



## Associates Award 2024 Sample Application

### Index

Candidate information	Pg. 7
Deadline	Pg. 2
Formatting guidelines	Pg. 3
Images/copyright	Pg. 10
Nominator information	Pg. 6
Program criteria	Pg. 2
Reference letters	Pg. 9
Point of contact information	Pg. 1
Unpaid labor, Code of Ethics attestations	Pg. 8

### Submitter Information

Thank you for applying for the Associates Award. On this page, please provide the information for the application point of contact. This may or may not be the candidate.

First Name *	
Last Name *	
Firm/Organization*	
Phone # *	
Email *	

## Criteria and Jury List

<p>The <a href="#">Associates Award</a> recognizes exceptional leaders within the Associate AIA membership designation who have made significant contributions to their component, community, professional organizations, and/or in the design and construction industries.</p>	
Schedule & fees	<p>Dates are subject to change. Please refer to the <a href="#">program website</a> (Cycle tab) for the most current information.</p> <ul style="list-style-type: none"> <li>• Submissions close: September 12, 2023, by 5pm ET</li> <li>• Notification to recipients: Late January 2024</li> <li>• Public announcement: Early March 2024</li> </ul> <p>Fee: There is a non-refundable fee of \$100 for this program.</p>
Recognition	<p>Recognition for this program typically includes the following elements but may be subject to change. Recipients will receive additional information about this cycle's recognition benefits with their selection notification.</p> <ul style="list-style-type: none"> <li>• promotional recognition in AIA communication channels.</li> <li>• invitation for the recipient or a recipient representative to attend selected Honors &amp; Awards event celebrations, commonly held during the annual AIA Conference on Architecture</li> </ul>
Eligibility	<p>Any Associate AIA member who is not licensed to practice architecture at the time of the submission deadline is eligible to be nominated.</p>
2024 Associates Award Jury	<p>To view the list of jurors, visit the <a href="#">program website</a> (Cycle tab).</p> <p>To protect the integrity of the awards process, <b>active nominees are prohibited from contacting members of the Jury</b> during the submission process.</p> <p>Communication with any of the above, from the time of submittal to completion of the jury process, by the candidate or anyone acting on their behalf <b>is cause for immediate disqualification</b>.</p>
Judging Criteria	<p>Candidates are evaluated based on how their contributions have exemplified leadership and demonstrated commitment to their component, community, professional organizations, and/or the design and construction industries.</p> <p><b>The Ripple Effect</b></p> <p>Candidates are asked to demonstrate the "ripple effect" they have had on the profession. This is shorthand for your impact beyond the day-to-day work of your practice or outside your community. Ripple effect could be demonstrated by speaking, publications, mentoring, service to the profession, geographic impact, or legacy through others.</p>

	<p><b>AIA Values</b></p> <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 AIA, its members, and the architecture profession, including but not limited to the Public Policies and <a href="#">Position Statements of the AIA</a>. 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.</p> <p><b>AIA Framework for Design Excellence</b></p> <p>While Associate Award submissions are not required to fit comprehensively within the framework principles, you are strongly encouraged to consider your submission in this context. For additional information visit the <a href="#">AIA Framework for Design Excellence</a>.</p>
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### Formatting guidelines

Portfolio formatting requirements	<p>Documents that do not conform to the following guidelines <b>will be disqualified</b>.</p> <p><b>General formatting</b></p> <ul style="list-style-type: none"> <li>• PDF format</li> <li>• 8.5 x 11” page size</li> <li>• Maximum 20 pages</li> <li>• Upload max for the submission platform is 25MB.</li> </ul> <p><b>Section order and page limits</b></p> <ul style="list-style-type: none"> <li>• Nomination letter – see Nominator section for more information (max 1 page)</li> <li>• Biography (max 2 pages)</li> <li>• Statement of contributions (max 2 pages)</li> <li>• exhibits (max 2 pages per exhibit; max 15 pages total)</li> </ul>
Biography	<p>This section should read like an amplified resume and include offices, positions, honors, publications, and presentations that relate to the award criteria.</p> <p><b>Summary Statement (25–35 words)</b></p> <p>Often referred to as the candidate’s “zinger”, this statement is the most distilled version of your argument for selection. It should directly communicate your impact and establish clear themes for the portfolio to follow.</p>
Statement of Contributions	<p>This section should speak to the candidate’s ripple effect and describe how their work has advanced the profession. This is generally more narrative-based and an opportunity for the candidate to “tell their story”.</p>

Exhibits	<p>An exhibit is an in-depth exploration of a project that emphasizes your contributions and discusses how your involvement contributed to its success. Typically, this section begins with the exhibit that speaks most strongly to your summary statement and ripple effect.</p> <p>Exhibits do not just have to be examples of design work and can include volunteering, publications, organizational leadership, etc.</p> <p><b>Exhibits that do not include the following information are subject to disqualification.</b> If you are unsure how this information applies to your exhibits, please contact us at <a href="mailto:honorsawards@aia.org">honorsawards@aia.org</a>.</p> <p><b>Narratives</b></p> <p>Each exhibit should address the challenge presented to you, your role and actions taken, and the outcome and impact of those actions.</p> <p><b>Descriptive data</b></p> <ul style="list-style-type: none"><li>• Project name</li><li>• Organization or design firm</li><li>• Architecture Firm of Record (if exhibit is built work)</li><li>• Completion date: For built work, this is the date of substantial completion. For management or other project work, this refers to when your work on the project ended or when the project itself was complete.</li><li>• Role of Candidate: Your title or role on the team (e.g., Founder, Designer, Project Manager, etc.)</li><li>• Synopsis (Challenge Presented/Candidate’s Specific Role/Resolution or Outcome)</li><li>• Awards and publications about the project, as applicable.</li></ul> <p><b>Declaration of Responsibility</b></p> <p>Each exhibit must include a declaration by someone other than the candidate who can certify the candidate’s responsibility. For the declaration to be valid, it must follow this format:</p> <p>I have personal knowledge of [the nominee's responsibility, example: largely responsible for design, project under direction of nominee, nominee's firm executed project, etc.]</p> <p>[Name] [Title and/or Relationship to the exhibit]</p> <p>Sample declarations:</p>
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	<p><b>DECLARATION OF RESPONSIBILITY</b></p> <p>I have personal knowledge that the nominee is largely responsible for technical content, and is a key advisor for overall 'Guide' conceptual organization of the project listed above.</p> <p><b>Beverly Hauschild-Baron, Hon. AIA, Retired EVP, AIA Minnesota</b></p> <div><p><b>DECLARATION OF RESPONSIBILITY</b></p><p>I have personal knowledge that the exhibit listed above was under direction of the nominee.</p><p><b>Michael Meredith</b> Capital Outlay Project Manager State of California Department of General Services Real Estate Service Division</p></div>
Portfolio recommendations	<p>These criteria are strongly recommended and help the jury to review your portfolio.</p> <ul style="list-style-type: none"><li>• clear, concise, legible text; avoid font smaller than 10pt.</li><li>• results oriented language that is supported by outcome and impact data (e.g. testimonials, POEs, building performance data, etc.)</li><li>• consistent layout, ideally landscape orientation</li></ul> <p>Examples of successful submissions can be requested; Learn more on the <b>Resources tab</b> of the <a href="#">program website</a>.</p>

## Nominator Information

Nominator duties	<p>Nominators support the candidates as they prepare their submission and are required to write a letter of support for the candidate which summarizes their contributions and introduces the portfolio.</p> <p>Nominators also assist the candidate by acting as a point of contact for the reference writers and providing guidance as needed.</p>
Nomination letter Requirements	<p>Please note that letters that do not conform to these requirements will not be reviewed by the jury and that this may impact the success of the candidate.</p> <ul style="list-style-type: none"> <li>• PDF format (included as the first page of the portfolio)</li> <li>• Maximum of one page per letter.</li> <li>• Company name and address must be included in the letterhead. (Retired or Emeritus members may use their personal information)</li> <li>• Writers must include their name and applicable AIA designation at the bottom of the letter.</li> </ul> <p>Letters should be addressed to the Jury Chair, and that information will be posted on the <a href="#">program website</a> after the chair's appointment. If they have not been appointed when you submit your letter, you may use the below information:</p> <p>Jury Chair [year] Associates Award Jury American Institute of Architects</p>
Nomination letter recommendations	<p>A strong nomination letter will avoid broad generalizations and speak directly to the following:</p> <ul style="list-style-type: none"> <li>• The candidate's summary statement</li> <li>• The candidate's key accomplishments</li> <li>• Why you feel they are a good candidate for this award in relation to the program criteria.</li> </ul>
Nominator eligibility	<p>Any AIA member in good standing may make nominations for the Associates Award.</p> <p>Ideally the nominator should be someone that knows the candidate well and can speak knowledgeably and critically about their career. There is no restriction on a member of the candidate's firm acting as a nominator, however, this puts more onus on the submission to demonstrate the candidate's broad influence beyond the firm.</p>
Name *	
AIA Member Number *	

## Associates Award – 2024 Sample Application

Firm/Organization*	
Title *	
Email *	
Phone *	

### Candidate Information and Release Form

Name *	Please provide the name of the candidate as you wish it to appear on all announcements and notifications.
AIA member number*	
Firm/Organization *	
Phone # *	
Email *	
Address *	
Social media	AIA social media may have the opportunity to tag recipients in our social media posts, as applicable. Please provide any relevant personal or organization social media handles below. (Note: This is not a guarantee and AIA Staff will confirm with recipients when and if social media engagement is planned.)
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Self-described <input type="checkbox"/> Prefer not to say.
Ethnicity *	Please select all that apply:  <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian – Chamorro (Guam) <input type="checkbox"/> Asian – Chinese

	<ul style="list-style-type: none"> <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 or African American</li> <li><input type="checkbox"/> Hispanic – Cuban</li> <li><input type="checkbox"/> Hispanic – Mexican</li> <li><input type="checkbox"/> Hispanic – Puerto Rican</li> <li><input type="checkbox"/> Hispanic – Other</li> <li><input type="checkbox"/> MENA – (Middle Eastern 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 Declaration *</p>	<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 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 the 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 cooperative programs) or by the AIA Rules of the Board are exempt from this Policy.</li> <li><input type="checkbox"/> I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above:             <ul style="list-style-type: none"> <li>• 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</li> <li>• a minimum of 10 years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards (if I am a candidate for any of those awards).</li> </ul> </li> <li><input type="checkbox"/> I acknowledge adherence to the terms of this Policy.</li> </ul>



Code of Ethics and Professional Conduct*	<p>The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transitions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <ul style="list-style-type: none"> <li>□ I affirm that I uphold this value in all my business and professional practices, and in 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>□ 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>
Background Check*	<p>The AIA reserves the right to conduct a background check of potential recipients of AIA Honors and Awards:</p> <ul style="list-style-type: none"> <li>□ I understand as a potential recipient of an AIA Honor or Award I 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>

## Reference Letters

Reference Letters	<p><b>Seven letters are required.</b> Letters received after the submission deadline or that do not conform to the formatting requirements below, will not be reviewed by the jury. The letters should come from people who know the candidate well and are able to verify and testify to their accomplishments from a broad range of perspectives and contexts.</p> <p><b>Formatting requirements</b></p> <ul style="list-style-type: none"> <li>• PDF format</li> <li>• Maximum of one page per letter.</li> <li>• Company name and address must be included in the letterhead. (Retired or Emeritus members may use their personal information)</li> <li>• Writers must include their name and AIA designation at the bottom of the letter.</li> <li>• Letters must be provided to Honors &amp; Awards via the online submission platform. Letters sent by email, postal service, etc. will not be reviewed by the jury.</li> </ul> <p><b>Confidentiality requirements</b></p> <p>All reference letters are to remain confidential, and nominees should limit contact with their letter writers. It is the nominator’s responsibility to act as a point of contact to the</p>
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	<p>reference writers, establish if each is willing to act as a reference, answer questions, etc. Improper influence on writers by the candidate is grounds for disqualification. There are no restrictions on the selection of writers. However, it is in a candidate's best interest to demonstrate a broad range of support and influence (e.g., geographic distribution; various sources such as a firm or committee).</p> <p><b>Letter submission and management</b></p> <p>Once you provide the writers name and email, they will be sent instructions and a unique link to upload their letters. You can track the receipt of reference letters in the lefthand menu of the submission site under My Submissions &gt; Pending 3<sup>rd</sup> Party Action.</p>
Reference Letter 1*	<p>Full Name:</p> <p>Email:</p> <p>(You will be asked to fill out a field for each reference writer.)</p>

### Images and copyright Information

Copyright Information File *	<p>Please provide a .PDF file showing the following information for all images included in your materials.</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 submission 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, 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>
Photographer's license *	<p>A license should be provided for any work in which you are not the copyright owner. Licensing forms can be downloaded from the <b>Resources</b> tab of the <a href="#">program website</a>.</p> <p>(For multiple photographers, please combine your completed forms into one PDF file.)</p>

<p>Announcement Images</p>	<p>Please provide <b>one headshot and four project images</b> to be used for the announcement on AIA.org should you be selected. These photos are not for jury review.</p> <p><b>Image specifications</b></p> <ul style="list-style-type: none"> <li>• Landscape composition works best with our web layouts.</li> <li>• Send the largest image possible within the upload max of 5MB.</li> <li>• jpg, png, or tif format</li> <li>• Resolution: 72–300 DPI. Minimum 2400 pixels wide.</li> <li>• For photographs, no text overlay, borders, watermarks, logos, or annotation.</li> </ul> <p>Images that do not align with AIA’s style guidelines or are not supported by our web platform will not be used. If we need to source alternate images for a recipient’s web profile, that could impact the announcement date, or the number of images included.</p>
<p>Image 1 *</p>	<p><a href="#">Upload</a> (You will see a separate upload field for each image.)</p>
<p>Licensing agreement *</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 any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrighted material, (Material) identified on this form or otherwise provided in connection with this submission.</p> <p>This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute, and transmit worldwide the Material during the full term of the copyright in all media without payment of any royalty or license fee in connection with the announcement, promotion, or archival purposes of any AIA Honors &amp; Awards program I represent that I have obtained all permissions necessary to grant the limited rights granted herein and the use or reproduction of the Material by AIA shall not, to the best of my knowledge, information and belief, infringe or violate any other person’s copyright or other intellectual property right.</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.</p> <p>By entering your name below you acknowledge agree to the terms herein.</p>

### Materials for Jury Review

Candidate's Summary Statement *	<p>Describe how the candidate's work may be considered notable and how it has advanced the profession of architecture in a 25 to 35-word statement.</p> <p>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.</p>
Upload Materials for Jury Review *	Submit supporting documentation as a single PDF file (upload max 25 MB). This file should conform with program criteria and formatting requirements on pg.3.
Ready to Submit? *	<ul style="list-style-type: none"><li><input type="checkbox"/> I verify that all the information associated with this nomination is accurate and that I am ready to submit.</li><li><input type="checkbox"/> I understand once the submission is completed no further edits may be made.</li></ul>