



Welcome to the 2016 AIA Fellowship Submission Site

The AIA Fellowship program was developed to elevate those architects who have made a significant contribution to architecture and society and who have achieved a standard of excellence in the profession. Election to Fellowship not only recognizes the achievements of the architect as an individual, but also honors before the public and the profession a model architect who has made a significant contribution to architecture and society on a national level.

Eligibility

Architect members who have been in good standing for at least 10 years may be nominated for Fellowship. Architect members may be advanced to Fellowship under guidelines set by the Board if they have contributed notably to the advancement of the profession of architecture.

The nominee must have completed 10 cumulative years as an AIA architect member prior to the nomination deadline (i.e., 10 years prior to October 16, 2015).


Deadline and Entry Fees

- The deadline for submission completion is October 16, 2015 **before 5:00 PM Eastern**. All deadlines are strictly observed.
- The **non-refundable** entry fee for this program is \$400.00.
- Please review the [Submission Preview](#) carefully before submitting your payment. You can go back and edit your submission until the deadline but no refunds will be issued.

Use your [AIA.org](#) e-mail and password to login.
Contact [AIA Info Central](#) or call 1.800.242.3837 for assistance.


Log in to the Awards Submission Page


Create New Account

 Select 'Join Now' to begin your submission.

[Join Now](#)

AIA.org Sign In





[Lost your password? or Need help?](#)

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Institute Honors and Awards Fellowship



THE AMERICAN
INSTITUTE
OF ARCHITECTS

Call for Nominations (closes 5:00 PM Eastern on Friday, October 16, 2015) | [Log Out](#)

[Technical Support](#)



FELLOWSHIP INFORMATION

[2016 Fellowship](#)

Deadline: 10/16/2015, 5:00 PM Eastern

 [Contact the Fellowship Manager](#)



YOUR PROFILE

Candidate's Name

Logins: 1 [Log Out](#)



SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.

 [Feedback Form](#)



SUBMISSIONS (you have 0 complete submissions, 0 incomplete submissions and 0 withdrawn submissions)



Your submission is complete when a green check mark appears next to your submission title below.



[Click here to begin a new Submission](#)



[Frequently Asked Questions](#)



2016 AIA Fellowship

Continue



Enter your submission title below and choose your Category of Nomination then select "Continue".

Candidate

Please enter the candidate's name as it should appear on the official citation and any announcements should they be elevated to Fellowship.

0 characters (200 max)

0 words (75 max)

Category of Nomination

Select one...

Category of Nomination Descriptions

Category One - Design

"To promote the aesthetic, scientific, and practical efficiency of the profession".

Fellowship in this category is granted to architects who have produced distinguished bodies of work through design, urban design, or preservation. This may be accomplished through individual or organizational effort. Works submitted may be of any size for any client, of any scope and reflecting any type of architectural design service.

Category One - Urban Design

See Category One description above

Category One - Preservation

See Category One description above

Category Two - Education

"To advance the science and art of planning and building by advancing the standards of architectural education, training, and practice".

Fellowship in this category is granted to architects who have made notable contributions through their work in education, research, literature, or the practice of architecture. Work in education may be teaching, research, administration, or writing and should have a lasting impact, be widely recognized, and provide inspiration to others in the field and the profession. Research areas may include building codes and standards, specifications, new material applications, or inventions. Practice includes firm management, administration, and project management or specialty areas (specific building types, technical expertise).

Category Two - Research

See Category Two description above

Category Two - Literature

See Category Two description above

Category Two - Practice (Management)

See Category Two description above

Category Two - Practice (Technical Advancement)

See Category Two description above

Category Three - Led the Institute

"To coordinate the building industry, and the profession of architecture".

Fellowship in this category is granted to architects who have actively, efficiently, and cooperatively led the Institute or a related professional organization over a sustained period of time and have gained widespread recognition for the results of their work.

Category Three - Led a Related Organization

See Category Three description above

Category Four - Public Service

"To ensure the advancement of the living standards of people through their improved environment".

Fellowship in this category is granted to architects who have made notable contributions in public service or work in government or industry organizations through leadership in the development of civic improvements and needed governmental projects, including such elements as conservation, beautification, "land-use regulation, transportation, or the removal of blighted areas, or who have clearly raised the standards of professional performance in these areas by advancing the administration of professional affairs in their fields.

Category Four - Government

See Category Four description above

Category Four - Industry Organizations

See Category Four description above

Category Five - Alternative Career

"To make the profession of ever-increasing service to society".

Fellowship in this category is granted to architects who have made notable contributions to the public through alternative careers or volunteer work with organizations not directly connected to the built environment. Achievements may also be of a kind that transcends the other categories for advancement to serve society or humanity in a unique and important manner.

Category Five - Volunteer Work with Organizations Not Directly Connected with the Built Environment

See Category Five description above

Category Five - Service to Society

See Category Five description above



* indicates required field



TASK LIST



- Each task below must be completed to create and finalize your submission.
- You can save your submission and come back to edit or update prior to 5:00 pm Eastern of the deadline date.

Submission [ID#103106](#)

[Candidate's Name](#)

Category of Nomination: [Category Five - Service to Society](#)

Submission Status: [Active](#)

[Submit](#)



1. [General Format and Jury List](#)



2. [Candidate's Details](#)



3. [Candidate & Sponsor Information and Intern Declaration](#)



4. [Payment](#)



5. [Copyright Information](#)



6. [Release Form](#)



7. [Nomination Signature Sheet and Reference Writer List](#)



8. [Submission Upload for Jury Review](#)

Submit



GENERAL FORMAT AND JURY LIST

Agree



Please review and agree to the terms and conditions.

1

2016 AIA Fellowship Nomination

Sponsor Responsibilities

The sponsor must be an AIA or FAIA member in good standing of the AIA. Elected or current AIA National officers and Board members, Executive Committee members of the College of Fellows, AIA national and component staff, and members of the Jury of Fellows (at the time of nomination or within three years of retiring from the jury) may not serve as sponsors or references. In addition, the Institute Secretary and/or Secretary-elect at the time of nomination and within three years of completion of their term of office may not serve as a sponsor.

A sponsor will be selected by the candidate. The sponsor is responsible for the following submission requirements.

The sponsor:

- Writes, in consultation with the candidate, the one-page summary of achievements
- Provides guidance to and assists with developing a succinct theme or focus throughout the submittal
- Assists the candidate in the preparation of his or her submission
- Ensures that exhibits support the category and emphasize results
- Is expected to contact the candidate's references and to make sure a one-page reference letter is written on company letterhead, signed, and electronically submitted to the AIA, at HonorsAwards@aia.org before 5:00 pm Eastern Time, October 16, 2015
- Writes a one page nomination letter for the candidate to be included as the first item in their single PDF file smaller than 10 MB.
Submissions without a nomination letter will be disqualified.

Note to Sponsors: All candidates submitting in nonconsecutive years are considered first- year candidates at resubmission and are required to obtain seven new references.

If a candidate is denied advancement at three consecutive annual meetings of the jury, one year must elapse before a new nomination can be made.

Deadline is before 5:00 pm Eastern Time, October 16, 2015.

There is a non-refundable application fee of \$400.00.

General Format

Candidates nominated from the same firm in the same and consecutive years should ensure that their individual portfolios are unique and specific to each candidate.

It is important to note that failure to comply with the rules and instructions may result in the disqualification of the submission. This includes the completion of all biographical data as requested in this application.

The Jury of Fellows requires sponsors to base nominations solely on the candidate's single most outstanding category of achievement within an Object of the Institute.

The candidate must have completed **10 cumulative years as an AIA architect member** prior to the nomination deadline (i.e., 10 years prior to October 16, 2015). If uncertainties exist about the period of membership, and after consulting with the local chapter, please contact [Membership History](#) to verify the candidate's eligibility before preparing the submission.

The nomination may be made in one of two ways:

1. By an AIA chapter or state organization bearing the signature of the president or secretary of the component.
2. By petition of individual members or Fellows, it must bear the signatures of any 10 AIA members or any 5 Fellows in good standing. It is the responsibility of the sponsor to inform the component of a petition nomination.

Jury recommendations:

- Do not use anything smaller than a 10 point font.
- Do not use light type face.
- The narrative for each of your exhibits should address three things: 1) what was the challenge presented to you; 2) what was your role; and 3) what was the outcome.
- Add page numbers.
- Submission should be no more than 40 pages including exhibits.

Section 1: Summary

The summary of achievements is limited to no more than one page. Note: The first 25-35 words must be a concise statement of the candidate's achievements, which may be used as the statement of achievement if elevated.

The sponsor, in consultation with the candidate, will write a summary of the candidate's achievements. The purpose of this summary is to synthesize on one page justification for the nomination. The summary should not be in the form of a biographical sketch or a recitation of general assignments or routine offices held. It should summarize, in brief narrative form, the candidate's accomplishments/results within the Object of the Institute in which the nomination is made. This should summarize the information provided in Sections 2.1 through 2.3.

Section 2: Accomplishments

Section 2 is divided into three parts and must focus on the achievements of the candidate cited in the category of nomination. It is important to include such information as leadership roles and quantifiable results, awards received (including jurors' names that could add further accreditation), related lectures and presentations, jury service, exhibitions of work, civic and community involvement, published work, and/or succinct details of results achieved from the candidate's involvement in listed activities. A more definitive list may be found in the [Fellowship FAQ](#) section. Please keep the descriptions precise and concise. This section must not be used for additional exhibits, although 1" x 1" margin images are permitted but only if they add clarity or support for the listed achievements. It is very important that material be succinct for clarity as it is reviewed by the jury.

2.1 Describe the significant work of the candidate in the areas relating to the category of nomination (include such information as projects undertaken, research completed, positions held, academic involvement, jury experience, presentations made, etc.). Always describe the achievements that relate directly to the category of nomination first.

For example:

For positions held, including voluntary ones, include the title and organization name, the duties involved, results achieved, and dates the candidate held the position.

For design or construction projects, include the location and the year of completion and candidate's specific role or achievement for the project.

2.2 Describe significant awards, honors, and recognition accorded to the candidate. Highlight the most significant awards relative to the category of nomination first. List awards from the Institute, other professional associations, government, civic associations, etc. For clarity, group similar awards together 'e.g., AIA awards (indicate whether they were national, regional, or local), government honors, education awards, etc. Include the years in which awards were received.

2.3 List the books or articles written by or about the candidate that support the category of nomination, if applicable. If the title of the book or article is not sufficient to add clarity to the jury review, candidates may add a brief description of the contents or importance of the written material.

Section 3: Exhibits

Exhibits must support the category of nomination and should state the problem presented, your particular role, and the resolution emphasizing results. Every submission must include photographic exhibits of the candidate's architectural work or that of the candidate's firm or others' work in whose creation and production the candidate has played a significant role. For candidates whose practice has not involved construction, there must be either photographs or literary exhibits. Work of the last 10 years has special significance and is encouraged.

Descriptive Data Each project must include identification of the architecture firm of record and a one-paragraph synopsis. The synopsis should be descriptive enough to indicate the scope of the project. This page should also list any awards or publications associated with the project. The declaration of responsibility must be completed as detailed on the descriptive data form, and must be signed by someone other than the candidate. The accuracy of the statement describing the candidate's relationship to the design is of major importance. ([Sample Descriptive Data Sheet](#))

Note: For candidates who are nominated within the first Object for design, urban design, or preservation achievements, ONLY those projects for which the nominee is 'largely responsible for design' will be considered for submittal in this category.

Rules for Submitting Photographic Exhibits - All candidates should include quality photographs and/or exhibits of current work. Nominations in Object 1 must be supported by photographic exhibits. It is extremely helpful if the exhibits are oriented similarly. They must illustrate completed work, except in urban design as explained below, and may be in color or in black and white.

Number of Photographs Allowed

All candidates are expected to show some project work, whether their own, their firm's or in the case of educators who do not practice, their students' work. However, the important thing to remember is that most of the exhibits for categories 2-5 should be relevant to the category of nomination and provide supportive documentation of the candidate's achievements as it relates to the category of nomination. All exhibits should substantiate the results that have been claimed in the sponsor letter or in the candidate's Section 1 Summary statements.

To further explain:

- *Object 1:* For design, urban design, or historic preservation achievements:
For all categories of design, no fewer than five completed projects for which the nominee is 'largely responsible for design'. Each project must contain a descriptive data sheet. One photograph per project should illustrate the project in the context of its surroundings. One plan may be substituted for one photograph only if the project is unusually complicated.

For urban design achievements, sketches and other evidence illustrating commissioned and adopted projects may be submitted if photographs are not possible. Exhibit 'before and after' photographs, if possible.

For historic preservation achievements, at least one 'before' photograph of each project must be included with the photographs of the completed work.

- *Objects 2-5:*
A minimum of 7 and a maximum of 10 exhibits with images and/or composition pages plus a descriptive data sheet required for each exhibit.
- *Object 2:*
A minimum of 7 and a maximum of 10 exhibits where at least five of your exhibits should be completed projects. For education achievements under Object 2, photographs exhibiting the work of the candidate's students as well as the candidate's own built work, if applicable, should be included, as well as any educational tools developed.
- *Object 3 through 5:*
A minimum of 7 and a maximum of 10 exhibits where it is important to include quality photographs of one or two of the candidate's best projects in addition to other exhibits that best support the nomination category.
- *Objects 4 and 5:*
A minimum of 7 and a maximum of 10 exhibits with photographs and/or exhibits that best illustrate the particular contribution of the candidate should be included. In the case of candidates who are government employees and who act as the client to other designers, the work of those designers may be included with clear attribution assigned and the role of the candidate clearly identified.

Section 4: Reference Letters

First year candidates are expected to obtain seven reference letters, three additional references are allowed and strongly encouraged for second- and third-year candidates. These letters must be:

- one-page
- on company letterhead (retired or Emeritus members may use personal stationery)
- signed
- electronically submitted as a .PDF file with the candidate's name in the subject line to HonorsAwards@aia.org by 5:00 pm Eastern on October 16, 2015.

Five of the references must be AIA members in good standing and identified with their appropriate designation of 'AIA, Assoc. AIA, FAIA, Hon. AIA, Hon. FAIA, or 'Int'l Assoc. AIA'. 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. For example, for design achievements include references from design colleagues and peers. For candidates nominated for education achievements, include references from deans, former students, etc. References should be explicit in their recommendation and contain specific reasons for support.

Do not contact the AIA to ascertain if reference letters have been received - the volume is too great to determine which letters have been received during the open submission time frame through the deadline.

Request that your reference writers forward their email confirmation receipt to you and/or your sponsor for tracking purposes.

Elected or current AIA national officers and Board members, College of Fellows Executive Committee members, and AIA national and component staff may not serve as references. In addition, the Institute Secretary and/or Secretary-elect and members of the Jury of Fellows at the time of nomination or within three years of retiring from office or the jury may not serve as references. The sponsor writes a one-page nomination letter on behalf of his or her candidate, this letter is not a reference letter and is not counted as one of the seven required reference letters for first year candidates.

Former AIA national officers and Board members are permitted to write reference letters but they should be instructed not to use their old Board stationery. Use of Board stationery is restricted to current service only.

Candidates choosing to resubmit in nonconsecutive years are considered first-year candidates, and seven new reference letters are required. For second- and third-year candidates, the reference letters will be kept on file if they resubmit in consecutive years.

With the exceptions stated in the foregoing, there are no restrictions on the selection of references. However, please note that it is in a candidate's best interest to demonstrate a broad range of support and influence (i.e. geographic distribution; limit references from a single source such as a firm or committee). Sponsors are responsible for soliciting reference letters and may use the [sample letter](#) supplied, however, please instruct reference writers to create an original letter specific to the candidate and not parrot back language already provided in the candidate's Summary page.

Please note that all reference letters are to remain confidential. It is the sponsor'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. The sponsor should follow up to see that reference letters are electronically submitted to the Institute, at HonorsAwards@aia.org before 5:00 PM Eastern, October 16, 2015.

Reference letters received after the 5:00 PM Eastern, October 16, 2015 deadline will not be reviewed by the jury.

2016 Fellowship Jury

Diane Georgopoulos, FAIA (Chair)
Massachusetts Housing Finance Agency
Cambridge, Massachusetts

David Messersmith, FAIA
University of Texas, Arlington
Arlington, Texas

Steve Crane, FAIA
VCBO
Salt Lake City

Karen V. Nichols, FAIA
Michael Graves & Associates
Princeton, New Jersey

Marleen Kay Davis, FAIA
University of Tennessee
Knoxville

Donald T. Yoshino, FAIA
Yoshino Architecture, PA
Boca Raton, Florida

Mary Katherine (Mary Kay) Lanzillotta, FAIA
Hartman Cox Architects
Washington, DC

Communication with the jury and/or Board of Directors 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.

All Fellowship candidates and their sponsors will be notified by e-mail of the jury's decisions on or before Monday, February 1, 2016. The national AIA Board of Directors, College of Fellows Executive Committee, College of Fellows Regional Representatives, and component executives will be notified after the candidates and sponsors have been contacted.

By entering my name in the field below I acknowledge that I have read and agree to the above terms and conditions.

Agree



CANDIDATE'S DETAILS

Continue

Complete the required information below.

Candidate

Please enter the candidate's name as it should appear on the official citation and any announcements should they be elevated to Fellowship.

Candidate's Name

15 characters (200 max)

2 words (75 max)

AIA Chapter

Select the candidate's assigned AIA Chapter.

Select one ...

Are you a 1st, 2nd, or 3rd year candidate?

Candidates submitting in nonconsecutive years are considered first-year candidates upon resubmission.

Select one ...

Primary Location

Enter the city/town where the candidate spends the majority of their time working.

0 words (10 max)

Education

Supply in reverse chronological order the candidate's higher education only - provide the name and location of the educational institution, the number of years attended, and the degree(s) received.

0 words (1000 max)

Practice

List all state(s) or territory(ies) where the candidate is currently licensed to practice architecture.

0 words (1000 max)

Words:

0

Characters:

0

Work History

Provide a list in reverse chronological order of firm names (including dates and the number of years employed) where the candidate has worked.

0 words (1000 max)

Summary Statement

Describe how the candidate's work may be considered notable and how it has advanced the profession of architecture in a 25 to 35 word statement. 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 process. This same statement must be included in the one page Summary of Achievements.

0 words (35 max)

Continue



CANDIDATE & SPONSOR INFORMATION AND INTERN DECLARATION

Save Roles



- Your submission needs to have a minimum of 1 role with the 'Candidate' role.
- Your submission needs to have a minimum of 1 role with the 'Sponsor' role.

- Add the name of the **candidate first** followed by the sponsor's name.
- The candidate's name must be first on the list; if it is not, use the gray arrow button next to the first name on the list to move it into the appropriate position.
- After the names are added, click on your name to provide your contact information.
- Select the blue "communication" icon to the left of each name to send an email request for contact information to be completed along with the Intern Declaration Policy.



First Name ...

Last Name ...

Email ...

Select one ... ▼

Add Role

Please indicate the appropriate role for each individual.

Save Roles

Institute Honors and Awards Fellowship



THE AMERICAN
INSTITUTE
OF ARCHITECTS

[← Role List](#) | [Home](#) | [Log Out](#)



[Progress](#)

[Technical Support](#)



ROLE DETAILS

[Continue ...](#)



Please complete the requested information.



Personal Details

Prefix *

First Name *

Middle Initial

Last Name *

Suffix



Mailing Address

Address Line 1 *

Address Line 2

Address Line 3

City *

State / Province *

Zip / Postal Code *

Country



Contact Details

Telephone *

Fax

Email *



Submission Manager (they will be copied on all emails)

Name	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Not applicable



Professional Information (as it will appear on conference materials)

Position / Title

Company / Institution / Organization *

Credentials *



Select Role - Candidate or Sponsor

Please indicate the appropriate role for each individual.

*



Member Number

If you do not know your membership number contact [InfoCentral](#) (800.AIA.3837) for assistance.

*

[Continue ...](#)

* indicates required field



INTERN DECLARATION

Continue ...



If you cannot answer 'Yes' to the Intern Declaration Policy, you are not eligible to submit for this award. Please contact HonorsAwards@aia.org should you have any questions concerning our Intern Declaration policy.

☐

I affirm that I do not have unpaid intern architects, including working students, and neither does any firm of which I am an owner or manager.



PAYMENT



- The **non-refundable** entry fee for this program is \$400.00.
- Please review the [Submission Preview](#) carefully before submitting your payment.
- No entry fee will be refunded for submissions that are disqualified, late, incomplete, or withdrawn.
- Once your payment is approved, you will receive an e-mail confirmation for your records and can proceed with your submission.
- Please be patient while your payment is processed - do not select the payment button more than once or you will be charged for an additional entry.
- Payment options include: American Express, Discover, MasterCard, and Visa

Begin Payment



COPYRIGHT INFORMATION

Save Disclosures

- Provide copyright information for all images and/or text, if applicable, used in conjunction with this submission.
- If the candidate's name is not listed below, please go back to the Candidate & Sponsor Information and Intern Declaration Task (Task Three) and use the gray arrow button to move the candidate's name to the top of the list.
- Please select the name below to fill out the required information.



Candidate's Name



COPYRIGHT INFORMATION

[Complete Form](#)

1. Information needed:

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 the 2016 Fellowship submission as follows.

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:

- In connection with the announcement of any awards under the awards program and the promotion of the awards program itself
- 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

This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement.

- ☐ Entrant has NOT secured greater rights to copyrighted material.
- ☐ Entrant has secured greater rights to copyrighted material.

I acknowledge that all copies of the Work submitted in connection with any entry shall remain the property of the AIA but that the copyright to the Work remains mine and is not transferred to the AIA. The AIA agrees to include in reproductions of the Work a reasonable copyright and credit, provided that the necessary copyright and credit information is noted below.

2. Copyright Credit

Typically credit refers to who took the photograph. If more than one photographer is being credited simply list additional credits as needed (i.e. Images 1, 3, 4 & 7 Jane Doe; Images 2, 5, 6 & 14 John Doe; Remaining Images Jack Doe).

3. Copyright Notice

Typically the copyright notice refers to who owns the rights to the images. If more than one owner is being credited simply list additional credits as needed (i.e. Images 1, 3, 4 & 7 Jane Doe; Images 2, 5, 6 & 14 John Doe; Remaining Images Jack Doe).

4. Copyrighted Work

List copyrighted work (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material associated with this submission).

5. Permissions and Indemnification

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.

Please type your FULL name on the line below.

By signing this box with my electronic signature, I attest that all information above is true and correct.

Complete Form

 Once you have completed the form, please press the 'Complete Form' button above to officially register this form.



RELEASE FORM

Submit Agreement

Complete the required information below.

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.

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.

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.

☐ I have read and agree to the above terms and conditions.

Please indicate your agreement by typing in your full name above

Submit Agreement



NOMINATION SIGNATURE SHEET AND REFERENCE WRITER LIST

Nomination Signature Sheet Information ([Sample Sheet](#))

The nomination may be made in one of two ways:

1. By an AIA Chapter or state organization bearing the signature of the president or secretary of the component.
2. By petition of individual members or Fellows, it must bear the signatures of any 10 AIA members or any 5 Fellows in good standing. It is the responsibility of the sponsor to notify the AIA component of a petition nomination.

Once all the required signatures have been obtained, upload the nomination signature sheet below in the proper location.

Reference Writer List Information ([Sample List](#))

- First-year candidates are expected to obtain seven reference letters (which will be kept on file for the next consecutive year or years if applicable), three additional references are allowed and strongly encouraged for second- and third-year candidates.
- List only the allowable number of references - any additional names after the first seven (or ten for second-year candidates or thirteen for third-year candidates) will not be accepted.
- Clearly label the reference writer's AIA designation where applicable.

Do not contact the AIA to ascertain if reference letters have been received. The volume is too great to determine which letters have been received during the open submission timeframe through the deadline. Request that your reference writers forward their email confirmation receipts to you and/or your sponsor to track this information.

Submit File(s)



Nomination Signature Sheet

Choose File

No file chosen

(this is a required upload)



Reference Writer List

Choose File

No file chosen

(this is a required upload)



SUBMISSION UPLOAD FOR JURY REVIEW

Your Fellowship submission must include the following items in the order listed as one .PDF file smaller than 10 MB.

1. Sponsor Letter
2. Section 1: Summary of Achievements
3. Section 2.1: Significant Work
4. Section 2.2: Significant Awards, Honors & Recognition
5. Section 2.3: Significant Publications
6. Section 3: Exhibits List (does not apply towards your page count - please provide appropriate photographer credit for all images)
7. Section 3: Exhibits (20 pages total including a [descriptive data sheet](#) required for each exhibit):

Object One: minimum of 5 completed projects for which the nominee is "largely responsible for design" with a maximum of 15 images and/or composition pages

Objects Two-Five: minimum of 7 and a maximum of 10 exhibits (5 of which must be completed projects) with images and/or composition pages

Object Two: minimum of 7 and a maximum of 10 exhibits (5 of which must be completed projects) with images and/or composition

For education achievements under Object 2, photographs exhibiting the work of the candidate's students as well as the candidate's own built work, if applicable, should be included, as well as any educational tools developed.

Objects Three through Five: minimum of 7 and a maximum of 10 exhibits (5 of which must be completed projects) with images and/or composition pages to include quality photographs of one or two of the candidate's best projects in addition to other exhibits that best support the nomination category

Objects Four and Five: minimum of 7 and a maximum of 10 exhibits with images and/or composition pages that best illustrate the particular contribution of the candidate

In the case of candidates who are government employees and who act as the client to other designers, the work of those designers may be included with clear attribution assigned and the role of the candidate clearly identified.

A second upload for your headshot using the following parameters is required:

- A **square** digital photo/image (head shot or portrait at least 600 x 600 pixels in size) of the nominee in .JPEG format and labeled as "LastName_FirstName".

This image, should you be elevated, will be used for announcement purposes.

Jury recommendations:

- Do not use anything smaller than a 10 point font.
- Do not use light type face.
- The narrative for each of your exhibits should address three things: 1) what was the challenge presented to you; 2) what was your role; and 3) what was the outcome.
- Add page numbers.
- Submission should be no more than 40 pages including exhibits.

Any material you feel relevant to explain your project should be included within your submission. External links to documents are an acceptable method of supplying additional material should you feel it is significant and vital for the jury to examine, but they are not required to review these items.

Submit File(s)



Submission package for jury review

Choose File No file chosen

(this is a required upload)



Headshot

Choose File No file chosen

(this is a required upload)