email address the application is received from unless otherwise noted in the applicant's cover email. Please write: 2010 Fellow Application in the Subject line of the email. Ideally, the applicant will email the CV and the application at the same time.

DO NOT INCLUDE: Courses taught, theses/dissertations supervised, extensive job descriptions, institutional committees, publications in process, or continuing education.

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 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.)

For International Applicants:

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: Sponsor Statements (Sponsors)

- Each of the two sponsors should complete one of the sponsor sections.
- One sponsor should supervise the compiling of the final application and review it carefully before it is submitted.
- Since the PDF can be emailed between sponsors, it is recommended that the applicant and the sponsor determine who is responsible to submit the completed application to AAN with a sent date on or before February 26, 2010.
- Sponsors, at the end of your statement please summarize in one sentence the seminal contributions of the candidate.

Step 4: Submitting Payment (Candidate or Sponsor)

- Use SECTION 4- Payment of Application Fee pay to make the required \$300 application fee.
- The payment form will only be accepted by mail or fax sent on or before February 26, 2010. **Emailing credit card information is not secure and therefore will not be accepted by AAN. For security reasons, the fields of the editable PDF have been intentionally designed so that they will not accept personal credit information. Applicants MUST print this page and send it via mail or fax.**
- Make sure the Application name is correct and completed on the top of the form. If someone other than the applicant is making payment, please make sure this is clearly identified.
- Complete the form by providing the billing address and credit card information of the card holder.
- The applicant or one of the sponsors should provide the \$300.00 application fee with the complete application.
(If credit card payment cannot be provided, please send a check or banker's draft drawn on a US bank made payable to the AMERICAN ACADEMY OF NURSING. Make sure to write the candidate's name on the memo line and include a copy of the enclosed fee payment form)
- Receipts will be generated automatically upon processing of payment and will be **emailed** from info@aannet.org.
- The completed form must be sent via fax or mail with a sent date on or before February 26, 2010.
- **Please send \$300 application fee with one copy of Section 5- Payment of Application Form, to:**

**American Academy of Nursing
Attn: 2010 Fellowship Application
888 17th Street, N.W., Suite 800
Washington, DC 20006**

**Correspondence:
Email: blagassa@aannet.org
Phone: 202-777-1176**

Fax: Attn: Beach Lagassa: 202-777-0107