



Collaborative Achievement Award

2024 Sample Application

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Submitter Information

Thank you for applying for the Collaborative Achievement Award. On this page, please provide the information for the application point of contact. This may or may not be the nominee.	
First Name *	
Last Name *	
Firm/Organization *	
Phone # *	
Email *	

Criteria and Jury List

<p>The field of architecture does not evolve solely through the work of architects. The Collaborative Achievement Award recognizes the achievements of allied professionals and architect teams which have advanced the architectural profession.</p>	
<p>Schedule & fees</p>	<p>Dates are subject to change. Please refer to the program website (Cycle tab) for the most current information.</p> <ul style="list-style-type: none">• Submissions close: September 12, 2023, by 5pm ET• Notification to recipients: Late January 2024• Public announcement: Early March 2024 <p>Fee: There is no fee for this program.</p>
<p>Eligibility</p>	<p>Individuals or organizations responsible for an individual achievement or body of work that relates to or influences architecture.</p> <p>Individual nominees may be living or dead at the time of submission.</p>
<p>Judging Criteria</p>	<p>Candidates are evaluated based on how their contributions have had a beneficial influence on or advanced the architectural profession.</p> <p>AIA Values</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 Position Statements of the AIA. 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>AIA Framework for Design Excellence</p> <p>While Collaborative Achievement submissions are not required to fit comprehensively within the framework principles, you are strongly encouraged to consider your submission materials in this context. For additional information visit the AIA Framework for Design Excellence.</p>

<p>Recognition</p>	<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"> • promotional recognition in AIA communication channels. • invitation for the recipient or a recipient representative to attend selected Honors & Awards event celebrations, commonly held during the annual AIA Conference on Architecture
<p>Portfolio formatting requirements</p>	<p>Documents that do not conform to the following guidelines will be disqualified.</p> <p>General formatting</p> <ul style="list-style-type: none"> • PDF format • 8.5 x 11” page size • Maximum 20 pages • Upload max for the submission platform is 25MB <p>Section order and requirements</p> <ol style="list-style-type: none"> 1. Nomination letter that summarizes the candidate's contributions. (Max one page) 2. Biography (max two pages) <ul style="list-style-type: none"> ○ Individual: Biography of the candidate including a 25–35-word summary statement, list of offices, positions, honors, publications, and presentations that relate to the nomination category and award criteria. ○ Organization: A 25–35-word summary statement; biography of all organization leaders (as above) and a history of the organization 3. Statement of contributions that illustrates the candidate's work. (Max two pages) 4. exhibits with images, drawings, or other materials that demonstrate the candidate's accomplishments in relation to the award criteria and nomination category. (Max 15 pages) <p>Other required materials</p> <ul style="list-style-type: none"> • Seven reference letters submitted separately. (See Reference Letter section.)
<p>2024 Collaborative Achievement Award Jury</p>	<p>To view the list of jurors, visit the program page (Cycle tab).</p> <p>To protect the integrity of the awards process, active nominees are prohibited from contacting members of the Jury during the submission process.</p> <p>Communication with jurors, from the time of submittal to completion of the jury process, by the candidate or anyone acting on their behalf is cause for immediate disqualification.</p>

Nominator Information

<p>Nominator duties</p>	<p>Nominators are required to write a letter of support for the candidate which summarizes their contributions and introduces the portfolio. Nominators also assist the candidate by acting as a point of contact for the reference writers and providing guidance as needed.</p>
<p>Nomination letter format</p>	<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"> • PDF format (included as the first page of the portfolio) • Maximum of one page per letter. • Company name and address must be included in the letterhead. (Retired or Emeritus members may use their personal information) • Writers must include their name and applicable AIA designation at the bottom of the letter. <p>Letters should be addressed to the Jury Chair, and that information will be posted on the program website 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] Collaborative Achievement Award Jury American Institute of Architects</p>
<p>Nomination letter recommendations</p>	<p>A strong nomination letter will avoid broad generalizations and speak directly to the following:</p> <ul style="list-style-type: none"> • The candidate’s summary statement • The candidate’s key accomplishments • Why you feel they are a good candidate for this award in relation to the program criteria.
<p>Nominator * (Depending on your nominator the appropriate fields will open.)</p>	<p>Any AIA member in good standing, AIA Components, and AIA Knowledge Communities may make nominations for the Collaborative Achievement Award.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual AIA Member <input type="checkbox"/> AIA Component <input type="checkbox"/> Knowledge Community
<p>Name</p>	
<p>Title</p>	
<p>Email</p>	

Phone Number	
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Candidate Information and Release Form

Candidate type *	<input type="checkbox"/> Individual <input type="checkbox"/> Organization
Nomination Category *	<p>Please select the category under which the candidate is being nominated:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administration: creation, management, or sponsorship of programs that advance architecture and urban design in institutions, communities, and regional landscapes. <input type="checkbox"/> Art and Craftsmanship: the design, fabrication, or installation of works of art and high craftsmanship in the context of architecture, urban design projects, and built landscapes. <input type="checkbox"/> Collaborative Achievement: advancement of architecture and urban design by teams of architects, allied professionals, administrators, developers, or by the integration of several disciplines. (This specific area of achievement provides opportunities to recognize those allied organizations such as Associated General Contractors, General Services Administration, etc., or teams of allied professionals working with architects for outstanding contributions to the profession.) <input type="checkbox"/> Construction: advancement in contracting, construction technique, construction management, cost estimating, and project delivery. <input type="checkbox"/> Industrial Design: design or manufacture of building systems, equipment, furnishings, furniture, equipment, tools, and other materials affecting architecture and the built environment. <input type="checkbox"/> Information Science: advances in technology, information systems, computer programming, library systems, and applications that contribute to the advancement of architecture, architectural practice, and the built environment. <input type="checkbox"/> Professions Allied with Architecture: acoustics, color and materials, behavioral science, energy, engineering, ecology and environmental science, ergonomics, graphics, interior design, landscape architecture, land use, lighting design, urban and regional planning, preservation technology, public health, transportation, and other fields of consultation with architects. <input type="checkbox"/> Public Policy: contributions to architecture and the built environment in economics law, political service and legislation, and sociology. <input type="checkbox"/> Research, Dissemination, and Education: contributions to the advancement of architecture through research, publication, institutional and noninstitutional programs in education, and public awareness.

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	<ul style="list-style-type: none"> <input type="checkbox"/> Recording and Illustration: contributions to the advancement of architecture in drawing, film, model-making, photography, video, and other representational and recording media. <input type="checkbox"/> Writing and Scholarship: contributions to the advancement of the understanding of architecture in anthropology, architectural history and theory, archaeology, criticism, geography, history, journalism, psychology, sociology, or other fields of inquiry
Name *	Please provide the name of the candidate as you wish it to appear on all announcements and notifications.
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.)
AIA member number (if applicable)	For organizations, you will be asked to provide the percent of staff in selected member categories.
Demographic Information	<p>All demographic information provided is confidential, and only used for statistical purposes.</p> <p>For organizations you will be asked to provide the percentage of staff in selected categories.</p>
Organization size (organization only) *	<p>Please indicate the size of the candidate organization:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 0-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 100-1000 <input type="checkbox"/> 1000+
Gender *	<ul style="list-style-type: none"> <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.

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<p>Ethnicity *</p>	<p>Please select all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian – Chamorra (Guam) <input type="checkbox"/> Asian – Chinese <input type="checkbox"/> Asian – Filipino <input type="checkbox"/> Asian – Indian <input type="checkbox"/> Asian – Japanese <input type="checkbox"/> Asian – Korean <input type="checkbox"/> Asian – Vietnamese <input type="checkbox"/> Asian – Samoan <input type="checkbox"/> Asian – Other Pacific Islander <input type="checkbox"/> Asian - Other <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic – Cuban <input type="checkbox"/> Hispanic – Mexican <input type="checkbox"/> Hispanic – Puerto Rican <input type="checkbox"/> Hispanic – Other <input type="checkbox"/> MENA – (Middle Eastern or North African) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Other Race/Ethnicity <input type="checkbox"/> Prefer not to say
<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 HonorsAwards@aia.org should you have any questions concerning our Unpaid Labor Declaration policy.</p> <ul style="list-style-type: none"> <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. <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"> • 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

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	<p>Awards, and Collaborative and Achievement Awards (if I am a candidate for any of those awards).</p> <ul style="list-style-type: none"> <input type="checkbox"/> I acknowledge adherence to the terms of this Policy.
<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 transitions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <p>Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.</p> <ul style="list-style-type: none"> <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.
<p>Background Check*</p>	<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"> <input type="checkbox"/> 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.

Reference Letters

<p>Reference Letters</p>	<p>Seven letters are required. 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>Formatting requirements</p> <ul style="list-style-type: none"> • PDF format • Maximum of one page per letter. • Company name and address must be included in the letterhead. (Retired or Emeritus members may use their personal information) • Writers must include their name and AIA designation at the bottom of the letter. • Letters must be provided to Honors & Awards via the online submission platform. Letters sent by email, postal service, etc. will not be reviewed by the jury. <p>Confidentiality requirements</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 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.</p> <p>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>Letter submission and management</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 > Pending 3rd Party Action.</p>
<p>Reference Letter 1*</p>	<p>Full Name: Email: (You will be asked to fill out a field for each reference writer.)</p>

Images and copyright Information

<p>Copyright Information File *</p>	<p>Please provide a .PDF file showing the following information for all images included in your materials.</p> <ul style="list-style-type: none"> • For announcement images: <ul style="list-style-type: none"> ○ Thumbnail ○ Caption – under 200 characters ○ Copyright credit (name and contact information) – who took the photo ○ Copyright notice (name and contact information) – who owns the photo • For all images in the submission file: <ul style="list-style-type: none"> ○ Thumbnail ○ Page of the submission it appears on ○ Copyright credit (name and contact information) – who took the photo ○ Copyright notice (name and contact information) – who owns the photo • 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"> ○ Author/Creator ○ Copyright owner ○ Publication date
<p>Photographer’s license *</p>	<p>A license should be provided for any work in which you are not the copyright owner. Licensing forms can be downloaded from the Resources tab of the program website.</p> <p>(For multiple photographers, please combine your completed forms into one PDF file.)</p>
<p>Announcement Images</p>	<p>Please provide one headshot and four project images to be used for the announcement on AIA.org should you be selected. These photos are not for jury review.</p> <p>Image specifications</p> <ul style="list-style-type: none"> • Landscape composition works best with our web layouts. • Send the largest image possible within the upload max of 5MB. • jpg, png, or tif format • Resolution: 72–300 DPI. Minimum 2400 pixels wide. • For photographs, no text overlay, borders, watermarks, logos, or annotation. <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>Upload (You will see a separate upload field for each image.)</p>

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<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 & 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>
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Materials for Jury Review

<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 25 to 35-word statement.</p>
<p>Upload Materials for Jury Review *</p>	<p>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.</p>
<p>Ready to Submit? *</p>	<ul style="list-style-type: none"> <input type="checkbox"/> I verify that all the information associated with this nomination is accurate and that I am ready to submit. <input type="checkbox"/> I understand once the submission is completed no further edits may be made.