

**2020 Housing Award**  
**Sample Application**

**Submitter Information**

First Name *	
Last Name *	
Company Name *	
Phone # *	
Email Address *	
Architectural Credits *	Please list all architectural firms that should be credited for public display should this project receive recognition.
Demographic information	All demographic information provided is confidential, and only used for statistical purposes.
Firm Size*	Please indicate the size of the candidate firm: <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 100-1000 <input type="checkbox"/> 1000+
Firm Demographics	If available, please provide gender demographic information pertaining to the nominated firm. (Ex. xx% Male; xx% Female)
Firm Demographics*	If available, please provide race and ethnicity demographic information pertaining to the nominated firm.  <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Choose not to answer



Firm Demographics*	If available, for each of the racial and ethnic identifiers used above, please specify the percentage of each employed at the firm. (Ex. 5% Black or African American; 30% White; 2% American Indian)
Submission Type *	<input type="checkbox"/> Member <input type="checkbox"/> Non-Member <input type="checkbox"/> Academic Institution
Submitting Architects Name *	
Submitting Architects Email Address *	
Submitting Architects Address *	Street Address
	Line 2
	City
	Country
	State/Province
Zip/Postal Code	
Is the submitting architect an AIA member? *	<input type="checkbox"/> Yes <input type="checkbox"/> No



If AIA Member Provide Member ID # *	

### Judging Criteria, Jury List & Release From

<p>Deadline and entry fees</p>	<p>It's a life necessity, a sanctuary for the human spirit, and many people's first and most personal encounter with architecture: The house. By recognizing the best in home design, AIA Housing Awards show the world how beauty, safety, sustainability, and comfort can come together.</p> <p>Again this year, to highlight the accomplishments in category two – One and Two Family Production Homes – the <u>fee will be waived</u> to encourage the broadest possible pool of submissions.</p> <p>The jury includes experts in this field and there will be a focus moving forward on celebrating design accomplishments in production housing including affordability, energy-efficiency and meeting the needs of the homeowners.</p> <ul style="list-style-type: none"> <li>• the deadline for submission is <b>November 7, 2019 prior to 5pm Eastern</b> - all deadlines are strictly observed</li> <li>• the <b>non-refundable</b> entry fee per entry is \$375 for members and \$750 for non-members with the exception of category two as noted above</li> </ul>
<p>Project Name *</p>	<p>This name will be used in all announcements and publications should your project be selected as a recipient.</p>
<p>Project Submission History *</p>	<p>Is this project a resubmission or has it been submitted in the prior five years to another AIA program? If yes, please indicate the year and program submitted, and any recognition received when applicable.</p>
<p>Category Options</p>	<p><b>One and Two Family Custom Residences:</b> recognizes outstanding designs for custom and remodeled homes for specific client(s)</p>



	<p><b>One and Two Family Production Homes:</b> recognizes excellent design of homes built for the speculative market</p> <p><b>Multifamily Housing:</b> recognizes outstanding multifamily housing design, both high- and low-density projects for public and private clients and mixed-use projects, the jury will assess the integration of the building(s) into their context, including open and recreational space, transportation options and features that contribute to livable communities</p> <p><b>Specialized Housing:</b> recognizes outstanding design of housing that meets the unique needs of other specialized housing types such as single room occupancy residences (SROs), independent living for the disabled, residential rehabilitation programs, domestic violence shelters, residential halls/student housing, and other special housing.</p>
<p>Please Select a Category *</p>	
<p>Judging Criteria</p>	<p>All projects must demonstrate design excellence. The jury evaluates entries based on how successfully projects have met their individual requirements. The jury also evaluates entries' sustainability, affordability, social impact, innovation, durability, how the projects address the natural and built contexts, and how they meet specific client needs.</p> <p>Entries will be weighed on individual merit and not in competition with one another.</p> <p>Projects are strongly encouraged to meet the energy reduction goals established in the <a href="#">AIA Sustainable Architectural Practice Position Statement</a> and the <a href="#">AIA 2030 Commitment</a>.</p> <p><b>Entrants</b></p> <ul style="list-style-type: none"> <li>• Architects licensed in the US or any owner of a structure or project.</li> <li>• On team projects, the architect submitting the entry does not have to be the head of the team.</li> <li>• All team, group, or firm projects must credit all who substantially contributed in any capacity (for example, landscape architects and construction firms).</li> </ul> <p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• New construction, renovations, and restorations are eligible.</li> <li>• Projects must have been completed after January 1, 2014.</li> </ul>



## 2020 AIA Housing Jury

**Emily Roush-Elliott, AIA (Chair)**, Delta Design Build Workshop, Greenwood, MS

**S. Claire Conroy**, SOLA Group, Inc. Residential Design Magazine, Chicago IL

**Valarie D. Franklin, AIA, NOMA, NCARB**, Gresham Smith, Nashville, TN

**Guido Hartray, AIA**, Marvel Architects, New York, NY

**Michael E. Willis, FAIA, NOMA**, Oakland, CA

- any project that credits a jury member or firm as architect, associate architect, consultant, or client is ineligible and will be disqualified if submitted
- communication with the jury from the time of submittal to completion of the jury process by the candidate or anyone acting on their behalf is inappropriate and cause for disqualification

## Release Form

Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the entrant ("Entrant"). There may be no further communication with the Entrant prior to the announcement of an award. Accuracy, therefore, is essential.

BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN THE ENTRANT'S CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE AMERICAN INSTITUTE OF ARCHITECTS ("AIA") AND HANLEY WOOD, LLC, FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.

The Entrant further certifies that Entrant has obtained all permissions necessary to permit the AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published by Hanley Wood, LLC, for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as it may deem appropriate in connection with this awards program, including publicizing the program itself.



Terms and Conditions *	<p>By checking the box below, I acknowledge that I have read and agree to the above terms and conditions.</p> <p><input type="checkbox"/> I Agree</p>

### Unpaid Labor Declaration | All Firms Approval | Code of Ethics and Professional Conduct Affirmations

All Firms Approval Page *	<ul style="list-style-type: none"> <li>• If you cannot answer 'Yes' to the <i>Unpaid Labor Declaration Policy</i>, you are not eligible to submit for this award - please contact <a href="mailto:HonorsAwards@aia.org">HonorsAwards@aia.org</a> should you have any questions concerning our Unpaid Labor Declaration policy</li> <li>• If you cannot answer 'Yes' to the <i>Submission Approval Statement</i>, please contact the Submitting Architect to agree on a suitable resolution for proper credit</li> </ul> <p>The Entrant and all <b>architecture</b> firms involved in the project agree that the information and/or materials being submitted are complete and accurate.</p> <p>Please list your <b>firm</b> name as the submitting architect associated with this project and respond to the statements below.</p>
Unpaid Labor Declaration *	<ul style="list-style-type: none"> <li><input type="checkbox"/> I declare, acknowledge, and affirm that I do not utilize, employ or otherwise engage labor that is unpaid, including working students, and neither does any firm of which I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all person working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) or by the AIA Rules of the Board are exempt from this Policy.</li> <li><input type="checkbox"/> I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above: for a minimum of (5) years prior to the application deadline for all Institute Honor Awards if I am a candidate for such an award); and a minimum of (10) years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards (if I am a candidate for any of those awards).</li> </ul>



	<input type="checkbox"/> I acknowledge adherence to the terms of this Policy.
Code of Ethics and Professional Conduct *	<p>The AIA Stands for universal respect for human dignity and the unbiased treatment of all persons in employments, civic, and business transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <input type="checkbox"/> I affirm that I uphold this value in all my business practices and in all my activities and conduct relating to the AIA.
Code of Ethics and Professional Conduct Continued *	<p>In addition, the Rules of Conduct of the AIA Code of Ethics and Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.</p> <p><i>Rule 1.401 – Members [and applicants to this award] shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation.</i></p> <p><i>Rule 1.402 – Members [and applicants to this award] shall not engage in conduct involving wanton disregard of the rights of others.</i></p> <p><i>Rule 2.101 – Members [and applicants to this award] shall not, in the conduct of their professional practice, knowingly violate the law.</i></p> <p><i>Rule 2.104 – Members [and applicants to this award] shall not engage in conduct involving fraud.</i></p> <input type="checkbox"/> I affirm that, throughout the course of my AIA membership [if you are not a member, this still applies for the sake of this application], I have consistently abided by the standards set by Rules 1.401, 1.402, 2.101 and 2.104 of the 2018 AIA Code of Ethics and have not engaged in conduct that may have violated the standards stated there. <input type="checkbox"/> I understand and agree that the AIA may take any action it finds appropriate (including the withdrawal of any honor or award) if any affirmation I have made is false, misleading, or deceptive, or for any other reason the AIA may in its sole discretion determine is appropriate.
Add additional architecture firm(s)? *	Any additional architectural firms involved with the project must complete the Unpaid Labor Declaration and approve of this submission.



	<p>Please list any architecture firm name associated with the project and provide a contact within the firm to respond to the Unpaid Labor Declaration and approve of this submittal.</p> <p><input type="checkbox"/> Yes (<i>opens additional space to provide additional firm details</i>)</p> <p><input type="checkbox"/> No</p>
<p>Architecture Firm Name #2 *</p>	
<p>Contact Person #2 *</p>	<p>Full Name</p>
	<p>Email</p>
<p>Add another firm? *</p>	<p><input type="checkbox"/> Yes (<i>opens additional space to provide additional firm details</i>)</p> <p><input type="checkbox"/> No</p>
<p>Background Checks*</p>	<p>The AIA reserves the right to conduct a background check of the recipients of AIA Honors and Awards:</p> <p><input type="checkbox"/> I understand any potential recipient of an AIA Honor or Award program may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.</p>

### Collaborative Acknowledgements

	<p>It is the policy of the American Institute of Architects to promote and recognize high levels of collaboration between all members of the design team. (It is the policy of the AIA to list <u>only firm names, not individuals.</u>)</p> <p>The submitting architect must accurately and completely list all other parties including, but not limited to, Engineers, Interior Designers, Landscape Architects, Planners, and Programmers who were part of the project team, as well as the developer and Client/Owner (which may be an individual).</p>
<p>Client/Owner Name *</p>	





Confidential? *	<p>Would the client/owner like to remain anonymous?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No, the client/owner information may be used in accordance with AIA Policy.</li> <li><input type="checkbox"/> Yes, the client/owner information is CONFIDENTIAL – NOT FOR PUBLICATION</li> </ul>
Client/Owner Phone # *	
Client/Owner Address *	Street Address
	Line 2
	City
	Country
	State / Province
Zip / Postal Code	
Project Team *	<p>List all Engineers, Interior Designers, Landscape Architects, etc. who were part of the project team.</p> <p>Format as 'Type of Service: Firm Name' for example:</p> <p>Associate Architect: Firm Name          Consultant: Firm Name; Firm Name          Engineer - Civil: Firm Name          Engineer - MEP: Firm Name          Engineer - Structural: Firm Name; Firm Name          General Contractor: Firm Name          Landscape Architect: Firm Name</p>



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## Copyright Information

<p>Greater Rights *</p>	<p>For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American Institute of Architects ('AIA') a non-exclusive license to use my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material, (the "Work") identified on this form and submitted in connection with this submission as follows.</p> <p>This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows:</p> <ul style="list-style-type: none"> <li>• in connection with the announcement of any awards under the awards program and the promotion of the awards program itself.</li> <li>• in connection with efforts to educate architects through the AIA's slide rental program and any similar programs in different media, in which AIA members, only, have access to view the Work; provided, however, that AIA shall implement reasonable technological measures to ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use requires additional permissions from me, and shall provide the written contact information supplied below so that the AIA member can contact me for permission for further use.</li> </ul> <p>This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.</p>
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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Entrant has NOT secured greater rights to copyrighted material and understands that all work on this submission should cease until they have secured these rights.</li> <li><input type="checkbox"/> Entrant has secured greater rights to copyrighted material.</li> </ul>
Copyright Credit and Contact Information *	Typically, credit refers to who took the photograph. Contact information should be for the person who owns the Copyright Credit.
Copyright Notice and Contact Information *	Typically, copyright notice refers to who owns the rights to the images. Contact information should be for the person who owns the copyright notice.
Copyrighted Work *	List Copyrighted work (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material) including copyright owner information. Type 'none' if this does not apply to your submission.
Permissions and Indemnification *	<p>By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIA as permitted by this Permission Form shall not, to the best of my knowledge, information and belief, infringe or violate any other person's copyrights. I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK.</p> <p>By entering your name below, you acknowledge all the information above is correct.</p>
Copyright Image Page *	Please provide a .pdf document showing the appropriate copyright credits to be identified with all images being uploaded for the Jury. This pdf <b>MUST</b> have a thumbnail of the image with the copyright



	<p>credits of the photographer and also a <b>caption</b> of each photo. (<a href="#">See example</a>).</p> <p><a href="#">Upload</a></p>		
<p>Photographer's Approval Form *</p>	<p>For any work in which you are not the copyright owner your photographer(s)'s signature is required <a href="#">on this form</a> to be uploaded below as a .pdf file. If multiple photographers were used please provide all the executed forms in one PDF file.</p> <p><a href="#">Upload</a></p>		
<p>Announcement Image #1 *</p>	<p>Should your project be selected as a recipient please provide five images from your submission to be used for the announcement and upload below as a <b>.jpg file 3200 pixels wide by 1800 pixels tall and a minimum of 72 dpi</b>. Photo must include caption as included in the Copyright Image PDF above. <b>Photos that do not meet this requirement will not be displayed.</b></p> <p><a href="#">Upload</a></p> <table border="1" data-bbox="516 1003 1414 1142"> <tr> <td data-bbox="516 1003 1414 1073"><a href="#">Photo Credit</a></td> </tr> <tr> <td data-bbox="516 1073 1414 1142"><a href="#">Caption</a></td> </tr> </table>	<a href="#">Photo Credit</a>	<a href="#">Caption</a>
<a href="#">Photo Credit</a>			
<a href="#">Caption</a>			
<p>Announcement Image #2 *</p>	<p><b>.jpg file 3200 pixels wide by 1800 pixels tall and a minimum of 72 dpi</b>.Photo must include caption as included in the Copyright Image PDF above.<b>Photos that do not meet this requirement will not be displayed.</b></p> <p><a href="#">Upload</a></p> <table border="1" data-bbox="516 1478 1414 1617"> <tr> <td data-bbox="516 1478 1414 1547"><a href="#">Photo Credit</a></td> </tr> <tr> <td data-bbox="516 1547 1414 1617"><a href="#">Caption</a></td> </tr> </table>	<a href="#">Photo Credit</a>	<a href="#">Caption</a>
<a href="#">Photo Credit</a>			
<a href="#">Caption</a>			
<p>Announcement Image #3 *</p>	<p><b>.jpg file 3200 pixels wide by 1800 pixels tall and a minimum of 72 dpi</b>. Photo must include caption as included in the Copyright Image PDF above.<b>Photos that do not meet this requirement will not be displayed.</b></p>		



	<p><a href="#">Upload</a></p> <p><a href="#">Photo Credit</a></p> <p><a href="#">Caption</a></p>
Announcement Image #4 *	<p><b>.jpg file 3200 pixels wide by 1800 pixels tall and a minimum of 72 dpi.</b> Photo must include caption as included in the Copyright Image PDF above. <b>Photos that do not meet this requirement will not be displayed.</b></p> <p><a href="#">Upload</a></p> <p><a href="#">Photo Credit</a></p> <p><a href="#">Caption</a></p>
Announcement Image #5 *	<p><b>.jpg file 3200 pixels wide by 1800 pixels tall and a minimum of 72 dpi.</b> Photo must include caption as included in the Copyright Image PDF above. <b>Photos that do not meet this requirement will not be displayed.</b></p> <p><a href="#">Upload</a></p> <p><a href="#">Photo Credit</a></p> <p><a href="#">Caption</a></p>

## Project Information

Project Address *	Street Address
	Line 2
	City



	Country
	State / Province
	Zip / Postal Code
Completion Date *	
User Needs Narrative *	Describe the occupants of the project. If applicable, what defines the community that the design team engaged with? Describe the user group's needs and the ways in which the project is responsive. Include a description of the ways the user needs were researched and/or the users participated in the design process along with any specific challenges or opportunities that were encountered and how the design responded to those cues. Include user testimonials if applicable.  Word Limit: 500
Client Impact Statement *	Describe the project client. If applicable, how did the design team tailor or modify their process to best understand client needs? Describe the client's needs and the ways in which the project is responsive. Include client testimonials if applicable.
Contextual Information *	Describe the context and the way in which your project specifically responds to its context. Include any historic, cultural, land use, or conservation features as well as the site area and the allocation of uses including the number and type of housing units, if applicable.  Word Limit: 500



<p>Density *</p>	<p>Provide based on building use(s) - aligned with award categories (include community space, public space)</p> <p>Project type</p> <p>Site area (SF)</p> <p>Floor area (SF)</p> <p>Number of Stories</p> <p>Number of Units</p> <p>Mix of Units</p> <p>Zoning</p> <p>Commercial space area (SF)</p>
<p>Social and Cultural Impact *</p>	<p>Describe the social and cultural impact of your project. What qualitative and/or quantitative data has been collected to illustrate the impacts of the project (both in terms of the design and construction process as well as the completed built work)? Examples of features described may include responsiveness to historic inequities, cultural specificity of the design, accessibility for various users, and strategies to serve low or middle-income households.</p> <p>Word Limit: 500</p>



<p>Economic Performance *</p>	<p>Describe the economic performance and impact of your project. Describe ways in which cost efficiencies were attained (upfront or lifecycle). If applicable, provide a description of project financing. Describe the ways in which the project will have an impact economically on users, neighbors and others. Economic features may include opportunities for symbiosis (among businesses or others), local purchasing, job training opportunities and strategies to serve low or middle-income households.</p> <p>Word Limit: 500</p>
<p>Cost *</p>	<p>Provide totals – if not possible, enter N/A.</p> <p>Total Construction Cost</p> <p>Cost per unit</p> <p>Overall cost per square foot</p> <p>Commercial cost per square foot</p> <p>Residential cost per square foot</p> <p>Other cost per square foot</p> <p>Cost per square foot benchmark</p>





	Cost per square foot benchmark differential
	What life cycle cost consideration did the project include?
Innovative Design and/or Construction Features*	Describe innovative design and/or construction features of your project.  Word Limit: 500
Environmental Performance and Sustainability *	Describe any building features and systems that enhance environmental performance. Include any relevant metrics and standards.



## Upload Materials for Jury Review

<p>Common Application *</p>	<p>The Housing and Community Development Knowledge Community is excited to be one of the first Knowledge Communities partnering with the Committee on the Environment to pilot a Common Application. In this pilot year, the Common App exists as a spreadsheet that is downloaded and then uploaded into the application system once completed to the extent possible by the applicant and as relevant to the project. Please help us test this Common Application questions and generate data by filling out the spreadsheet and uploading it here.</p> <p><b><u>You are required to upload the Common App to submit the application. Applicants will not be penalized for not completing the spreadsheet nor responding "N/A" to anything within the Common App.</u></b> This awards program will continue to prioritize housing that demonstrates design excellence and meets the goals of the specific award categories above all else. Data collected in the spreadsheet will be shared with the jury and will help develop the Common App and a better understanding of awards projects.</p> <ol style="list-style-type: none"> <li>1. Download Common Application (<i>available in the online submission system</i>)</li> <li>2. Complete – N/A and blank answers are acceptable</li> <li>3. Save the final document as a .xlsx</li> <li>4. Upload .xlsx</li> </ol> <p><a href="#">Upload</a></p>
<p>Upload Materials for Jury Review</p>	<p>Project images must be submitted in a single .PDF file not to exceed 20 MB and 24 pages.</p> <p>When possible, images should include the building in use. At a minimum, photos should be submitted as described in the following list, in any order, to best tell the jury your project's story:</p> <ul style="list-style-type: none"> <li>• Include at least one photograph of each building façade. Projects that do not include photographs of each elevation will not be considered for awards.</li> <li>• Include photographs of the site context showing all adjacent structures and/or natural features. Projects that do not include context photographs will not be considered for awards.</li> <li>• Provide photographs of primary interior spaces.</li> <li>• For projects involving renovations or alterations, provide 'before' and 'after' images. To the extent possible these images should describe the new work.</li> </ul>



	<ul style="list-style-type: none"><li>• Provide a site plan showing the building and its context, a building section, and floor plans with a graphic scale and an orientation arrow.</li><li>• Label renderings. Rendering may not be substituted for required photographs.</li><li>• Provide additional information such as construction details, diagrams, and/or performance data necessary to explain your project.</li></ul> <p>Additional Tips</p> <ul style="list-style-type: none"><li>• Composite pages are acceptable.</li><li>• Text/notes on images/drawings are allowed.</li><li>• Use of the maximum page limit is strongly recommended.</li><li>• Consistent use of either a horizontal or portrait landscape is encouraged throughout the submission.</li></ul>
Select File *	<a href="#">Upload</a>
Ready to Submit *	<ul style="list-style-type: none"><li><input type="checkbox"/> I verify all the information associated with this entry is accurate and am ready to submit.</li><li><input type="checkbox"/> I understand once the submission is completed no further edits may be made</li></ul>