

SMALL PROJECT AWARDS PROGRAM SUBMISSIONS

AIA Knowledge Communities

Call for Nominations (closes 5:00 PM ET on Monday, November 14, 2016)

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Welcome to the 2017 Small Project Awards

Reflection

Background

The Small Project Practitioners (SPP) Knowledge Community presents the thirteenth annual Small Project Award Program to recognize the work of small project practitioners and to promote excellence in small project design. This Award Program strives to raise public awareness of the value and design excellence that architects bring to all project types, including renovations and additions, no matter the limits of size and budget. This year's Small Project Award theme, REFLECTION, will recognize projects that engage the idea of REFLECTION and incorporate concepts and elements relating to this theme. The theme is intentionally open-ended to encourage wide interpretation.

Recognition

Award winning projects will be recognized in AIA publications and electronic media, including the SPP REVIEW and website. Projects will also be displayed at the 2017 AIA National Convention and Design Exposition. Information will be provided to Award Recipients regarding board layout.

Eligibility

- Open to architects licensed in the United States.
- Built projects must have been completed after January 1, 2013.
- There is no requirement for professional photography.
- Any sized firm may submit a project.
- Maximum of four entries per firm – (a single project may be entered in two different categories with applicable fees for each entry).

Deadline and Entry Fees

- The deadline for submission completion is November 14, 2016 before 5:00 PM Eastern. All deadlines are strictly observed.
- Below is the list of submission entry fees. All entry fees are non-refundable
 - AIA Members: \$175 for each entry,
 - Nonmembers: \$300 for each entry
- 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.

To receive the member discounted price you must log in using an AIA member's account information.

Contact AIA Info Central at 1.800.242.3837 to verify the membership status of the submitter.

Create New Account



Click 'Begin Here' if you a non-member wishing to submit a project.

Begin Here

AIA.org Sign In



Lost your password? or Need help?

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- The accuracy of all forms is of critical importance in providing information that the AIA will use in publicizing the winning submissions as well as on the award certificate and in AIA publications and electronic media, including the SPP REVIEWand website.



- Any errors or omissions will be the responsibility of the entrant.
- All submitters will be notified by mid to late February.

Title

Please enter the project name as it should appear on the official citation and in any announcements.

0 characters (200 max)

0 words (75 max)



Submission Category

Select one... *

[View descriptions of the categories here.](#)



* indicates required field

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TASK LIST



- Please click on each of the tasks below to create your submission.
- You can save your submission and come back to edit or update it before the deadline date prior to 5:00 pm Eastern.
- For a submission to be considered as eligible each of the tasks below must be completed.
- In order to receive the member discounted price login must have occurred with an AIA member's account.

Award Submission [ID#234281](#)

[Submission Preview](#) | [Sample](#)

Submission Category: [Category 1](#)

Award Submission Status: [Active](#)



1. [Judging Criteria and Jury List](#)



2. [All Firms Approval Page](#)



3. [Collaborative Acknowledgments](#)



4. [Payment](#)



5. [Project Information](#)



6. [Copyright Information](#)



7. Copyright Image Page



8. Release Form



9. Thumbnail



10. Upload Materials for Jury Review



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JUDGING CRITERIA AND JURY LIST



Please review and acknowledge the following information.

1

2017 Small Project Awards

Each entry will be judged for the success with which the project meets its individual program intent and requirements. Entries will be weighed individually, not in competition with one another.

Criteria for judging will include the following:

1. The submission complies with all submission requirements
2. The project demonstrates exemplary sensibility in meeting program intent and requirements
3. The project achieves excellence in design
4. Within each category, the jury will give favorable consideration for projects that exhibit and provide evidence of this year's theme, REFLECTION, in some aspect of the design process or solution.

2017 Small Project Awards Jury

Jean Dufresne, AIA (Chair)
Space Architects + Planners
Chicago

Richard Ferneau, FAIA
Ferneau + Hartman
Berkeley

Joyce Hwang, AIA
Ants of the Prairie
Buffalo

Jack Travis, FAIA
Jack Travis FAIA Architect
Bronx, New York

Kulapat Yantrasast
wHY Los Angeles
Culver City, California

Communication with the jury and/or Advisory Group Members 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.

By entering my name below I acknowledge there is no conflict of interest between the project being submitted and/or any of the jurors or jurors' firms listed above.

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ALL FIRMS APPROVAL PAGE



Thank you for adding a new role. You can click their name to edit their details, or click the blue 'communication' icon to the left of their name to send an e-mail notification advising them to complete their portion of the submission approval.

- The *Entrant* and all architecture firms involved in the project agree that the information and/or materials being submitted are complete and accurate.
- Please add a contact name for each architecture firm involved in the *Project* next to the plus sign. Once completed, the contact for the submitting firm should be first on the list. If they are not, use the gray arrow button to move them into the primary position.
- Select the name for the submitting firm to complete the contact information requested along with the Intern Declaration Policy required for this task.
- Select the blue "communication" icon to the left of each name to send an e-mail request for contact information to be completed along with the Intern Declaration Policy by the deadline from each firm listed below.
- You will not be able to finalize your submission without all parties completing their portion of this process.



Role(s)

Submitter Name

Role: Submitting Firm



Select one ...



Please indicate the appropriate role for each individual.



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ROLE DETAILS



Please complete the requested information.



Personal Details



Mailing Address



Contact Details

Prefix

Address Line 1



Telephone



First Name



Address Line 2

Cell Phone

Middle Initial

Address Line 3

Fax

Last Name



City



Email



Suffix [N/A](#)

State / Province [Select state / province ...](#)



Zip / Postal Code



Country [Select a country...](#)



Firm Size

Please indicate your firm size.



Submission Manager (they will be copied on all emails)

Name

Telephone

Email

Not applicable



Professional Information (as it will appear on conference materials)

Position / Title

Company / Institution / Organization



AIA Designation (AIA; Assoc. AIA; FAIA; Hon. AIA; Hon. FAIA; Int'l Assoc. AIA; N/A)



Not applicable



Submitting Firm

Please indicate the appropriate role for each individual.

[Submitting Firm](#)



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INTERN DECLARATION



Please respond to the statements below:



- If you cannot answer 'Yes' to the Intern Declaration Policy, you are not eligible to submit for this award. Please contact kcawards@aia.org should you have any questions concerning our Intern Declaration policy.
- If you cannot answer 'Yes' to the Submission Approval statement please contact the Submitting Architect to agree on a suitable resolution for proper credit.

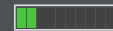
I affirm that I do not have unpaid intern architects, including working students, and neither does any firm of which I am an owner or manager.

I understand that the *Project* my firm was involved in is being submitted for this award and I have no objections to this submittal.

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COLLABORATIVE ACKNOWLEDGMENTS



- 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 only firm names, not individuals.)
- 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 Client/Owner.

1 List all Engineers, Interior Designers, Landscape Architects, etc...who were part of the project team. *

Format as 'Type of Service: Firm Name' - see [sample document](#).

2 Provide the Client/Owner's name and contact information. *

Should the Client/Owner wish to remain anonymous please indicate that next to their name with the following: Confidential - Not for Publication.



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PAYMENT

- Please review the [Submission Preview](#) carefully before submitting your payment.
- Non-refundable Pricing Options:
 - AIA Member - \$175.00
 - Non-Member - \$300.00 ([Join AIA now!](#))



To receive the member discounted price you must have logged in using an AIA member's account information – make sure the appropriate payment option appears on the next page before submitting your credit card information.

- No entry fee will be refunded for submissions that are disqualified, late, incomplete, or for inaccurate payment selections.
- Payment options include: American Express, Discover, MasterCard, and Visa
- Once your payment is approved, you will receive an e-mail confirmation for your records and can proceed with your submission.

Begin Payment

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PROJECT INFORMATION



Words:

0

Characters:

0

- Project authorship on all submissions will remain concealed throughout the deliberations of the jury.
- If authorship is revealed on any of the images, file names, plans, or narrative the entry will be disqualified.

Title

Please enter the project name as it should appear on the official citation and in any announcements.



24 characters (200 max)

4 words (75 max)

Construction Cost

Please list the Construction Cost in whole dollars. This amount is not to include soft costs.



0 words (100 max)

Project Statement

Please provide a statement of program and contextual background. In addition, include any special challenges or considerations, unique and/or innovative solutions, lessons learned, or other information pertinent to the understanding of the project. Be mindful to exclude any information related to project authorship.



0 words (500 max)

Theme Statement: REFLECTION:

This year's Small Project Award theme, REFLECTION, will recognize projects that engage the idea of REFLECTION and incorporate concepts and elements relating to this theme. The theme is intentionally open-ended to encourage wide interpretation. A brief statement (200 words or less) is required to articulate how this project adheres to this theme. The architect may also use this section to explain challenges that were overcome through design. If a particular slide is relevant to understanding how the design exemplifies resourcefulness, please indicate that information here including the slide number (Ex: slide 5 of 10).



0 words (200 max)



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COPYRIGHT INFORMATION



- Each submission requires information about the copyright owner for any images or text being used in this entry.
- The submitting architect is responsible for completing this information. If the submitting architect's name is not listed below, please go back to the 'All Firms Approval Page' (Task Two) and use the gray arrow button to move the name to the top of the list.
- Click on the name below in order to begin the Copyright Information Task.



Submitter Name, AIA

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COPYRIGHT INFORMATION



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 2017 AIA SPP Small Project Awards 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. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.

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.

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.

Entrant has NOT secured greater rights to copyrighted material.

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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 and Contact Information

Typically credit refers to who took the photograph. Contact information should be for the person who owns the Copyright Credit.

3. 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.

4. Copyrighted Work

List copyrighted work (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material) including copyright owner Information. Enter 'N/A' if this does not apply to your 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 name on the line below.

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



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

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COPYRIGHT IMAGE PAGE

- Please provide a document showing the appropriate copyright credits to be identified with all the images uploaded for the Jury.
([Sample document](#))
- Should your project be selected as a recipient, please choose five images from your submission you wish to be used for the announcement and upload below as .jpg files 500px wide by 375px high.

<div></div>		
<div><div><div>PDF</div></div></div>	<div>Copyright Image Page</div> <div>no file selected</div> <div>(this is a required upload)</div>	
<div><div><div>JPG</div></div></div>	<div>Image Selection for Award Announcement</div> <div>no file selected</div> <div>(this is a required upload)</div>	
<div><div><div>JPG</div></div></div>	<div>Image Selection for Award Announcement</div> <div>no file selected</div> <div>(this is a required upload)</div>	
<div><div><div>JPG</div></div></div>	<div>Image Selection for Award Announcement</div> <div>no file selected</div> <div>(this is a required upload)</div>	
<div><div><div>JPG</div></div></div>	<div>Image Selection for Award Announcement</div> <div>no file selected</div> <div>(this is a required upload)</div>	
<div>Image Selection for Award Announcement</div>		



no file selected

(this is a required upload)

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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. 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

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THUMBNAIL



The thumbnail image must be a .jpg image file, and it must be a square image where the width and height are equal. Ideally the image should be 400 pixels by 400 pixels. If you cannot make it 400 pixels wide, it can be as small as 100 pixels wide.



no file selected

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UPLOAD MATERIALS FOR JURY REVIEW

Submission Requirements

**Any identification of the architect or firm appearing on any submitted images shall cause the entry to be disqualified.
Failure to fully comply with all submission requirements shall cause the entry to be disqualified.**

Slides

- Submissions may not exceed 10MB and must include no more than ten (10) slides arranged in the order you wish them viewed. Submissions with more than 10 slides will be immediately disqualified. A composition of drawings, images, and other illustrations may constitute one (1) slide given that said composition complies with all other submission requirements.
- Documentation to describe the project context, special considerations, and innovative design.
- Site Plan, Floor Plan(s), Sections and Elevations as appropriate to project type including North arrow and graphic scale.
- Slide Format: Slides are to be submitted in a single bound PDF file (no more than 10 slide pages). PDF files are to be high quality. Each slide is to be no larger than 1600 x 1200 pixels at 300dpi.

Photography Requirements

- Image Quality: Photos enable the jury to evaluate your project. An award cannot be made to a project if its relevant details cannot be determined through the submission material. Please note that submissions will be reviewed by jurors on a computer screen.
- Image Editing: Images may be edited to improve contrast ratio and color balance. Images may also be cropped, but they may not be edited to alter architectural elements or context. Images identifying authorship must be edited to retain the anonymity of the author. Images may be black and white, sepia or color but may not be colorized black and white images. Images should represent the project, as it exists in the built environment. Artistic composition must not confuse the jury as to the nature of the project.

Submission Suggestions | Hints for Success

- Jurors desire to see project context – how it fits into the environment or surroundings. At least one photo should show the project's relationship to its surroundings
- Site plans, floor plans, elevations, and sections should be used when appropriate to help describe the project
- Take advantage of the 2017 Reflection theme. Jury members will be instructed to pay close attention to submissions that clearly present innovative design strategies that capitalize on project constraints or limitations. Additionally, jurors will want to see either an unusual approach to a common problem, or a straightforward solution masterfully executed
- Photography should be of good quality and communicate the project well. Professional photography is not required
- Presentation is important. Organize your entry into a coherent presentation. Although compositions of drawings and images are permitted, simple layouts, and single images often prove most effective
- Information should not be too small or illegible.
- Use direct, simple language for description. Avoid Archi-speak
- Emphasize one or two strong points about the project..
- Include a single sentence anecdote of description that helps the jury remember your submission
- Sometimes it may be better to enter a single object from a project rather than the project in its entirety.
- You may enter different objects from the same project individually

The submission process must be completed prior to 4:59:59 p.m. Eastern Time, November 14, 2016. Please allow time for uploading your submission materials - no exceptions to the deadline will be made.



Submission package for jury review

no file selected

(this is a required upload)

Title:



The file title will appear above the file in your submission's summary.