



## **2023 AIA Associates Award** **Sample Application**

### **Submitter Information**

Thank you for applying to the 2023 AIA Associates Award. On this page please provide the information on who is filling out this application, this may or may not be the candidate.	
First Name *	
Last Name *	
Firm/Organization Name *	
Phone Number *	
Email Address *	

### **Criteria and Jury List**

The AIA Associates Award is given to individual Associate AIA members to recognize outstanding leaders and creative thinkers for significant contributions to their communities and the architecture profession.	
Eligibility	<p>The Associates Award is open to any Associate AIA member not licensed to practice architecture by the time of the submission deadline.</p> <p>AIA Components, Knowledge Communities, members of the national AIA Board of Directors, and Strategic Council may submit nominations</p>
Deadline	<ul style="list-style-type: none"><li>• The deadline for submission completion is <b>September 15, 2022, before 5 pm Eastern.</b></li><li>• The deadline is strictly observed.</li><li>• There is a <b>non-refundable</b> entry fee of \$100.00 for this program.</li></ul>
2023 Collaborative and Professional Achievement Jury	The Institute Honors for Collaborative and Professional Achievement Jury serves as the Jury for the Associates Award. The jury consists of five members: a representative of the Board of Directors or the Strategic Council, an Architect member licensed less than ten years, one past



	<p>recipient of the collaborative achievement award, an Associate member, and a public official.</p> <p><b>2023 Jury</b></p> <p><b>TBD</b></p> <p>Communication with the jury from the time of submittal to completion of the jury process by the candidate or anyone acting on their behalf is inappropriate and cause for disqualification.</p>
Additional Considerations	<p>Throughout the submission, you are encouraged to highlight any aspects of the candidate’s work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to the Institute, its members, and the architecture profession, including but not limited to the Public policies and Position Statements of the AIA.</p> <p>These might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the candidate has had the opportunity to address them, or as these topics may enhance the presentation. For instance, AIA juries include evaluating Honors &amp; Awards submissions relative to the AIA Framework for Design Excellence. While submissions do not have to adhere entirely or fit comprehensively with all measures from the framework, submitters are strongly encouraged to consider their submission materials in this context. For additional information visit the <a href="#">AIA Framework for Design Excellence</a> website.</p>
Exhibits for Archives *	<p><input type="checkbox"/> I understand that should I be selected as the recipient of this award this submission will be archived by the AIA.</p>

**Candidate and Nominator Information**

Candidate’s Name *	Please provide the candidate’s name exactly as you wish it to appear on all announcements and notifications.
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Candidate's AIA Member ID *	
Candidate's AIA Component *	
Candidate's Firm /Organization Name *	
Candidate's Email Address *	
Candidate's Phone Number *	
Candidate's Address *	Street Address *
	Line 2
	City *
	Country *
	State / Province *
	Zip / Postal Code *
	Country *
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Non-binary</li> <li><input type="checkbox"/> Self-described</li> <li><input type="checkbox"/> Prefer not to say</li> </ul>
<p>Ethnicity *</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alaskan Native</li> <li><input type="checkbox"/> American Indian</li> <li><input type="checkbox"/> Asian – Chamorra (Guam)</li> <li><input type="checkbox"/> Asian – Chinese</li> <li><input type="checkbox"/> Asian – Filipino</li> <li><input type="checkbox"/> Asian – Indian</li> <li><input type="checkbox"/> Asian – Japanese</li> <li><input type="checkbox"/> Asian – Korean</li> <li><input type="checkbox"/> Asian – Vietnamese</li> <li><input type="checkbox"/> Asian – Samoan</li> <li><input type="checkbox"/> Asian – Other Pacific Islander</li> <li><input type="checkbox"/> Asian – Other</li> <li><input type="checkbox"/> Black of African American</li> <li><input type="checkbox"/> Hispanic – Cuban</li> <li><input type="checkbox"/> Hispanic – Puerto Rican</li> <li><input type="checkbox"/> Hispanic – Other</li> <li><input type="checkbox"/> Hispanic – Other</li> <li><input type="checkbox"/> MENA (Middle East or North African)</li> <li><input type="checkbox"/> Native Hawaiian</li> <li><input type="checkbox"/> White or Caucasian</li> <li><input type="checkbox"/> Other Race/Ethnicity</li> <li><input type="checkbox"/> Prefer not to say</li> </ul>
<p>Unpaid Labor Declarations *</p>	<p>If you cannot answer ‘Yes’ to the Intern Declaration Policy, you are not eligible to submit for this award. Please contact <a href="mailto:HonorsAwards@aia.org">HonorsAwards@aia.org</a> should you have any questions concerning our Intern Declaration policy.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I declare, acknowledge, and affirm that I do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by federal law (such as legally defined internships or educational</li> </ul>



	<p>cooperative programs) or by the AIA Rules of the Board are exempt from this policy.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above: for a minimum of 5 years prior to the application deadline for all Institute Honor Awards (if I am a candidate for such an award; and a minimum of 10 years prior to the application deadline for all other Institute Honors, including the Honors program, Membership Honors Awards, and Collaborative Achievement Awards (If I am a candidate for any of those awards).</li> <li><input type="checkbox"/> I acknowledge adherence to the terms of this Policy</li> </ul>
<p>Code of Ethics and Professional Conduct *</p>	<p>The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I affirm that I uphold this value in all my business and professional practices, and all my activities and conduct relating to the AIA.</li> </ul> <p>Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I affirm that, throughout the course of my AIA membership, I have consistently abided by the AIA Code of Ethics, have not engaged in conduct that may have violated the AIA Code of Ethics and have not been found to have violated the AIA Code of Ethics.</li> </ul>
<p>Code of Ethics and Professional Conduct Continued *</p>	
<p>Background Check*</p>	<p>The AIA reserves the right to conduct a background check of recipients of AIA Honors and Awards.</p>



	<p><input type="checkbox"/> I understand as a potential recipient of an AIA Honor or Award program may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.</p>
Nominator *	<p>AIA Components, Knowledge Communities, members of the National AIA Board of Directors and Strategic Council may submit nominations. The letter of nomination must be included in your submission upload.</p> <p>Please select your nominator and complete the associate information. <i>(Appropriate boxes will open).</i></p> <ul style="list-style-type: none"><li><input type="radio"/> AIA Component</li><li><input type="radio"/> AIA Knowledge Community</li><li><input type="radio"/> Member of the AIA Board of Directors or Strategic Council</li></ul>

### Copyright Information

Greater Rights *	<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</li></ul>
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	<p>be used and that any other use requires additional permissions from me, and shall provide the written contact information supplied below so that the AIA member can contact me for permission for further use</p> <p>This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Entrant has NOT secured greater rights to copyrighted material.</li><li><input type="checkbox"/> Entrant has secured greater rights to copyrighted material.</li></ul>
Copyright Information File *	<p>Please provide a <b>.PDF file</b> showing the following information.</p> <ul style="list-style-type: none"><li>• For announcement images:<ul style="list-style-type: none"><li>○ Thumbnail</li><li>○ Caption - Under 200 characters</li><li>○ Copyright credit (name and contact information) - who took the photo</li><li>○ Copyright notice (name and contact information) - who owns the photo</li></ul></li><li>• For all images in the submission file:<ul style="list-style-type: none"><li>○ Thumbnail</li><li>○ Page of the portfolio it appears on</li><li>○ Copyright credit (name and contact information) - who took the photo</li><li>○ Copyright notice (name and contact information) - who owns the photo</li></ul></li><li>• For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, closed, books, or other copyrighted material):<ul style="list-style-type: none"><li>○ Author/Creator</li><li>○ Copyright owner</li><li>○ Publication Date</li></ul></li></ul> <p><a href="#">Upload Here</a></p>



Photographer's Approval Form *	<p>For any work in which you are not the copyright owner your photographer(s)'s signature is required on the <a href="#">AIA Photography Release Form</a> to be uploaded below as a <b>.pdf file</b>. If multiple photographers were used please provide all the executed forms in one PDF file.</p> <p><a href="#">Upload Here</a></p>
Announcement Images	<p>Should your candidate be selected as the recipient please provide five images from your submission to be used for the announcement on AIA.org and upload below. These photos are not for jury review and only for AIA.org.</p> <p>Photos must be:</p> <ul style="list-style-type: none"><li>• A .jpg file</li><li>• A single image</li><li>• 3200 pixels wide by 1800 pixels tall - photos must be landscape</li><li>• A minimum of 72 dpi</li><li>• No white border</li></ul> <p><b>Photos that do not meet these requirements will not be displayed.</b></p>
Announcement Image #1 - Headshot *	<p><a href="#">Upload here</a></p>
Announcement Image #2 -Project	<p><a href="#">Upload here</a></p>
Announcement Image #3 - Project	<p><a href="#">Upload here</a></p>
Announcement Image #4 -Project	<p><a href="#">Upload here</a></p>
Announcement Image #5 -Project	<p><a href="#">Upload here</a></p>





<p>Release Form, Permissions and Indemnification</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 (“Entrant”). There may be no further communication with the Entrant prior to the announcement of an award. Accuracy, therefore, is essential.</p> <p>The Entrant certifies that Entrant has obtained all permissions necessary to permit the 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 _____ for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as it may deem appropriate in connection with this awards program, including publicizing the program itself, and that the use or reproduction of the Work by the 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>BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN THE ENTRANT’S CONCEALED IDENTIFICATION FORM AND ANY INFORMATION OR MATERIALS SUBMITTED OR MADE BY THE ENTRANT ARE COMPLETE AND ACCURATE.</p> <p>THE ENTRANT FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE AMERICAN INSTITUTE OF ARCHITECTS (“AIA”) AND _____ FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS SUPPLIED BY THE ENTRANT OR ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.</p> <p>THE AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK IN A MANNER INCONSISTENT WITH THE LICENSES AND PERMISSIONS GRANTED HEREIN.</p>
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<p>Terms and Conditions *</p>	<p>By agreeing below, I acknowledge that I have read and agree to the above terms and conditions.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I Agree</li> <li><input type="checkbox"/> I understand that the AIA Board of Directors has the authority to revoke any honor or award conferred by AIA, as set forth in the Rules of the Board, <del>Section 10.8 REVOCATION OF HONORS AND AWARDS, 10.81 General Authority.</del></li> </ul>
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**Reference Letters**

<p>Reference Letters</p>	<p>Seven reference letters are required.</p> <p>The references should be people who know the candidate well and are able to verify and testify to the accomplishments cited in the summary of achievements. References should be explicit in their recommendation and contain specific reasons for support.</p> <p>Reference letters must be:</p> <ul style="list-style-type: none"> <li>• one-page, focusing on one or two aspects of the candidate's submission (two-page letters will be removed from your file and not reviewed by the jury).</li> <li>• on company letterhead</li> <li>• signed</li> <li>• uploaded as a PDF file into the system using the unique link provided to each reference writer prior to <b>5 pm Eastern on September 15, 2022.</b></li> </ul> <p>Please note that it is in the candidate's best interest to demonstrate a broad range of support and influence.</p> <p><b>All reference letters are to remain confidential.</b> It is the candidate's responsibility to contact the reference writers and establish if they are willing to act as a reference and to emphasize the importance of submitting a letter in a timely fashion.</p>			
<p>Reference Writer 1 *</p>	<table border="1" style="width: 100%;"> <tr> <td data-bbox="482 1728 1430 1787">Full Name</td> </tr> <tr> <td data-bbox="482 1787 1430 1845"> </td> </tr> <tr> <td data-bbox="482 1845 1430 1898">Email</td> </tr> </table>	Full Name		Email
Full Name				
Email				



Reference Writer 2 *	Full Name
	Email
Reference Writer 3 *	Full Name
	Email
Reference Writer 4 *	Full Name
	Email
Reference Writer 5 *	Full Name
	Email
Reference Writer 6 *	Full Name
	Email
Reference Writer 7 *	Full Name
	Email

**Materials for Jury Review**

Candidate's Name *	First Name/Middle Initial	Last Name
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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 the review process.  Word Limit: 35	
Candidate's 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 Awards and Scholarships *	Supply in <b>reverse chronological order</b> the candidate's Awards and Scholarships – provide the name and location of the awarding institutions and year received.	
Candidate's Work History *	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.	



Upload Materials for Jury Review	<p>Submit supporting documentation in a single .PDF file - max 20 MB not to exceed 20 pages - and include in the order listed:</p> <ol style="list-style-type: none"><li>1. Nomination letter (<b>one page</b>) that summarizes the candidate's contributions</li><li>2. Biography of the candidate including a 25-35 word summary statement, list of offices, positions, honors, publications, and presentations that relate to the purpose of the award (<b>max of two pages</b>)</li><li>3. Statement of contributions that illustrates the effect of the candidate's work (<b>max of two pages</b>)</li><li>4. Exhibits with images, drawings, or other materials that demonstrate the candidate's accomplishment, including confirmation that the candidate was responsible for the projects listed - see Declaration of Responsibility below (<b>max of 15 pages</b>)</li></ol> <p><b>Descriptive Data:</b></p> <p>Your submission is subject to disqualification by the jury for failing to provide the appropriate information <u>for each of your exhibits</u> as requested below:</p> <ul style="list-style-type: none"><li>• Project</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><b>Declaration of Responsibility</b></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.</p> <div data-bbox="495 432 1352 871" style="border: 1px solid black; padding: 10px;"><p>I have personal knowledge of the nominee's responsibility for the exhibit listed above. That responsibility included:</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>Signature Title/typed name Relationship to the exhibit</p></div> <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><a href="#">Upload here</a></p>
Ready to submit *	<ul style="list-style-type: none"><li><input type="checkbox"/> I verify all the information associated with this nomination is accurate and I am ready to submit payment.</li><li><input type="checkbox"/> I understand once payment is made the submission will be completed and no further edits may be made.</li></ul>