



## **2022 AIA Fellowship** **Sample Application**

### **Submitter Information**

Thank you for applying for the 2022 Fellowship class. On this page please provide the information who is filling out this application (may or may not be the candidate).	
First Name *	
Last Name *	
Email Address *	
Phone Number *	

### **Eligibility, Jury and Release Information**

<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>	
Eligibility	<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>
Deadline	<ul style="list-style-type: none"><li>• the deadline for submission completion is <b>October 5, 2021 before 5pm Eastern</b></li><li>• all deadlines are strictly observed</li></ul>



	<ul style="list-style-type: none"> <li>the <b>non-refundable</b> entry fee for this program is \$450</li> </ul>
<p>2022 Fellowship Jury</p>	<p>The Jury consists of seven Fellows, nominated annually by the Secretary for approval by the Board. One jury member is appointed to serve as chairperson. The jury shall achieve an equitable distribution of Jury members by geographic region and by Fellowship accomplishment.</p> <ul style="list-style-type: none"> <li><b>Rebecca Lewis, FAIA</b>, DSGW Architects, Duluth, Minnesota</li> <li><b>Steven Spurlock, FAIA</b>, Quinn Evans, Washington, District of Columbia</li> <li><b>RK Stewart, FAIA</b>, RK Stewart Consultants, Salt Lake City, Utah</li> <li><b>Allison Williams, FAIA</b>, AGWms_Studio, San Francisco, California</li> <li><b>Anna Wu, FAIA</b>, University of North Carolina, Durham, North Carolina</li> <li><b>To be announced</b></li> <li><b>To be announced</b></li> </ul> <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>Jury Recommendations</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>Disqualifications</p>	<p>The jury will review all the applications that met the eligibility requirements and provide feedback. However, 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 inches</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>
Release Form	<p>Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the Entrant. There may be no further communication with an entrant prior to the announcement of an award. Accuracy, therefore, is essential.</p> <p>BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN ITS CONCEALED IDENTIFICATION FORM AND ANY OTHER INFORMATION OR MATERIALS SUBMITTED BY THE ENTRANT ARE COMPLETE AND ACCURATE. THE ENTRANT FURTHER AGREES THAT IT SHALL INDEMNIFY AND HOLD HARMLESS The American Institute of Architects ('AIA') AND Hanley Wood, FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.</p> <p>The entrant further certifies that entrant has obtained all permissions necessary to permit AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published by Hanley Wood, LLC, for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as they deem appropriate in</p>



	connection with this awards program, including publicizing the program itself.
Terms and Conditions *	By checking below, I acknowledge that I have read and agree to the above terms and conditions  <input type="checkbox"/> I Agree
Exhibits for Archives *	<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.

### Object of Nomination and General Format

<p>Fellowship is awarded in one of six objects. Candidates are encouraged to choose an object and sub-object that they can show how their achievements have benefited the profession beyond their own firm or community.</p> <p><b>You cannot apply for Fellowship in multiple objects.</b></p>	
Object One	<p><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 - Design</b> <b>Object One - Urban Design</b> <b>Object One - Preservation</b></p>
Object Two	<p><i>'To advance the science and art of planning and building by advancing the standards of practice.'</i></p> <p>Fellowship in this object is granted to architects who have made notable contributions through the practice of architecture. Practice includes firm</p>



	<p>management, administration, and project management or specialty areas (specific building types, technical expertise).</p> <p><b>Object Two - Practice (Management)</b> <b>Object Two - Practice (Technical Advancement)</b></p>
<p>Object Three</p>	<p><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 the Institute</b> <b>Object Three - Led a Related Organization</b></p>
<p>Object Four</p>	<p><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 - Public Service</b> <b>Object Four - Government</b> <b>Object Four - Industry Organizations</b></p>
<p>Object Five</p>	<p><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</p>



	<p>manner.</p> <p><b>Object Five - Alternative Career</b> <b>Object Five - Volunteer Work with Organizations Not Directly Connected with the Built Environment</b> <b>Object Five - Service to Society</b></p>
Object Six	<p><i>'To advance the science and art of planning and building by advancing the standards of architectural education, and training.'</i></p> <p>Fellowship in this object is granted to architects who have made notable contributions through their work in education, research, or literature. 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.</p> <p><b>Object Six - Education</b> <b>Object Six - Research</b> <b>Object Six - Literature</b></p>
General Format	<p>The format of a Fellowship submission must be <b>40 8.5x11-inch pages</b>:</p> <ol style="list-style-type: none"><li>1. Sponsor Letter (<b>1 page</b>)</li><li>2. Section 1: Summary of Achievements</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 (<b>20 pages</b>)</li></ol> <p>Cover pages, exhibit lists, reference lists do not count against your page count.</p> <p>Throughout the submission, candidates must show how their achievements have benefited the profession beyond their own firm or community involvement such as participation in committees, related organizations, presentations, etc.</p>



Sponsor Letter	<p>The first page of your submission must be the Sponsor's letter.</p> <ul style="list-style-type: none"><li>• Must be one page</li><li>• Must be on company letterhead</li><li>• Sponsor must sign with AIA credentials</li><li>• Should serve as the introduction to the candidate for the Jury.</li><li>• Should speak directly and specifically to the candidate's achievements (usually three areas of accomplishment).</li></ul>
Section 1: Summary	<p>The summary of achievements is limited to one page.</p> <p>The candidate's summary statement should serve as the first 25-35 words. The summary statement must be a concise statement of the candidate's achievements.</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 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>
Section 2: Accomplishments	<p>Section 2 is divided into three parts and must focus on the achievements of the candidate cited in the object of nomination.</p> <p>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.</p> <p>Please keep the descriptions precise and concise. This section must not be used for additional exhibits, small images are permitted but only if they add clarity or support for the listed achievements.</p>



	<p>It is very important that material be succinct for clarity as it is reviewed by the jury.</p> <p><b>2.1 – Significant Work</b></p> <p>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><i>For example:</i></p> <p>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 – Awards, Honors, and Recognition</b></p> <p>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 – Publications</b></p> <p>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 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>
Section 3: Exhibits	All exhibits should substantiate the results that have been claimed in the sponsor letter and in the candidate's Section 1 Summary Statement. The work of the last 10 years has special significance, and it is encouraged to





	<p>focus mainly on that work. For all objects of nomination, <b>20 exhibit pages is the maximum allowed.</b></p> <p>Exhibits for all objects must support the object of nomination and should state</p> <ul style="list-style-type: none"><li>• the challenge;</li><li>• your particular role;</li><li>• and the resolution, emphasizing results.</li></ul> <p>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. The important thing to remember is that most of the exhibits for categories 2-5 should be relevant to the object of nomination and provide supportive documentation of the candidate's achievements.</p> <p><b>Required Number of Exhibits:</b></p> <ul style="list-style-type: none"><li>• <b>Object 1:</b> A minimum of 5 exhibits. Must have five completed projects for which the nominee is 'largely responsible for design'</li><li>• <b>Objects 2:</b> A minimum of 7 exhibits, and a maximum of 10. Must have five completed projects.</li><li>• <b>Objects 3 to 6:</b> A minimum of 7 exhibits, and a maximum of 10. One or two of the candidate's built projects are encouraged in addition to other exhibits that best support the nomination object.</li></ul>
<p>Section 3: Exhibits – Descriptive Data</p>	<p>Submissions are subject to disqualification by the jury for failing to provide the appropriate information <b><u>on each of your exhibits</u></b> 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>Each exhibit must include this information and the accuracy of the information describing the candidate's relationship to the exhibit is of major importance.</p>



	<p>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 candidates clearly identified.</p>
<p>Section 3: Exhibits – Declaration of Responsibility</p>	<p><b>On each exhibit</b>, 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 style="text-align: center;"><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 the nominee</li> <li>• nominee's firm executed project</li> <li>• other: explain</li> </ul> <p style="text-align: center;"> <b>Typed name</b>  <b>Title</b>  <b>Firm/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>
<p>Section 3: Exhibits – Photographs, Diagrams, Sketches</p>	<p>In addition to the narrative sections, all candidates must include quality photographs, diagrams, and/or sketches 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. Photographs, diagrams, and/or sketches should be selected that best illustrate the candidate's work in the object of submission.</p> <p>For candidates whose practice has not involved construction, there must be either photographs or literary exhibits.</p> <p><b>Photo Requirements by Object:</b></p> <ul style="list-style-type: none"> <li>• <b>Object 1:</b> At least one photographer per project should illustrate the project in the context of its surroundings. Plans may be included if the project is unusually complicated</li> </ul>



	<ul style="list-style-type: none"><li>○ For Urban design achievements, sketched and other evidence illustrating commissioned and adopted projects may be submitted if photographs are not possible. Exhibit 'before and after' photographs, if possible.</li><li>○ For historic preservation achievements, at least one 'before' photograph of each project must be included with the photographs of the completed work.</li><li>● <b>Object 2:</b> Photographs and/or diagrams that best illustrate the particular contribution of the candidate should be included.<ul style="list-style-type: none"><li>○ For practice management using charts and diagrams that best illustrate the growth of the firm, innovations in firm organization, or the like.</li></ul></li><li>● <b>Object 3 to 5:</b> Photographs and/or diagrams that best illustrate the particular contribution of the candidate should be included.</li><li>● <b>Object 6:</b> Photographs and/or diagrams that best illustrate the particular contribution of the candidate should be included.<ul style="list-style-type: none"><li>○ For education achievements, 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></ul>
Section 4: Reference Letters	<p>As part of the submission process, first-year candidates must request exactly seven reference letters; three additional references are allowed and strongly encouraged for second- and third-year nominees. The system will contact the writers and provide them with the information on adding their letter to the submission.</p> <p>These letters must be one-page, written on company letterhead (use personal stationery for retired or Emeritus members), signed, and in a PDF format. <b>Hard copy and emailed letters WILL be rejected.</b></p> <p>For first-year candidates, five of the references must be AIA members in good standing. Be sure those five references are identified as "AIA," "FAIA," "Honorary AIA," "Honorary FAIA," "Associate AIA," or "Int'l Assoc. AIA" members.</p> <p><b>Letters are only requested through this submission and must remain confidential. <u>DO NOT include them in your submission upload.</u></b></p>



**Candidate, Nomination, and Sponsor Information**

Candidate's Name *	First Name/Middle Initial	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 AIA Membership ID *		
Candidate's AIA Component *		
Candidate's Firm /Organization Name *		
Candidate's Email Address *		
Candidate's Phone # *		
Candidate's Address *	Street Address *	
	Line 2	
	City *	
	Country *	
	State / Province *	
	Zip / Postal Code *	
Country *		



Candidate's Headshot *	<p>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.</p> <p><a href="#">Upload Here</a></p>
Height *	<p>Should you be elevated to Fellowship your height is needed to determine the size robe you will require at Investiture.</p>
Demographic Information	<p>All demographic information provided is confidential, and only used for statistical purposes.</p>
Ethnicity *	<p>Please select all that apply:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> White</li><li><input type="checkbox"/> Asian</li><li><input type="checkbox"/> Black and African American</li><li><input type="checkbox"/> American Indian or Alaska Native</li><li><input type="checkbox"/> Native Hawaiian or other Pacific Islander</li><li><input type="checkbox"/> Two or more races</li><li><input type="checkbox"/> Prefer not to disclose</li></ul>
Gender *	<ul style="list-style-type: none"><li><input type="checkbox"/> Male</li><li><input type="checkbox"/> Female</li><li><input type="checkbox"/> Prefer not to disclose</li><li><input type="checkbox"/> Other</li></ul>
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</li></ul>



	<p>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.</p> <ul style="list-style-type: none"> <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</li> </ul>



	consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.
Nomination *	<p>Fellowship nominations may be made in one of two ways:</p> <ol style="list-style-type: none"><li>1. by an AIA Component from the president or secretary of the component</li><li>2. by a petition of individuals members or fellows, it must bear the attestation of any 10 architect members or any 5 fellows in good standing.</li></ol> <p>Please choose your method of nomination:</p> <ul style="list-style-type: none"><li>○ AIA Component</li><li>○ Petition of Individuals</li></ul> <p>Please complete the <a href="#">Nomination Signature Sheet</a> please upload as a .PDF file:</p> <p><a href="#">Upload Here</a></p>
Object of Nomination *	<p>Please select the Object of Nomination: (A drop down menu will open on the form)</p> <ul style="list-style-type: none"><li>□ Object 1<ul style="list-style-type: none"><li>○ Design</li><li>○ Preservation</li><li>○ Urban Design</li></ul></li><li>□ Object 2<ul style="list-style-type: none"><li>○ Practice (Management)</li><li>○ Practice (Technical Advancement)</li></ul></li><li>□ Object 3<ul style="list-style-type: none"><li>○ Led a Related Organization</li><li>○ Led the Institute</li></ul></li><li>□ Object 4<ul style="list-style-type: none"><li>○ Government</li><li>○ Industry Organizations</li><li>○ Public Service</li></ul></li><li>□ Object 5<ul style="list-style-type: none"><li>○ Alternative Career</li><li>○ Service to Society</li></ul></li></ul>



	<ul style="list-style-type: none"> <li>□ Object 6           <ul style="list-style-type: none"> <li>○ Education</li> <li>○ Literature</li> <li>○ Research</li> </ul> </li> </ul>
<p>Sponsor *</p>	<p>Each candidate must have a sponsor.</p> <ul style="list-style-type: none"> <li>○ Sponsors must be an AIA or FAIA member in good standing.</li> <li>○ The sponsor should be involved in the submission process.</li> <li>○ They should be someone that knows the candidate well and can speak knowledgeably and critically about their career.</li> <li>○ Ideally not someone from the candidate's own firm.</li> <li>○ The sponsor letter must be included in your final submission upload.</li> </ul> <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>
	<p>Full Name</p>
	<p> </p>
	<p>Email</p>
<p> </p>	

**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>
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	<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>
Copyright Information File *	<p>Please provide a <b>.pdf file</b> showing the following for the Jury:</p> <ul style="list-style-type: none"><li>• For candidate's headshot:<ul style="list-style-type: none"><li>○ Thumbnail</li><li>○ Copyright credit (name and contact information) – who took the photo</li><li>○ Copyright notice (name and contact information) – who owns the photo</li></ul></li><li>• For all images in the submission file:<ul style="list-style-type: none"><li>○ Photo thumbnail</li><li>○ Page of the portfolio it appears on</li><li>○ Copyright credit (name and contact information) – who took the photo</li><li>○ Copyright notice (name and contact information) – who owns the photo</li></ul></li><li>• For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, webpages, or other copyrightable material):<ul style="list-style-type: none"><li>○ Author/Creator</li><li>○ Copyright owner</li></ul></li></ul>



	<ul style="list-style-type: none"><li>○ Publication date</li></ul> <p><a href="#">Upload Here</a></p>
Photographer's Approval Form	<p>For any work in which you are not the copyright owner your photographer(s)'s signature is required on the <a href="#">AIA Photography Release Form</a> to be uploaded below as a <b>.pdf file</b>. If multiple photographers were used please provide all the executed forms in one PDF file.</p> <p><a href="#">Upload Here</a></p>
Permissions and Indemnification *	<p>By submitting this Copyright Permission Form for Textual and Visual Works, I represent that I have obtained all permissions that I believe are necessary to grant the limited rights granted by this Form and that the use or reproduction of the Work by AIA as permitted by this Permission Form shall not, to the best of my knowledge, information and belief, infringe or violate any other person's copyrights.</p> <p>I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK.</p> <p>By entering your name below you acknowledge all the information above is correct.</p>

### Reference Letters

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>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.</p>
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	<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 sponsor letter is not a reference letter and is not counted as one of the seven required reference letters for first-year candidates.</p> <p>Once the Five AIA members' letters have been fulfilled, there are no restrictions on the selection of references. It is in a candidate's best interest to demonstrate a broad range of support and influence (i.e. geographic distribution; professional capacity; limit references from a single source such as a firm or committee).</p> <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.</p> <p>Former AIA national officers and Board members are permitted to write reference letters.</p>
	<p><b>All reference letters are to remain confidential.</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>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.</p>



<p>Reference Letters Requirements</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 <b>5 pm Eastern on October 5, 2021</b></li> </ul>
<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? (<i>Selecting your year will open additional boxes for the requests</i>)</p> <ul style="list-style-type: none"> <li><input type="radio"/> First</li> <li><input type="radio"/> Second</li> <li><input type="radio"/> 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**

Candidate's Name *	Please provide the candidate's name as you wish it to appear on all announcements and notifications.
Candidate's Summary Statement *	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



	<p>the review process. This same statement must be included in the one-page Summary of Achievements.</p> <p>Word Limit: 35</p>
Candidates Education *	<p>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.</p>
Candidates Licensure *	<p>List all state(s) or territory(ies) where the candidate is currently licensed to practice architecture.</p>
Candidates Work History *	<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>



Upload Materials for Jury Review *	<p>Your Fellowship submission must include the following items in the order listed as one .PDF file not to exceed <b>40 8.5x11-inch pages and smaller than 20 MB.</b></p> <ol style="list-style-type: none"><li>1. Sponsor Letter <b>(1 page)</b></li><li>2. Section I: Summary of Achievements <b>(1 page)</b></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 <b>(20 pages total including a declaration of responsibility required on each exhibit):</b><ul style="list-style-type: none"><li>o Object One: minimum of 5 completed projects for which the nominee is "largely responsible for design," with required data, narrative, and images</li><li>o Object Two: minimum of 7 and a maximum of 10 exhibits (5 of which must be completed projects), with required data, narrative, and images</li><li>o Objects Three-Six: minimum of 7 and a maximum of 10 exhibits with images that best support the object of nomination and the contribution of the candidate.</li></ul></li></ol> <p><a href="#">Upload Here</a></p>
Ready to Submit? *	<p><input type="checkbox"/> I verify all the information associated with this nomination is accurate and am ready to submit payment.</p> <p><input type="checkbox"/> I understand once payment is made the submission will be completed and no further edits may be made.</p>