

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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THE 2026 APPLICATION CYCLE

The American Academy of Nursing's (Academy) Fellowship Application is open, to begin, **create a guest account** on the Academy's [website](#). Once you create your account, you will be directed to a confirmation page where you will click "Apply for Fellowship" to be directed to the application portal.

Please note you will be prompted to be automatically logged into the application portal using your Academy website username and password credentials via our single sign on functionality. After your Academy website account has been created, you can sign in and out and save your application as needed via the [application portal](#) prior to the deadline.

DEADLINE

The deadline for submission is **February 10, 2026, 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, Senior Membership and Project Manager, at cholland@aannet.org with questions.**

BEFORE YOU BEGIN

Visit the American Academy (Academy) of Nursing's website at <https://aannet.org/page/become-a-fellow> to carefully review the selection 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.

APPLICATION REQUIREMENTS

- Applicants must be sponsored by TWO Regular Fellows in good standing with the Academy as outlined in the Academy's [bylaws](#).
 - At least one sponsor must be a Regular Fellow who, according to Academy bylaws, holds membership in an American Nurses Association (ANA) Constituent/State Nurses Association (C/SNA) as a full C/SNA ANA member or direct ANA membership through the individual member division of ANA.

- A maximum of one sponsor may be a Regular Fellow who is a member of a National Nurses Associations (NNA) that is listed as a [member organization](#) of the International Council of Nurses (ICN), or equivalent, if applicable. *Should the Sponsor reside in a country without ICN membership exceptions can be made on case-by-case basis.*
- According to the Academy's [bylaws](#), Honorary Fellows and Fellows currently serving on the [Fellow Selection Committee](#) may not sponsor applicants. And 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), if eligible. View a list of [ICN Members](#).
- Payment for the non-refundable \$375 application fee (US currency) must be received in order for your application to be considered complete. *Please note that there is a 3% processing fee on credit card transactions.*
- Applications must be completed in English.

SELECTION CRITERIA

CRITERION FOR SELECTION OF FELLOWS

Specific evidence of how your individual contribution(s) has/have significant, sustained, and substantive impact on health or health care at the national/international level or state/regional level. 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).

HOW TO COMPLETE AND SUBMIT YOUR APPLICATION

Step 1: Create an Account to Login to the Application Portal

You can access the Academy's application portal by creating a guest account on the Academy's [website](#).

Once you create your account, you will be directed to a confirmation page where you will click "Apply for Fellowship" to be directed to the application portal. Please note you will be prompted to be automatically logged into the application portal using your Academy website username and password credentials via our single sign on functionality.

Once logged into the application portal, review the instructions on the [application portal](#) homepage. Click on "Start Application" at the bottom of the page to begin. You can save your application as you go and log out and log back in as needed before the submission deadline. ***Please note that sponsors are NOT permitted to submit an application on behalf of the applicant.***

Applications will be considered ineligible and will not be reviewed if there is missing or incomplete information in any of the sections or if application information is falsified, fabricated, and/or embellished. Please refer to the Academy's [Ethics Policy and Code of Conduct](#) policy to understand the importance the Academy places on professional integrity.

Step 2: Complete the Required Application Sections

Section 1: Applicant Information

In this section, enter in your contact information and your professional nursing association affiliation. Applicants who are United States citizens must be current members of the American Nurses Association (ANA), you will be required to enter in your ANA ID #. 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](#), if eligible. To verify your National Nursing Association (NNA) membership, you will be prompted to upload a copy of your current membership card. If no membership card is available, please upload written verification of current membership, such as a letter written on the organization's letterhead verifying that your membership is current. *Should the applicant reside in a country without ICN membership exceptions can be made on case-by-case basis.*

Click “Save and Next” to proceed to Section 2.

Section 2: Applicant Statements

In this section, enter in your responses to the applicant questions. There are 3 questions; question 1 is a two-part question and question 2 is a three-part question. You can copy and paste and/or type in your responses to the questions within the application portal. The questions are listed below for your reference.

QUESTION 1:

Summarize your individual contribution on the national/international level or describe a state/regional effort demonstrating potential for scalable impact. The Academy has provided a definition for individual contribution below for your reference. (300 words total)

- **Individual Contribution** – refers to clearly identifiable and measurable impact made through one’s defined role, leadership, and/or expertise, that extends beyond formal duties—to drive outcomes. These contributions are documented, influence broader professional contexts, and are critical to the success of initiatives or policies.

1a. Summarize the primary area(s) of individual contribution: service, practice, education, advocacy, policy, government, military, research, or other. Note, you do not need to demonstrate contribution in all areas, it is best to focus on your primary and secondary (if applicable) area(s). (100-word limit)

1b. Describe the context in which your individual contribution occurs. Please be sure to clarify for the reviewers the specific role that you have in the setting as applicable to this application. (200-word limit)

QUESTION 2:

Describe the **significant, substantive, and sustained impact** of your individual contribution(s) identified in question #1 that is the focus for this application. Be as specific as possible, providing data to support the impact of your work. Ensure that the information listed in your CV aligns with the description provided. The Academy has provided definitions for significant, substantive, and sustained impact below for your reference.

2a. Please describe how your individual contribution(s) has had **significant impact**. (250-word limit)

- **Significant Impact** – refers to a demonstrable, evidence-based contribution that has had or will continue to make current and lasting improvements in health, health care, and/or nursing. The

impact should directly address improving health and advancing healthy lives for all people and should be supported by data or widespread adoption, and reflect innovation or leadership.

2b. Please describe how your individual contribution(s) has had **substantive impact**. (250-word limit)

- **Substantive Impact** – is defined by its depth, relevance, and broad reach across populations, organizations, or environments. The impact should provide evidence of shaping and informing health policy, nursing practice, education, or care improvement. It must address priority issues such as advancing nursing or promoting healthy lives for all people, with outcomes that are scalable and replicable.

2c. Please describe how your individual contribution(s) has had sustained impact. (250-word limit)

- **Sustained Impact** – is the demonstrated continued delivery of outcomes that remain valuable. Examples may extend beyond their original context, adapt to changing conditions, and address core or systemic challenges through evolving, layered contributions to health.

3. The Academy's mission is to "Improve health and achieve health equity by impacting policy through nursing leadership, innovation, and science." If selected for Fellowship, describe how you plan to use your expertise to advance the Academy's work and actively engage with the organization. (100-word limit)

Click "Save and Next" to proceed to Section 3.

Section 3: Curriculum Vitae

Use the Curriculum Vitae (CV) form embedded within the online application portal to add relevant background information which can be sourced from your CV, resume, or biosketch. Please make sure your CV information substantiates the information contained in your applicant statements. The CV template helps to ensure consistency in length and format across applications. The intent of the CV template is to provide a helpful resource for applicants to follow and give additional guidance on how to use their CV, resume, or biosketch to amplify and reinforce their applicant and sponsor statements. *Please note, applicants should not include extra narrative information beyond what's necessary within the CV form sections to supplemental their responses to their application questions. Applicants are required to use the online CV form embedded within the application portal. The Academy will not accept a PDF or file upload version of the CV, resume, or biosketch. Please refer to the Academy's [Ethics Policy and Code of Conduct](#) policy to understand the importance the Academy places on professional integrity.*

CV sections include:

- **Educational History** – list any academic degrees earned, formal post-doctoral education, and/or degrees in progress, including the institution name (250-word limit).
- **Certifications** – list any relevant certifications and/or credentials (300-word limit).
- **Professional Background** – list relevant employment (2,500-word limit).
- **Additional Leadership Positions** – list relevant voluntary, appointed, or elected leadership roles in nursing, health care, or other organizations, outside of your professional position (750-word limit).
- **Selected Written Work** – list any relevant selected written work such as publications, book chapters, clinical practice guidelines, patents, tools, or instruments (2,000-word limit).

- **Speaking Engagements** - list any relevant speaking engagements such as keynotes, panels, media interviews, and/or podium and abstract presentations (750-word limit).
- **Awards & Honors** – list any relevant awards and/or honors that you have received (500-word limit).
- **Additional Experiences that Demonstrate Impact** – list any additional activities you would like to include that further support your application, examples could be advocacy, funded research, practice/service projects, legislative experience, policy work, and/or community/volunteer experience (1,500-word limit).

There will be a textbox for each section with word count limits; applicants can input and/or copy and paste relevant information into each corresponding section as needed. Please note that formatting in Microsoft Word will not copy and paste over into the online CV form, so plain text is recommended. However, there is a formatting tool within the online CV Form that allows for limited formatting such as bold, underline, bullet points, etc. It is recommended that applicants only include the most recent and relevant information to support their application in the CV section. It is recommended that applicants add information that is up to but not to exceed 15 years. Applicants that have additional information for any CV section beyond 15 years that they feel is necessary to include to support their application it is permitted as long as it does not exceed the word count limit.

Click “Save and Next” to proceed to section 4.

Section 4: Sponsor Information

As noted above, applicants must be sponsored by TWO Regular Fellows in good standing with the Academy as outlined in the Academy’s [bylaws](#). Additionally, please note the sponsor requirements below.

- At least one sponsor must be a Regular Fellow who, according to Academy bylaws, holds membership in an American Nurses Association (ANA) Constituent/State Nurses Association (C/SNA) as a full C/SNA ANA member or direct ANA membership through the individual member division of ANA.
- A maximum of one sponsor may be a Regular Fellow who is a member of a National Nurses Associations (NNA) that is listed as a [member organization](#) of the International Council of Nurses (ICN), or equivalent, if applicable. *Should the Sponsor reside in a country without ICN membership exceptions can be made on case-by-case basis.*

In this section, copy and paste your sponsor statements in the designated textboxes. Prior to copying and pasting in your sponsor statements to the application portal, you will need to collaborate with your sponsors to collect their statements, this can be facilitated via email, Microsoft Word, Google docs, etc.

Each sponsor’s statement should address the following:

- Each sponsor statement should augment the impact of the applicant’s individual contribution in the primary area(s) in which it occurred by citing evidence of their significant, substantive, and sustained impact and be unique for each other (*i.e. it should offer an additional perspective rather than repeat or replicate information already stated by the applicant or other sponsor*) (500-word limit).

Below each sponsor statement, there is a search field box for applicants to type in their corresponding sponsor’s name and select from an automatically populated list of eligible sponsors. Sponsors must be in good standing with the Academy as outlined in the Academy [bylaws](#) in order to serve as a sponsor. If an

applicant cannot find their desired sponsor, contact Academy staff member Claire Holland at cholland@aannet.org to ensure the sponsor is in good standing. It is recommended that applicants search for their sponsor by last name.

Once the sponsor is selected, the sponsor's full name and email address will be auto-populated. If the sponsor's email address that is listed does not match the email address that have you been using to correspond with your sponsor, please notify Claire Holland, cholland@aannet.org, so that we can update your sponsor's email address as needed.

Click on the "Send Request Now" button to generate an automated email message from the Academy which will include a link for your Sponsor to securely review and sign their statement. Sponsors will be able to view their statement, the applicant's statements and the other sponsor's statement as well. Sponsors will not be able to edit the statement, this is a "read-only" view. Should the sponsor need to make any edits to their statement this must be facilitated by the applicant and they will need to work directly with the applicant to make those changes in the portal prior to submission. Once this step is complete, underneath the Sponsor's name red text will appear that says "Received". Sponsors must complete this step by the deadline or your application will not be reviewed. Please note that the sponsor will be required to electronically sign the sponsor statement and agree to the following:

Sponsor Attestation

- Your electronic signature confirms that you have authored your sponsor statement, know the applicant's work well enough to speak to their individual contribution, reviewed the evidence supporting the applicant's qualifications for Fellowship in the Academy and can verify, to the best of your knowledge, the information presented is valid, of significant quality, and adheres to the Academy's current criteria.

The sponsor request email message will be sent from "American Academy of Nursing" with the email address AAInfo@aannet.org and the subject line: "<Applicant Full Name> has Requested you Review and Verify your Statement for their 2026 Fellowship Application". Applicants can view the status of their sponsor statement and resend the request to their sponsor within the application portal. Academy staff are available for support during regular U.S. business hours, Monday – Friday, 9:00 AM – 5:00 PM ET. Please reach out to Claire Holland at cholland@aannet.org with questions.

Section 5: Application Certification

In this section, you will agree to the applicant attestation and acknowledge conditions of acceptance while submitting your electronic signature. Please review the questions you are required to respond to within this section of the application below.

Applicant Attestation

I understand that my application will be considered ineligible and will not be reviewed if there is missing or incomplete information in any of the sections, or if my application information is falsified, fabricated, and/or embellished.

- I agree
- I confirm that I have consulted with and coordinated the content of my sponsors' statements.

Guiding Principles and Professional Expectations for the Use of Artificial Intelligence (AI) in Applications

The American Academy of Nursing developed guiding principles and professional expectations for the use of AI in applications. You are required to read the document, "[Guiding Principles and Professional Expectations for the Use of Artificial Intelligence \(AI\) in Applications and Nominations](#)," and confirm that you understand its contents.

- I confirm that I have read and understand the Academy's AI guiding principles and professional expectations.

Induction Ceremony In-Person Attendance Requirement

If accepted, new Fellows are required to register for the American Academy of Nursing's 2026 Health Policy Conference and attend the Induction Ceremony and new Fellow session, which is held **in-person** in Washington, DC. Please note that the conference registration fee will be released in summer of 2026 and new Fellows pay this cost along with their travel and lodging expenses.

The 2026 Induction Ceremony will occur during the Academy's Health Policy Conference which will be held October 8 - 10, 2026 at the Marriott Marquis located at 901 Massachusetts Avenue NW, Washington, DC 20001. **There is no virtual option for the Induction Ceremony**, this requirement stands for all U.S. and International candidates.

- I understand and agree that if accepted, I will register for the American Academy of Nursing's annual Health Policy Conference and attend the in-person Induction Ceremony in Washington, DC.

Deferment Policy

Admission occurs at the American Academy of Nursing Induction Ceremony in the year the Fellow is selected. In accordance with the bylaws, the Board has determined that no matter the circumstances (exceptional or not), all new Fellow inductees are eligible to defer their admission for up to one year. If a new Fellow inductee does not meet the induction ceremony attendance requirement in the deferment year, admission is revoked.

- I confirm that I understand and agree to the deferment policy and will abide by it.

Costs Associated with Fellowship

If accepted, new Fellows are required to pay a non-refundable \$400 acceptance fee. Please note that the one-time initiation fee does NOT cover a New Fellow's registration for the 2026 Academy Health Policy Conference.

Additionally, Academy Fellowship dues are billed on an annual basis beginning in December for the following year. Fellows inducted in 2026 will be required to pay for the 2027 dues cycle by April 30, 2027. Fellows are required to pay annual dues in order to remain in good standing with the organization and maintain their FAAN credential according to the [Bylaws](#). *For reference, 2026 Academy Fellow dues are \$605.*

- I understand and agree that if accepted, I will pay the one-time acceptance fee and adhere to the Academy's annual dues requirement.

If you have any questions or concerns regarding the acceptance acknowledgements please contact Claire Holland at cholland@aannet.org.

Step 3: Submit Your Application and Pay Your Application Fee

First, you must submit your application online. Applications will be open for submission through **February 10, 2026, 11:59 PM ET**. Once you have completed the final section, Sponsor Information and the applicant certification, **click "Submit and Pay"** to submit your application and pay the required, nonrefundable \$375 application fee. See details below regarding payment options.

- You will be directed to provide payment for the \$375 (U.S. currency) Fellowship application fee at the time of submission. Credit card, electronic check, or check are acceptable payment methods.
- The Academy accepts Discover, MasterCard, Visa, and American Express. *Please note that there is a 3% processing fee on credit card transactions.*
- To pay by check, choose the "Send Check" option and follow the steps below to submit a check.
 - Checks **MUST** be postmarked by February 10, 2026 or your application will not be reviewed. Make the check payable to the 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: 2026 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 AANinfo@aannet.org to the e-mail address associated with your application.

In order to submit your payment, **click on the "Pay Application Fee" button** on the submission confirmation page within the application portal, which will open up a new tab in your internet browser and will direct you to the Academy's main website. Once on the Academy's application fee webpage, click on the "Add to Cart" button then click on "Checkout".

Once an application is submitted you are not allowed to make modifications. Should you have an extenuating circumstance regarding a necessary change after submission, please contact Claire Holland at cholland@aannet.org. **Applications must be submitted online by February 9, 2026, 11:59 PM EST.**

SPONSOR REQUIREMENTS & RESPONSIBILITY GUIDELINES

Sponsors may support a maximum of two (2) applicants per year. Fellows must be in good standing as outlined in the Academy [bylaws](#) (see Article III: Section 7 for full details) to be eligible to sponsor an applicant. Dues for the current year (2026) must be paid to sponsor an applicant. Please note that Fellows who have not met this requirement will not appear to the applicant as an eligible sponsor to select within the application portal. It is important to make sure that the Academy has your most up-to-date email address on file. Should you have questions about your dues or email address on file, please contact Claire Holland at cholland@aannet.org.

Please note, the sponsor requirements below:

At least one sponsor must be a Regular Fellow who, according to Academy bylaws, holds membership in an American Nurses Association (ANA) Constituent/State Nurses Association (C/SNA) as a full C/SNA ANA member or direct ANA membership through the individual member division of ANA.

A maximum of one sponsor may be a Regular Fellow who is member of a National Nurses Associations (NNA) that is listed as a [member organization](#) of the International Council of Nurses (ICN), if applicable. *Should the Sponsor reside in a country without ICN membership exceptions can be made on case by case basis.*

Additionally, according to the Academy's [bylaws](#), Honorary Fellows and Fellows currently serving on the [Fellow Selection Committee](#) may not sponsor applicants. And applicants may not be sponsored by members of the Academy's [Board of Directors](#).

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 application.
- Know the candidate's work well enough to speak to the candidate's 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 them. *Note: The Academy blinds 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.*
- Comment on their unique contributions as well as the impact or the potential impact of those contributions.

How to Prepare Your Sponsor Statement

Applicants are responsible for inputting your sponsor statement into the application portal. Sponsors will need to collaborate with the applicant to share their statement, this can be facilitated via email, Microsoft Word, Google docs, etc. Each sponsor should address the following in their statement:

- *Each sponsor statement should augment the impact of the applicant's individual contribution in the primary area(s) in which it occurred by citing evidence of their significant, substantive, and sustained impact and be unique for each other (i.e. it should offer an additional perspective rather*

than repeat or replicate information already stated by the applicant or other sponsor) (500-word limit).

How to Review and Sign Your Sponsor Statement

Sponsors are required to review and sign their Sponsor Statement in order for the applicant to complete their submission. This is the same process as in prior years, however the procedure for sign off is required through the Academy's application portal.

The applicant will enter in their sponsor statements on behalf of the sponsors and select their sponsor names within the application portal. This will populate the sponsors' email addresses and the applicant is able to easily click a button to send a request for the sponsor to check their sponsor statement. The sponsor will receive an automated email message to their email address on file with the Academy, which will include a link for sponsors to securely review and sign their statement. Sponsors will be able to view their statement, the applicant's statements and the other sponsor's statement by clicking the secure link within the sponsor request email message. Sponsors will not be able to edit the statement on this secure webpage, this is a "read-only" view. Should the sponsor need to make any edits, as in year's past, they will need to work directly with the applicant to make those changes prior to submission.

The sponsor request email message will be sent from "American Academy of Nursing" (AANinfo@aannet.org) with the subject line: "<Applicant Full Name> has Requested you Review and Verify your Statement for their 2026 Fellowship Application". Within the email, click on the link that says, click here to review and sign your statement, which will take you to a secure webpage where you can do a final read through of your statement. You will then electronically sign your statement and agree to the sponsor attestation.

Sponsor Attestation

- Your electronic signature confirms that you have authored your sponsor statement, know the applicant's work well enough to speak to their individual contribution, reviewed the evidence supporting the applicant's qualifications for Fellowship in the Academy and can verify, to the best of your knowledge, the information presented is valid, of significant quality, and adheres to the Academy's current criteria.

Scroll to the bottom of the page to click "Save". *Note that the applicant cannot submit their application for review until you complete this step.* Should you not receive the request to review and sign your statement, the applicant can resend the request and the Academy staff can also assist.

QUESTIONS

Academy staff are available for support during regular U.S. business hours, Monday – Friday, 9:00 AM – 5:00 PM ET. Please reach out to Claire Holland at 202-777-1170 or cholland@aannet.org with questions or for assistance.