



## **2022 AIA Collaborative Achievement Award** **Sample Application**

### **Submitter Information**

Thank you for applying to the 2022 AIA Collaborative Achievement Award. On this page please provide the information on who is filling out this application, this may or may not be the candidate.	
First Name *	
Last Name *	
Firm /Organization Name *	
Phone Number *	
Email Address *	

### **Eligibility, Jury List and Release Form**

<p>The Institute Honors for Collaborative Achievement recognizes the excellence that results when architects work with those from outside the profession to improve the spaces where people live and work.</p> <p>Shared dedication and distinguished achievement earn this award, whose past recipients have included the Post-Sandy Initiative and the National Building Museum.</p>	
Eligibility	<p>Any AIA member, group of members, component, or Knowledge Community may nominate candidates, who must be living at the time of nomination.</p> <p>There are no requirements for age, experience, or licensure. Nominees may come from any profession.</p> <p>The categories for Institute Honors for Collaborative Achievement include, but are not limited to individuals or organizations submitting a significant achievement or body of work in:</p> <ul style="list-style-type: none"><li>• <u>Administration</u>: creation, management, or sponsorship of programs that advance architecture and urban design in institutions, communities, and regional landscapes</li></ul>



	<ul style="list-style-type: none"><li>• <u>Art and Craftsmanship</u>: the design, fabrication, or installation of works of art and high craftsmanship in the context of architecture, urban design projects, and built landscapes</li><li>• <u>Collaborative Achievement</u>: advancement of architecture and urban design by teams of architects, allied professionals, administrators, developers, or by the integration of several disciplines (this specific area of achievement provides opportunities to recognize those allied organizations such as Associated General Contractors, General Services Administration, etc., or teams of allied professionals working with architects for outstanding contributions to the profession)</li><li>• <u>Construction</u>: advancement in contracting, construction technique, construction management, cost estimating, and project delivery</li><li>• <u>Industrial Design</u>: design or manufacture of building systems, equipment, furnishings, furniture, equipment, tools, and other materials affecting architecture and the built environment</li><li>• <u>Information Science</u>: advances in technology, information systems, computer programming, library systems, and applications that contribute to the advancement of architecture, architectural practice, and the built environment</li><li>• <u>Professions Allied with Architecture</u>: acoustics, color and materials, behavioral science, energy, engineering, ecology and environmental science, ergonomics, graphics, interior design, landscape architecture, land use, lighting design, urban and regional planning, preservation technology, public health, transportation, and other fields of consultation with architects</li><li>• <u>Public Policy</u>: contributions to architecture and the built environment in economics law, political service and legislation, and sociology</li><li>• <u>Research, Dissemination, and Education</u>: contributions to the advancement of architecture through research, publication, institutional and non-institutional programs in education, and public awareness</li><li>• <u>Recording and Illustration</u>: contributions to the advancement of architecture in drawing, film, model-making, photography, video, and other representational and recording media</li><li>• <u>Writing and Scholarship</u>: contributions to the advancement of the understanding of architecture in anthropology, architectural</li></ul>
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	history and theory, archaeology, criticism, geography, history, journalism, psychology, sociology, or other fields of inquiry.
Deadline	<ul style="list-style-type: none"><li>• the deadline for submission completion is <b>September 14, 2021, before 5 pm Eastern</b></li><li>• all deadlines are strictly observed</li><li>• there is no entry fee for this program</li></ul>
2022 Collaborative and Professional Achievement Jury	<p>The Collaborative Achievement Award jury consists of five members. A representative of the Board of Directors or the Strategic Council, an architect member licensed less than ten years. One past recipient of the award, an Associate member, and a public official</p> <p><b>2022 Jury</b></p> <p>To Be Determined</p> <p>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.</p>
Additional Considerations	<p>Throughout the submission, you are encouraged to highlight any aspects of the candidate's work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to the Institute, its members, and the architecture profession, including but not limited to the Public policies and Position Statements of the AIA.</p> <p>These might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the candidate has had the opportunity to address them, or as these topics may enhance the presentation. For instance, AIA juries include evaluating Honors &amp; Awards submissions relative to the AIA Framework for Design Excellence. While submissions do not have to adhere entirely or fit comprehensively with all measures from the framework, submitters are strongly encouraged to consider their submission materials in this context. For additional information visit the <a href="#">AIA Framework for Design Excellence</a> website.</p>



Release Form *	<p>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. There may be no further communication with an entrant prior to the announcement of an award. Accuracy, therefore, is essential.</p> <p>BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN ITS CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES THAT IT SHALL INDEMNIFY AND HOLD HARMLESS The American Institute of Architects ('AIA') AND Hanley Wood, 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.</p> <p>The entrant further certifies that entrant has obtained all permissions necessary to permit 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 they deem appropriate in connection with this awards program, including publicizing the program itself.</p>
Terms and Conditions *	<p>By agreeing below, I acknowledge that I have read and agree to the above terms and conditions.</p> <p><input type="checkbox"/> I agree</p>
Exhibits for Archives *	<p><input type="checkbox"/> I understand that should I be selected as the recipient of this award this submission will be archived by the AIA.</p>



**Candidate and Nominator Information**

Candidate's Name *	Please provide the candidate or organization's name exactly as you wish it to appear on all announcement and notifications
*	<p>Please chose if the candidate is an individual or an organization:</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Organization</p> <p><i>The appropriate boxes will open depending on your selection.</i></p>
<i>Individual</i>	
AIA Member ID *	
AIA Component *	
Firm/Organization Name *	
Email Address *	
Phone Number *	
Candidate's Address *	Street Address *
	Line 2
	City *
	Country *
	State / Province *
Zip / Postal Code *	



	Country *
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/> Other
Ethnicity *	Please chose all that apply:  <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black and African American <input type="checkbox"/> Hispanic and Latino <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Prefer not to disclose
<i>Organization</i>	
Organization Point of Contact *	
Organization Point of Email Address *	
Organization Point of Phone Number *	
Organization Address *	Street Address *
	Line 2
	City *
	Country *



	State / Province *
	Zip / Postal Code *
	Country *
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Firm/Organization Size *	<p>Please indicate the size of the candidate firm:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0-25</li> <li><input type="checkbox"/> 26-50</li> <li><input type="checkbox"/> 51-100</li> <li><input type="checkbox"/> 100-1000</li> <li><input type="checkbox"/> 1000+</li> </ul>
Firm Organization Gender Demographics *	<p><i>You will be asked to provide the percent of staff in selected categories</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Male</li> <li><input type="checkbox"/> Female</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> No response/Choose not to disclose</li> </ul>
Firm/Organization Demographics *	<p>Please provide race and ethnicity demographic information pertaining to the employees of the firm/organization. <i>You will be asked to provide the percent of staff in selected categories.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> American Indian or Alaska Native</li> <li><input type="checkbox"/> Asian</li> <li><input type="checkbox"/> Black and African American</li> <li><input type="checkbox"/> Hispanic and Latino</li> <li><input type="checkbox"/> Middle Eastern</li> <li><input type="checkbox"/> Native Hawaiian or other Pacific Islander</li> <li><input type="checkbox"/> White</li> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> No response/Choose not to answer</li> </ul>
<p>Firm/Organization AIA Membership</p>	<p><i>You will be asked to provide the percent of staff in selected categories</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Non-member</li> <li><input type="checkbox"/> Associate AIA</li> <li><input type="checkbox"/> AIA</li> <li><input type="checkbox"/> FAIA</li> <li><input type="checkbox"/> Emeritus</li> <li><input type="checkbox"/> Hon. FAIA</li> <li><input type="checkbox"/> Hon. AIA</li> </ul>
<p><i>All Candidate's Must Answer</i></p>	
<p>Candidate's Unpaid Labor Declarations *</p>	<p>If you cannot answer 'Yes' to the Unpaid labor Declaration Policy, 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 Intern Declaration policy.</p> <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 persons 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 Achievement Awards (If I am a candidate for any of those awards).</li> <li><input type="checkbox"/> I acknowledge adherence to the terms of this Policy</li> </ul>





<p>Code of Ethics and Professional Conduct *</p>	<p>The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <ul style="list-style-type: none"> <li>□ I affirm that I uphold this value in all my business and professional practices, and all my activities and conduct relating to the AIA.</li> </ul>
<p>Code of Ethics and Professional Conduct Continued *</p>	<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><b>Rule 1.401</b> – Members 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.</p> <p><b>Rule 1.402</b> – Members shall not engage in conduct involving wanton disregard of the rights of others.</p> <p><b>Rule 2.101</b> – Members shall not, in the conduct of their professional practice, knowingly violate the law.</p> <p><b>Rule 2.104</b> – Members shall not engage in conduct involving fraud.</p> <ul style="list-style-type: none"> <li>□ I affirm that, throughout the course of my AIA membership, 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.</li> <li>□ 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 any other reason the AIA may in its sole discretion determine is appropriate.</li> </ul>
<p>Background Check*</p>	<p>The AIA reserves the right to conduct a background check of 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>
<p>Nominator *</p>	<p>Nominations for the Whitney M. Young Jr. Award can come from AIA Components, Knowledge Communities, members of the AIA Board of Directors, Strategic Council and Architect Members may submit nomination. The letter of nomination is included in your submission upload.</p> <p>Please select your nominator and complete the associated information. <i>(The associated boxes will open)</i></p> <ul style="list-style-type: none"> <li><input type="radio"/> AIA Component</li> <li><input type="radio"/> AIA Knowledge Community</li> <li><input type="radio"/> Member of the AIA Board of Directors or Strategic Council</li> </ul>

**Copyright Information and Announcement Images**

<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 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</li> </ul>
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	<p>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</p> <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> <ul style="list-style-type: none"><li><input type="checkbox"/> Entrant has NOT secured greater rights to copyrighted material.</li><li><input type="checkbox"/> Entrant has secured greater rights to copyrighted material.</li></ul>
Copyright Information File *	<p>Please provide a <b>.PDF file</b> showing the following information.</p> <ul style="list-style-type: none"><li>• For announcement images:<ul style="list-style-type: none"><li>○ Thumbnail</li><li>○ Caption - Under 200 characters</li><li>○ Copyright credit (name and contact information) - who took the photo</li><li>○ Copyright notice (name and contact information) - who owns the photo</li></ul></li><li>• For all images in the submission file:<ul style="list-style-type: none"><li>○ Thumbnail</li><li>○ Page of the portfolio it appears on</li><li>○ Copyright credit (name and contact information) - who took the photo</li><li>○ Copyright notice (name and contact information) - who owns the photo</li></ul></li><li>• For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, closed, books, or other copyrighted material):<ul style="list-style-type: none"><li>○ Author/Creator</li><li>○ Copyright owner</li><li>○ Publication Date</li></ul></li></ul> <p><a href="#">Upload Here</a></p>



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.</p> <p>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>
Photographer’s Approval Form *	<p>For any work in which you are not the copyright owner your photographer(s)'s signature is required on the <a href="#">AIA Photography Release Form</a> to be uploaded below as a <b>.pdf file</b>. If multiple photographers were used please provide all the executed forms in one PDF file.</p> <p><a href="#">Upload Here</a></p>
Announcement Images	<p>Should your candidate be selected as the recipient please provide five images from your submission to be used for the announcement on AIA.org and upload below. These photos are not for jury review and only for AIA.org.</p> <p>Photos must be:</p> <ul style="list-style-type: none"><li>• A .jpg file</li><li>• A single image</li><li>• 3200 pixels wide by 1800 pixels tall – photos must be landscape</li><li>• A minimum of 72 dpi</li><li>• No white border</li></ul>



	<b>Photos that do not meet these requirements will not be displayed.</b>
Announcement Image #1 - Headshot or Group Shot *	<a href="#">Upload here</a>
Announcement Image #2 -Project	<a href="#">Upload here</a>
Announcement Image #3 - Project	<a href="#">Upload here</a>
Announcement Image #4 -Project	<a href="#">Upload here</a>
Announcement Image #5 -Project	<a href="#">Upload here</a>

### Reference Letters

Reference Letters	<p>Seven reference letters are required.</p> <p>The references should be people who know the candidate well and are able to verify and testify to the accomplishments cited in the summary of achievements. References should be explicit in their recommendation and contain specific reasons for support.</p> <p>Reference letters must be:</p> <ul style="list-style-type: none"><li>• one-page, focusing on one or two aspects of the candidate's submission (two-page letters will be removed from your file and not reviewed by the jury).</li><li>• on company letterhead</li><li>• signed</li><li>• uploaded as a PDF file into the system using the unique link provided to each reference writer prior to <b>5 pm Eastern on September 14, 2021</b></li></ul> <p>Please note that it is in the candidate's best interest to demonstrate a broad range of support and influence.</p>
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	<b>All reference letters are to remain confidential.</b> It is the candidate's responsibility to contact the reference writers and establish if they are willing to act as a reference and to emphasize the importance of submitting a letter in a timely fashion.
Reference Writer 1 *	Full Name
	Email
Reference Writer 2 *	Full Name
	Email
Reference Writer 3 *	Full Name
	Email
Reference Writer 4 *	Full Name
	Email
Reference Writer 5 *	Full Name
	Email
Reference Writer 6 *	Full Name
	Email



Reference Writer 7 *	Full Name
	Email

**Upload Materials for Jury Review**

Candidate's Name *	
Candidate's Summary Statement *	<p>Describe how the candidate's work may be considered notable and how it works with those from outside the profession to improve the spaces where people live and work in <b>a 25 to 35-word statement</b>. A simple statement can sometimes say a lot more than one that is overreaching, and the jury will rely heavily on this statement during the review.</p> <p>Word Limit: 35</p>
Upload Materials for Jury Review *	<p>Submit supporting documentation in a single .PDF file - max 20 MB not to exceed 20 pages - and include in the order listed:</p> <ol style="list-style-type: none"> <li>1. Nomination letter (<b>one page</b>) that summarizes the candidate's contributions</li> <li>2. Biography of the candidate including a 25-35 word summary statement, list of offices, positions, honors, publications, and presentations that relate to the purpose of the award (<b>max of two pages</b>)</li> <li>3. Statement of contributions that illustrates how the candidate's work has an advanced design, practice, or education; enhanced the profession; and benefited the communities (<b>max of two pages</b>)</li> <li>4. exhibits (<b>maximum of 15 pages</b>) with images, drawings, or other materials that demonstrate the candidate's or</li> </ol>



	<p>organization's accomplishments that relate to the purpose of the award</p> <p><a href="#">Upload here</a></p>
Ready to submit *	<ul style="list-style-type: none"><li><input type="checkbox"/> I verify all the information associated with this nomination is accurate and I am ready to submit payment.</li><li><input type="checkbox"/> I understand once payment is made the submission will be completed and no further edits may be made.</li></ul>