



## 2021 AIA Fellowship Sample Application

	<p>AIA Fellows are recognized with the AIA's highest membership honor for their exceptional work and contributions to architecture and society. The judging is rigorous, confidential and independent. All decisions are final.</p> <p>Architects who have made significant contributions to the profession and society and who exemplify architectural excellence can become an AIA Fellow. Approximately 3% of the AIA's 90,000 + members have this distinction.</p> <p><b>Eligibility</b></p> <p>AIA architect members who have been in good standing for at least 10 cumulative years prior to the nomination deadline may be nominated.</p> <p>If uncertainties exist about the period of membership, and after consulting with the local chapter, please contact <a href="#">Membership History</a> to verify the candidate's eligibility prior to preparing the submission.</p> <p>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.</p> <p><b>Deadline</b></p> <ul style="list-style-type: none"> <li>• the deadline for submission completion is <b>October 6, 2020 before 5pm Eastern</b></li> <li>• all deadlines are strictly observed</li> <li>• the <b>non-refundable</b> entry fee for this program is \$450</li> </ul>	
Candidate's Name *	Please provide your name exactly as you wish it to appear on all announcements and notifications. Do not provide any designations only your name for official publication purposes.	
	First Name/Middle Initial	Last Name
Object of Nomination Descriptions	<p><b>Object One - Design</b> <i>'To promote the aesthetic, scientific, and practical efficiency of the profession.'</i></p>	



	<p>Fellowship in this object 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.</p> <p><b>Object One - Urban Design</b> (see Object One description above)  <b>Object One - Preservation</b> (see Object One description above)</p>
	<p><b>Object Two - Education</b>  <i>'To advance the science and art of planning and building by advancing the standards of architectural education, training, and practice.'</i></p> <p>Fellowship in this object 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).</p> <p><b>Object Two - Research</b> (see Object Two description above)  <b>Object Two - Literature</b> (see Object Two description above)  <b>Object Two - Practice (Management)</b> (see Object Two description above)  <b>Object Two - Practice (Technical Advancement)</b> (see Object Two description above)</p>
	<p><b>Object Three - Led the Institute</b>  <i>'To coordinate the building industry, and the profession of architecture.'</i></p> <p>Fellowship in this object 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.</p> <p><b>Object Three - Led a Related Organization</b> (see Object Three description above)</p>
	<p><b>Object Four - Public Service</b>  <i>'To ensure the advancement of the living standards of people through their improved environment.'</i></p>



	<p>Fellowship in this object 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.</p> <p><b>Object Four - Government</b> (see Object Four description above)  <b>Object Four - Industry Organizations</b> (see Object Four description above)</p>
	<p><b>Object Five - Alternative Career</b>  <i>'To make the profession of ever-increasing service to society.'</i></p> <p>Fellowship in this object 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.</p> <p><b>Object Five - Volunteer Work with Organizations Not Directly Connected with the Built Environment</b> (see Object Five description above)  <b>Object Five - Service to Society</b> (see Object Five description above)</p>
<p>2021 Fellowship Jury</p>	<p><b>Chair – To Be Determined</b>  <b>Mary Johnston, FAIA</b>, Johnston Architects, LLC, Seattle  <b>Nancy Rogo Trainer, FAIA</b>, Bala Cynwyd, Pennsylvania  <b>Steven Spurlock, FAIA</b>, Quinn Evans, Washington, District of Columbia  <b>Anna Wu, FAIA</b>, University of North Carolina, Durham, North Carolina  <b>To Be Determined</b>  <b>To Be Determined</b>  <b>To Be Determined</b></p> <p>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.</p> <p>All Fellowship candidates will be <b>notified by email of the jury’s decisions on Tuesday, February 12, 2020</b>. The national AIA Board of Directors and Strategic Council, College of Fellows Executive</p>



	<p>Committee, College of Fellows Regional Representatives, and component executives will be notified after the candidates have been contacted.</p> <p><b>Jury Recommendations</b></p> <ul style="list-style-type: none"> <li>• do not use anything smaller than a 10-point font</li> <li>• do not use a light typeface</li> <li>• the narrative for each of your exhibits should address three things: <ul style="list-style-type: none"> <li>○ what was the challenge presented to you;</li> <li>○ what was your role</li> <li>○ what was the outcome</li> </ul> </li> <li>• each exhibit must state the specific role of both the candidate and the person signing on behalf of the candidate's role in relation to the exhibit – a wider range of support is shown when an exhibit is signed by someone outside the firm</li> <li>• add page numbers</li> <li>• submissions should be no more than 40 8.5x11 inch pages including exhibits</li> </ul>
	<p>While the jury will review all the applications that met the eligibility requirements and provide feedback there are a number of automatic disqualifications.</p> <ul style="list-style-type: none"> <li>• No sponsor letter - you are responsible for including your sponsor letter in your upload</li> <li>• Page size larger than 8.5x11</li> <li>• Missing the requisite "Descriptive Data" on the exhibits</li> <li>• No Declarations of Responsibility <ul style="list-style-type: none"> <li>○ Declarations must include the person's name, title, and organization</li> <li>○ Declarations must be on the exhibit they are referencing</li> </ul> </li> <li>• Missing the required five (5) AIA reference letters</li> <li>• Viewing the reference letters before they are uploaded to the application.</li> <li>• Contacting the jury at any point in the process</li> </ul>
General Format	
Section 1: Summary	<p>The summary of achievements is limited to 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.</p> <p>The candidate, in consultation with the sponsor, 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</p>



	<p>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 focusing on three areas and adding specifics within each area. This should summarize the information provided in Sections 2.1 through 2.3.</p>
<p>Section 2: Accomplishments</p>	<p>Section 2 is divided into three parts and must focus on the achievements of the candidate cited in the object 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. Please keep the descriptions precise and concise. This section must not be used for additional exhibits, although 1.25" x 1.25" (suggested size) 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.</p> <p><b>2.1</b> Describe the significant work of the candidate in the areas relating to the object 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 object of nomination first.</p> <p>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.</p> <p>For design or construction projects, include the location and the year of completion and candidate's specific role or achievement for the project.</p> <p><b>2.2</b> Describe significant awards, honors, and recognition accorded to the candidate. Highlight the most significant awards relative to the object 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.</p> <p><b>2.3</b> List the books or articles written by or about the candidate that support the object of nomination, if applicable. If the title of the book</p>



	<p>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.</p>
<p>Section 3: Exhibits</p>	<p>Exhibits must support the object 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.</p> <p>Descriptive Data (including the Declaration of Responsibility): Each exhibit 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 exhibit. The declaration of responsibility must be completed as detailed on the descriptive data form and must be signed by someone other than the candidate (i.e. client, owner, contractor). The accuracy of the statement describing the candidate's relationship to the exhibit is of major importance.</p> <p>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 object.</p> <p>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.</p> <p><b>Number of Photographs Allowed</b></p> <p>For all objects of nomination, 20 exhibit pages is the maximum allowed with a maximum of 15 photographic composition pages. Photographs and/or exhibits should be selected that best illustrate the candidate's work in the object of submission. For example, those submitting in Object 2 with a focus on firm management should show charts and exhibits that best illustrate the growth of the firm, innovations in firm organization, or the like. This will assist the jury in understanding the candidate's achievements. Candidates must show how their achievements have benefited the profession beyond their own firm or community involvement such as participation in committees, related</p>



organizations, presentations, etc.

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 objects 2-5 should be relevant to the object of nomination and provide supportive documentation of the candidate's achievements as it relates to the object of nomination. All exhibits should substantiate the results that have been claimed in the sponsor letter or in the candidate's Section 1 Summary Statement.

### **Object 1**

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**

No fewer than 7 and no more than 10 exhibits (5 of which must be completed projects) must be submitted for Object 2. 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



	<p>nomination object.</p> <p><b>Objects 4 and 5</b></p> <p>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.</p> <p><b>Descriptive Data</b></p> <p>Your submission is subject to disqualification by the jury for failing to provide the appropriate information <u>on each of your exhibits</u> as requested below:</p> <ul style="list-style-type: none"> <li>• Project (include project number from exhibits list)</li> <li>• Architecture Firm of Record</li> <li>• Design Firm</li> <li>• Completion date</li> <li>• Role of Nominee</li> <li>• Synopsis (Challenge Presented/Candidate's Specific Role/Resolution or Outcome)</li> <li>• Awards received</li> <li>• Publications</li> </ul>
<p>Exhibits: Declaration of Responsibility *</p>	<p>For <b>each</b> exhibit, someone in possession of full knowledge of the specific project - other than the candidate - must certify the candidate's responsibility using the following language:</p> <p><b>I have personal knowledge of the nominee's responsibility for the exhibit listed above. That responsibility included:</b></p> <ul style="list-style-type: none"> <li>• largely responsible for design</li> <li>• project under direction of nominee</li> <li>• nominee's firm executed project</li> <li>• other: explain</li> </ul> <p><b>Typed Name</b> <b>Title, Organization</b> <b>Relationship to the exhibit</b></p> <p>Each exhibit must state the specific role of both the candidate and the person signing on behalf of the candidate's role in relation to the exhibit – a wider range of support is shown when an exhibit is signed by someone outside the firm.</p>



## Candidate Information

Candidate's First Name *	
Candidate's Last Name *	
Candidate's Name Pronunciation *	Should you be elevated to Fellowship your name will be read out loud at Investiture. Please provide direction on how it should be pronounced.
Candidate's Firm /Organization Name *	
Candidate's Address *	Street Address *
	Line 2
	City *
	Country *
	State / Province *
	Zip / Postal Code *
	Country *
Candidate's Phone # *	
Candidate's Email Address *	
Candidate's Headshot *	Please upload a <b>square photo/image 600 pixels wide by 600 pixels tall</b> and at least <b>72 dpi</b> in .JPEG format labeled as "LastName_FirstName" to be used for your announcement.



	<a href="#">Upload Here</a>
Height *	Should you be elevated to Fellowship your height is needed to determine the size robe you will require at Investiture.
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Ethnicity *	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black and African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Two or more races <input type="checkbox"/> Prefer not to disclose
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/> Other
Candidate Information	
Object of Nomination *	<p>Please select the Object of Nomination: (A drop down menu will open on the form)</p> <input type="checkbox"/> Object 1 <ul style="list-style-type: none"> <li><input type="radio"/> Design</li> <li><input type="radio"/> Preservation</li> <li><input type="radio"/> Urban Design</li> </ul> <input type="checkbox"/> Object 2 <ul style="list-style-type: none"> <li><input type="radio"/> Education</li> <li><input type="radio"/> Literature</li> <li><input type="radio"/> Practice (Management)</li> <li><input type="radio"/> Practice (Technical Advancement)</li> <li><input type="radio"/> Research</li> </ul> <input type="checkbox"/> Object 3 <ul style="list-style-type: none"> <li><input type="radio"/> Led a Related Organization</li> <li><input type="radio"/> Led the Institute</li> </ul> <input type="checkbox"/> Object 4



	<ul style="list-style-type: none"> <li>○ Government</li> <li>○ Industry Organizations</li> <li>○ Public Service</li>   <li>□ Object 5 <ul style="list-style-type: none"> <li>○ Alternative Career</li> <li>○ Service to Society</li> </ul> </li> </ul>
<p>Candidate's Summary Statement *</p>	<p>Describe how the candidate's work may be considered notable and how it has advanced the profession of architecture in a <b>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 process. This same statement must be included in the one-page Summary of Achievements.</p> <p>Word Limit: 35</p>
<p>Candidates Work History *</p>	<p>Provide a list in reverse chronological order of firm or organization names (including dates and the number of years employed) where the candidate has worked.</p>
<p>Candidates Licensure *</p>	<p>List all state(s) or territory(ies) where the candidate is currently licensed to practice architecture.</p>



Candidates Education *	Supply in <b>reverse chronological order</b> the candidate’s higher education only – provide the name and locations of the educational institution, the number of years attended, and the degree(s) received.
Candidate’s State AIA Component *	
Candidate’s Local AIA Component *	
Candidate’s AIA Membership # *	
Unpaid Labor Declarations *	<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 Unpaid Labor Declaration policy.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I affirm that I do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which the candidate is an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under their employ, regardless of position or title. Exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) are exempt from this Policy.</li><li><input type="checkbox"/> I further acknowledge that I have not utilized any unpaid labor as defined above for a minimum of five (5) years prior to the application deadline for all Institute Honor Awards and a minimum of ten (10) years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards. I acknowledge adherence to the terms of this Policy.</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><input type="checkbox"/> I affirm that I uphold this value in all my business practices.</li></ul>
<p>Code of Ethics and Professional Conduct Cont'd *</p>	<p>In addition, the Rules of Conduct of the AIA Code of Ethics are mandatory for all AIA members and enforceable by the National Ethics Council.</p> <p><b>Rule 1.401</b> - Members shall not discriminate in their professional activities on the basis of race, religion, gender, national origin, age, disability, or sexual orientation.</p> <p><b>Rule 2.104</b> - Members shall not engage in conduct involving fraud or wanton disregard of the rights of others.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I affirm that I abide by Rules 1.401 and 2.104 of the 2017 AIA Code of Ethics.</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> <ul style="list-style-type: none"><li><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.</li></ul>



### Sponsor Information

<p>Sponsor Responsibilities</p>	<ul style="list-style-type: none"> <li>• Sponsor must be an AIA or FAIA member in good standing.</li> <li>• Should be someone that knows you well and can speak knowledgeably and critically about your career.</li> <li>• Ideally not someone from your own firm.</li> <li>• Sponsor’s letter should speak directly and specifically to your achievements (usually three areas of accomplishment). It’s the introduction of you to the jury and you will be disqualified if the Sponsor’s Letter is not part of your final upload</li> <li>• Should be involved in submission process</li> </ul>				
<p>Sponsor’s AIA Membership # *</p>					
<p>Sponsor’s Intern Declaration and Code of Ethics and Professional Conduct *</p>	<p>Provide your sponsor’s full name (including their AIA designation) and email address to send them a link to complete an Intern Declaration and Code of Ethics and Professional Conduct Affirmation.</p> <table border="1" data-bbox="477 976 1424 1201"> <tr> <td data-bbox="477 976 1424 1035">Full Name</td> </tr> <tr> <td data-bbox="477 1035 1424 1094"></td> </tr> <tr> <td data-bbox="477 1094 1424 1152">Email</td> </tr> <tr> <td data-bbox="477 1152 1424 1201"></td> </tr> </table>	Full Name		Email	
Full Name					
Email					



## Greater Rights & Copyright Credit

<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 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> <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>
<p>Copyright Information File *</p>	<p>Please provide a <b>.pdf file</b> showing the following for the Jury:</p> <ul style="list-style-type: none"> <li>• For Images: <ul style="list-style-type: none"> <li>○ Photo thumbnail</li> <li>○ Caption</li> <li>○ Copyright credit – who took the photo</li> <li>○ Copyright notice – who owns the photo</li> </ul> </li> <li>• For Work (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material):</li> </ul>



	<ul style="list-style-type: none"> <li>○ copyright owner</li> <li>○ Publication date</li> </ul> <p><a href="#">Upload Here</a></p>
<p>Permissions and Indemnification *</p>	<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>
<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 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>
<p>Release Form</p>	<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</p>



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



## Reference Letters

	<p>Exactly seven reference letters are required for first-year nominees; three additional references are allowed and strongly encouraged for second- and third-year nominees.</p> <p><b>Five of the original seven 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'.</b></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. 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.</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 (retired or Emeritus members may use personal stationery)</li><li>• signed</li><li>• uploaded as a PDF file into the system using the unique link provided to each reference writer prior to 5 pm Eastern on October 6, 2020</li></ul> <p>Current Officers, Officers-elect, members of the AIA Board of Directors and Strategic Council, 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 cover 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.</p> <p>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.</p> <p>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</p>
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	<p>will be kept on file if they resubmit in consecutive years.</p> <p>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).</p> <p><b>All reference letters are to remain confidential.</b> 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. In the best interest of the candidate, the sponsor should send the candidate's Summary Page to the reference letter writers, so they can focus their letter on one or two of the points made in that Summary Page. Viewing reference letters before they are submitted is cause for disqualification</p>
<p>Nomination Year *</p>	<p>First year candidates are expected to obtain seven reference letters, three additional references are allowed and strongly encouraged for second- and third-year candidates.</p> <p>Are you a First, Second, or Third Year Candidate? (Selecting your year will open additional boxes for the requests)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First</li> <li><input type="checkbox"/> Second</li> <li><input type="checkbox"/> Third</li> </ul> <p>Second- and Third-Year Fellowship candidates should contact <a href="mailto:HonorsAwards@aia.org">HonorsAwards@aia.org</a> when they begin their submission for the 2021 program. We have your previously submitted letters on file and will upload them after the deadline.</p>
<p>Reference Writer 1 *</p>	<p>Full Name</p> <hr/> <p>Email</p> <hr/>
<p>Reference Writer 2 *</p>	<p>Full Name</p> <hr/> <p>Email</p> <hr/>



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



## Materials for Jury Review

<p>Nomination *</p>	<p>Fellowship nominations may be made in one of two ways:</p> <ol style="list-style-type: none"> <li>1. by an AIA chapter or state organization bearing the signature of the president or secretary of the component</li> <li>2. by petition of individual members or Fellows, it must bear the signatures of any 10 architect members or any 5 Fellows in good standing –</li> </ol> <p>Please chose your method of nomination and send the appropriate requests for nomination: (The application will send the ask for nomination directly to the information provided)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AIA Local Chapter or State Organization</li> <li><input type="checkbox"/> Petition of Individuals</li> </ul> <p>2021 is the last year we will accept the <a href="#">Nomination Signature Sheet</a>. Please upload as a .PDF File below.</p> <p><a href="#">Upload Here</a></p>
<p>Upload Materials for Jury Review *</p>	<p>Your Fellowship submission must include the following items in the order listed as one .PDF file not to exceed 40 8.5x11 inch pages and smaller than 20 MB.</p> <ol style="list-style-type: none"> <li>1. Sponsor Letter (1 page)</li> <li>2. Section 1: Summary of Achievements (1 page)</li> <li>3. Section 2.1: Significant Work</li> <li>4. Section 2.2: Significant Awards, Honors &amp; Recognition</li> <li>5. Section 2.3: Significant Publications</li> <li>6. Section 3: Exhibits List (does not apply towards your page count - please provide appropriate photographer credit for all images)</li> <li>7. Section 3: Exhibits (20 pages total including a <b>declaration of responsibility required on each exhibit</b>):       <ul style="list-style-type: none"> <li>○ 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</li> <li>○ 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</li> <li>○ Object Two: minimum of 7 and a maximum of 10 exhibits (5 of which must be completed projects) with images and/or composition</li> <li>○ 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.</li> </ul> </li> </ol>



	<ul style="list-style-type: none"><li>○ Objects Three through Five: minimum of 7 and a maximum of 10 exhibits 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 object</li><li>○ 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</li><li>○ 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.</li></ul> <p><a href="#">Upload Here</a></p>
Exhibits for Archives *	<ul style="list-style-type: none"><li><input type="checkbox"/> I understand that upon elevation to Fellowship I must supply a redacted version of my submission to exclude signatures on the exhibits for AIA Archives.</li></ul>
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 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>