

## **WOOD LIBRARY-MUSEUM FELLOWSHIP IN ANESTHESIOLOGY**

The Board of Trustees of the Wood Library-Museum has created the Wood Library-Museum Fellowship in Anesthesiology to provide recipients with financial support for library and museum studies at the Wood Library-Museum in Schaumburg, Illinois. The Wood Library-Museum (WLM) ranks among the world's premier historical collections of anesthesiology.

### **Eligibility**

Applications are invited from anesthesiologists, residents in training in anesthesiology, physicians in other disciplines, historians, graduate students of the history of medicine and other individuals with a developed interest in library and museum research. All applications will be judged primarily on the merit of their proposals, the ability of the applicants to complete their proposals, and the usefulness of WLM materials to support their research. However, if two applications are judged to be of equal merit, preference will be given to an applicant who is a member of the American Society of Anesthesiologists.

### **Application Procedure**

Prospective candidates may request application information from the Director, Wood Library-Museum of Anesthesiology, 1061 American Lane, Schaumburg, IL 60173-4973. The completed application should be returned to the Director with a current Curriculum Vitae, reprints of no more than five prior publications, and a research proposal not exceeding eight double-spaced pages. A copy of the application and each supporting document should be returned before February 1. If mailed, please provide six copies of the publication reprints and six copies of your CV.

A joint application by more than one person will not be considered.

A successful applicant of the Paul M. Wood Fellowship may submit further applications subsequent to his/her initial award but is entitled to receive no more than two fellowship awards on the basis of merit.

### **Judging Process**

All applications will be judged by a six-member committee appointed by the President of the WLM Board of Trustees. The committee may request an evaluation of a specific proposal by an external referee chosen by the committee. All applications received by the Director before February 1 will be considered for that year. The committee will present its recommendations to the WLM Board of Trustees for its review and final decision.

Fellowship recipients will be announced on or before April 1.

### **Terms of the Wood Library-Museum Fellowship**

Fellows will receive a grant of \$500 to support their work. In addition, individuals who must travel more than 100 miles (one way) to the WLM to access archival material that is not available on-line will receive funds for airfare equal to one round-trip economy fare to and from their residence. Travel support shall be paid only for travel within the United States with the exception that members of the American Society of Anesthesiologists residing in Canada or Mexico are also eligible for travel assistance to and from their homes. Fellows who are obliged to stay in commercial lodging near the WLM during the term of their fellowship shall be eligible for hotel

reimbursement at the ASA local Schaumburg rate for up to two-weeks and a per diem support of \$100/day for a period up to two-weeks (14 days). For Fellows who choose to take two full consecutive work weeks residency at the WLM, per diem payments will extend to Saturdays and Sundays. However, they will not be required to work at the WLM on weekend days.

The disbursement provided a Fellow will be in two installments. Reimbursement of travel expenses, hotel, and per diem payment will be made immediately after completing research at the WLM. The Fellowship grant of \$500.00 will be provided following the submission of a Fellowship report to the WLM Board of Trustees.

The Fellowship shall be completed within one year from the time of its award. The WLM Director will supervise the Fellow's use of the facilities and will provide an office or appropriate working space. The Director may interdict any activity, which might harm the collection. A Fellow may use copying facilities on premises to duplicate archival and other material in reasonable volume without cost. The Director may refuse to permit duplication of any document that might be damaged by this process. Since the services required by each Fellow will place additional responsibilities upon the library staff, each Fellow will be required to schedule visits at times convenient to the Director. Periods spent at the Wood Library-Museum of Anesthesiology need not be undertaken continuously, but may be performed in several sessions to serve the interests of the Fellow or to resolve scheduling problems for the library staff.

### **Fellow's Report and Publications**

Within six months following the completion of the Fellowship, each Fellow will provide the WLM Board with an outline of the research performed as well as a brief report describing the Fellow's experience while at the WLM. Comments will be invited which might serve to the advantage of another Fellow or identify issues for the attention of the WLM Board. Specific items for discussion may include proposals for future studies, the identification of items requiring conservation, suggestions for the development of the collection, or other information, which the fellow would like to share with the Board.

The Board of Trustees requires that the Fellow present the Director with a copy of any manuscript that incorporates information gained during the course of the fellowship.

All manuscripts directly resulting from the Fellowship research and submitted for publication must acknowledge the support of the Wood Library- Museum of the American Society of Anesthesiologists. The Board encourages submission of the research to a journal commonly available to anesthesiologists.

Any research-based manuscripts supported by, and acknowledging, the WLM should contain the following disclaimer: "Opinions in this manuscript do not necessarily reflect those of the Wood Library-Museum of Anesthesiology or the American Society of Anesthesiologists."

## APPLICATION GUIDELINES

### I. TITLE PAGE

- A. Title of research project
- B. Name of applicant with academic degrees
- C. Name, office address, and phone number of applicant

### II. Curriculum Vitae

### III. PHOTOGRAPH

A passport-type photograph should accompany each copy of the application.

### IV. RESEARCH PLAN

This part of the application is limited to eight pages of double-spaced typing, including references and appendices. The presentation need not follow the form of this outline but should include a discussion of each area summarized below.

#### A. Introduction

1. Objective(s) of the proposed research.
2. Background
  - a. What are the reasons for undertaking this study?
  - b. What prior investigations has the applicant performed of this subject?
  - c. Cite significant publications in the scientific literature related to this study and indicate how the proposed work will expand, amend or correct our understanding of the subject.
  - d. Review the applicant's approach to the specific objectives of the study.

#### B. Statement of Applicant's Research Plan

1. Indicate the area of specific information that will be explored.
2. Indicate the specific techniques that will be used (library study, photography).

3. Note the type of data that will be obtained and the technique of analysis (e.g. statistical methods).
4. Forecast the anticipated duration of the periods of study at the Wood Library- Museum.
5. Indicate any potential problems that might be anticipated in performing the study.

#### C. Narrative

A descriptive essay should be prepared to introduce the subject of the research. The account should introduce the historical period of the study, examine the social setting if appropriate, present relevant achievements or decisions of the individuals or institutional groups involved, assess their impact upon the medical practice of the period and provide a retrospective assessment of their effect upon the development of anesthesiology and anesthetic practice.

#### D. Summary

Provide a summary of the importance of this research and indicate the potential for further developments.

### V. BUDGET

Prepare an estimate of the anticipated costs of completing the project and indicate other sources of financial support, which may be available from personal or institutional sources. List any other grants or funding support, which the applicant has been or may be awarded for this or other activities during the projected period of the Wood Library-Museum Fellowship.

### VI. PERSONAL REFERENCES

The names and addresses of three individuals who would be willing to provide letters of reference should be included with the application. The Fellowship Committee will request letters from these people and ask that letters NOT be included with the application.

### VII. INSTITUTIONAL APPROVAL

If the applicant's ability to undertake study at the Wood Library-Museum is contingent on the approval of a department chairman or other supervisor, a statement should be enclosed to demonstrate that the applicant will be allowed to complete his Fellowship within one year of receiving the award.

### VIII. PRIOR PUBLICATIONS

The applicant may submit as many as five prior publications for review by the committee.

#### IX. CONDITIONS OF FELLOWSHIP

Include the following statement dated and signed by the applicant:

"Within six months after the completion of the Fellowship I shall provide the Board of Trustees of the Wood Library-Museum with an outline of the research performed as well as a brief report of my activities as a Wood Library-Museum Fellow. I will acknowledge the support provided by the Wood Library-Museum's Fellowship in any publication resulting from studies undertaken as a WLM Fellow. I understand that the Wood Library-Museum Board requires that a copy of any manuscript that incorporates information gained during the course of the Fellowship be presented to the WLM Director.

I agree to refund my award if I am either unable to undertake my Fellowship or to complete my responsibilities as indicated in the guidelines governing the Wood Library-Museum Fellowship.

By signing this form I indicate that I understand and accept the terms of the Wood Library-Museum Fellowship as defined in the guidelines which I read before submitting this application."

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Applicant's Signature

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Date

Send copy of the application and supporting documents to the Director at: [wlm@asahq.org](mailto:wlm@asahq.org)

Or, mail to:  
Director  
Wood Library-Museum of Anesthesiology  
1061 American Lane  
Schaumburg, Illinois 60173-4973

