THE AMERICAN INSTITUTE OF ARCHITECTS

Deadline and Procedures

Payment Type

Payment

Concealed Identification Form

All Concealed ID Forms Upload Page

Project Information

Upload Attachments

Submit Summary

Key:

✓ **= Section Complete**

✗ **= Section Incomplete**

Submission

Awards Program Information

Organization: **The American Institute of Architects**

Event: **2013 AIA Small Project Awards**

Deadline and Procedures

* = Required Field

SMALL PROJECT AWARDS 2013

Background
The Small Project Practitioners (SPP) Knowledge Community presents the ninth annual Small Project Award Program to recognize the work of small project practitioners and to promote excellence in small project design. This Award Program strives to raise public awareness of the value and design excellence that architects bring to all project types, including renovations and additions, no matter the limits of size and budget.

Recognition
Award winning projects will be recognized in AIA publications and electronic media, including the SPP Journal and website. Projects will also be displayed at the 2013 AIA National Convention and Design Exposition. Select residential award winning projects will be included in *Fine Homebuilding* magazine's annual awards issue, HOUSES, and on finehomebuilding.com.

Judging Criteria
Each entry will be judged for the success with which the project meets its individual program intent and requirements. Entries will be weighed individually, not in competition with one another.

Criteria for judging will include the following:

- The submission complies with all submission requirements
- The project demonstrates exemplary skill in meeting program intent and requirements
- The project achieves excellence in design

2013 Jury
Any project that credits a 2013 jury member or their firm as architect, associate architect, consultant, or client is ineligible and will be disqualified if submitted.

Communication with jurors by entrants is inappropriate and cause for disqualification. All architects of award-winning projects will be required to verify that neither they, nor persons acting on their behalf, had any written or other communication with a juror regarding any submitted project from the time of submittal to completion of the jury process.

The 2013 jury members for this year's award program include:

Leonard Kady, AIA (Chair), Leonard Kady Architecture + Design, New York, NY
Julie Beckman, KBAS, Philadelphia, PA
Christopher Herr, AIA, LEED AP, LEED BD+C, Studio H:T, Boulder, CO
Laura Kraft, AIA, Laura Kraft Architect, Seattle, WA
Rob Yagid, Fine Homebuilding magazine, Newtown, CT

Award Categories
There are three built categories and one unbuilt category:

Category 1: A small project construction, object, work of environmental art or architectural design element up to $150,000.

Category 2: A small project construction, up to $1,500,000.

Category 3: A small project construction, object, work of environmental art, or architectural design under 5,000 SF constructed by the architect. The architect must have had a significant role in the construction, fabrication and/or installation of the work, in addition to being the designer.

Category 4: Unbuilt architectural designs under 5,000 SF for which there is no current intent to build, of all project types including purely theoretical, visionary projects, with or without a client.

Applicants may enter the same project in more than one category. The entry fee is on a per category basis (e.g. the same project entered in two categories will be charged two entry fees).

The Small Project Practitioners Knowledge Community encourages submissions of projects in all building types: commercial, retail, industrial, educational, public and private, as well as residential. In addition, projects may include fully completed new and renovations or elements of built projects. There is no limitation other than the quality of the final work. We invite the submission of projects accessible to people of all abilities. New construction and renovations are equally welcome.

Finally, the Small Project Practitioners Knowledge Community strongly encourages submissions from the many diverse Small Project Practitioner (SPP) members of the AIA and the profession.

Eligibility

- Open to architects licensed in the United States.
- Built projects completed after January 1, 2009.
- Entry photography by the submitting architect is welcomed, but there is no restriction on professional photography.
- Maximum of four entries per firm – (a single project may be entered in two different categories with applicable fees for each entry). Maximum of two unbuilt entries per firm.
- **No projects are permitted that have previously received a national AIA award.**

Entry Fees

Built Projects (Categories 1, 2 and 3):
AIA members - $150 for each entry
Nonmembers - $300 for each entry

Unbuilt Designs (Category 4):
AIAmembers - $75 for each entry
Nonmembers - $150 for each entry

All entry fees are nonrefundable.

Submission Requirements

Images:

- Images include Drawings and Photos.
- Sufficient documentation to describe the project context, special considerations, and innovative design.
- Maximum 8 - minimum 4 images, arranged in the order you wish them viewed.
- Site Plan, Floor Plan(s), Sections and Elevations as appropriate to project type including North arrow and graphic scale.
- Digital parameters: 300 DPI/JPG/High Quality-Low Compression/1600 x 1200 resolution.
- Project authorship may not be revealed in any of the submitted materials.

Text:

- Written information shall be limited to 200 words, including:
- Project name and location (city and state).
- Statement of program and contextual background. In addition, include any special challenges or considerations, unique and/or innovative solutions, lessons learned, or other information pertinent to the understanding of the project.
- Project authorship may not be revealed in any of the submitted materials.

All submitters must agree to the following items:

- All drawings and photographs are products of the design architect.
- Project construction cost (not including soft costs) or square foot area is accurate for the category submitted.
- Project has not received a previous national AIA design award.
- AIA Intern Declaration.
- AIA 2013 Copyright Permission Form

(Note: Project Owners may be contacted to verify information provided.)

Failure to comply with the above requirements will result in disqualification.

Photography Requirements

Image Quality

Photos enable the jury to evaluate your project. An award cannot be made to a project if its relevant details cannot be determined through the submission material. Please follow the submission requirements closely. The digital parameters specified above can be met with a 3-megapixel camera used at its highest resolution and with minimal compression. Use of higher resolution

cameras is acceptable and encouraged.

Image Editing

Images may be edited to improve contrast ratio and color balance. Images may also be cropped, but they may not be edited to alter architectural elements or context. Images identifying authorship must be edited to retain the anonymity of the author. Images may be black and white, sepia or color but may not be colorized black and white images. Images should represent the project, as it exists in the built environment. Artistic composition must not confuse the jury as to the nature of the project.

Any identification of the architect or firm appearing on any submitted images shall cause the entry to be disqualified. Failure to fully comply with all submission requirements shall cause the entry to be disqualified.

Submission Suggestions: Hints for Success

1. Jurors like to see the project context– how it fits into the environment or surroundings, not just a closely cropped view. At least one photo should show the project's relationship to its surroundings.
2. Site plans, floor plans, elevations and sections should be used when appropriate to help describe the project.
3. Jurors often want to see either an unusual approach to a common problem, or a straightforward solution masterfully executed.
4. Professional photography is not required. Photography nonetheless should be of good quality and communicate the project well. Jurors will be reviewing submissions on a computer screen.
5. Presentation is important. Organize your work into a coherent presentation.
6. Use direct, simple language of description. Avoid Archi-talk.
7. Emphasize one or two strong points about the project.
8. Include a single sentence anecdote or description that helps the jury remember your project (i.e. "the church's interior dome was fashioned from an old satellite antenna.")
9. Be sure to emphasize what is unique about your project.
10. Sometimes it might be better to enter a single object from a project, rather than the entire project.
11. You may enter different objects from the same project individually.

Submission Deadline
The submission process must be completed prior to **4:59:59 p.m. Eastern Time, November 12, 2012**. Please allow time for uploading your submission materials - no exceptions to the deadline will be made.

Board Layout
Award recipients are responsible for providing an exhibit panel for display created from their submission materials. A template will be provided for the recipients with instructions for delivery to the AIA in time for convention.

Questions
E-mail: kcawards@aia.org

Award Recipients will be notified by mid to late February, 2013.

Deadline and Procedures

*I have read and agree to the ☐
  deadline and procedures

Save and Continue

THE AMERICAN INSTITUTE
OF ARCHITECTS

Submit   Logout

✓ **Deadline and
Procedures**

Payment Type

Payment

**Concealed
Identification
Form**

**All Concealed ID
Forms Upload
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**Project
Information**

**Upload
Attachments**

**Submit
Summary**

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Event:	**2013 AIA Small Project Awards**

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○   AIA Members (for
each Built Design entry) $150.00

○   Non-Members (for
each Built Design entry) $300.00

○   AIA Members (for
each Unbuilt Design
entry) $75.00

○   Non-Members (for
each Unbuilt Design
entry) $150.00

Save and Continue

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Payment Information

Please proceed to enter credit card information in secure payment site.

* = Required Field

IMPORTANT!

This stage in the submission process is payment of the fee.

You can go back at any time to edit or update your submission through the deadline date, but once credit card information is entered, the processing fee will be immediately charged to your credit card after clicking Charge and Continue.

All entry fees are non-refundable.

Select a credit card type

*Credit Card Type [▼]

Exactly as it appears on the credit card

*Name [   ]

Billing address of credit card

*Address [   ]

*City [   ]

*State [   ]

Province (Outside US) [   ]

*Zip / Postal Code [   ]

*Credit Card Number [   ]

*Credit Card Expiration [01 ▼] [2012 ▼]

*Contact Phone Number for this card [   ]

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The accuracy of this form is of critical importance in providing information that the AIA will use in publicizing the winning projects. All credits on the award citations and in any press release will be based on this form. **Any errors or omissions will be the responsibility of the entrant.**

Full credit must be given. If more than one architect is credited for a single project, the order and credit in which names are listed on this form will be the official sequence. No changes will be permitted in the order nor will any deletions or additions be permitted once the submission has been received by the AIA. The forms will not be viewed by the jury until after all judgment has been made.

If more space is required to list all contributing Firms and/or Associate Firms/Owners/etc…you may list these on a separate document to be included as the last page of the single PDF file uploaded in the next section (All Concealed ID Forms Upload) with your All Firms Signature Page, Copyright and Release Forms, and Intern Declaration. Please type in "See additional list" in the appropriate fields.

Please note that when crediting recipients in publications and citations, it is the policy of the American Institute of Architects to list only the Architecture Firms associated with the project, not individuals.

I confirm to the accuracy of the information supplied for the concealed identification forms.

*I confirm ☐

Owner Information:

*Project Owner [   ]

*Owner Phone [   ]

*Owner Email [   ]

Characters Remaining [90]
Owner Email is limited to 90 total characters, including spaces and punctuation.

Architect Information:

*Project Architect [   ]

*Firm Name [   ]

*Firm Address Line 1 [   ]

Firm Address Line 2 [   ]

*Firm Address City [   ]

*Firm Address State [▼]

Firm Province (Outside US) [   ]

*Firm Address Zip Code [   ]

*Firm Country [United States of America   ▼]

*Firm Phone [   ]

*Firm Email [   ]

Characters Remaining [90]
Firm Email is limited to 90 total characters, including spaces and punctuation.

Firm Size [▼]

AIA Chapter (if member) [   ]

AIA Member Number [   ]

It is the policy of the American Institute of Architects to promote and recognize high levels of collaboration between all members of the design team. Submittals are required to be made by Architects of a project, but the Submitting Architects must faithfully, completely and accurately list all other Architects, Interior Designers, Landscape Architects, Programmers, Planners and Engineers who were part of the project team. Submitting Architects are required to clearly describe their role, as well as the role of other Architects or Designers.

Please indicate any collaboration acknowledgements with explanation of participation here:

Collaboration Acknowledgements [   ]

Characters Remaining [6000]
Collaboration Acknowledgements is limited to 6000 total characters,

including spaces and punctuation.

Save and Continue

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The All Firms Signature Page, Copyright and Release Forms, and Intern Declaration are contained in <u>a single</u> PDF file below. They are to be completed and uploaded at the bottom of this page as <u>a single</u> PDF file.

Should you make changes to these forms after initially uploading your single PDF file, you may upload the corrected file once you are certain it contains all of the completed and signed forms (All Firms Signature Page, Copyright and Release Forms, and Intern Declaration). Please note that the only file we will receive from this section will be the <u>last</u> file you upload.

Do <u>not</u> include any of these forms in the Image Upload section at the end of this submission.

Click here to print, complete, and sign all forms to be uploaded below.

*Upload

Please be patient once you click the submit button, files can take time to upload, actual time will depend on your connection speed and the size of the file. Once your file has uploaded, it will be processed for storage. During peak periods, this may take several minutes. During this time you will see a "processing" message.

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Category Selection

1. *Category 1:* A small project construction, object, work of environmental art or architectural design element up to $150,000.
2. *Category 2:* A small project construction, up to $1,500,000.
3. *Category 3:* A small project construction, object, work of environmental art, or architectural design under 5,000 SF constructed by the architect. The architect must have had a significant role in the construction, fabrication and/or installation of the work, in addition to being the designer.
4. *Category 4:* Unbuilt architectural designs under 5,000 SF for which there is no current intent to build, of all project types including purely theoretical, visionary projects, with or without a client.

*Project Category [▼]

Project Information:

(Credit for certificates and/or publications will be based on the following fields – complete and accurate information is required)

*Project Name [   ]

*Project Location- City [   ]

*Project Location- State [▼]

Project Province (Outside US) [   ]

Construction Cost (not including soft costs) in whole dollars (format $10,000)

*Construction Cost in whole [   ]

dollars

Project Description

Please provide a statement of program and contextual background. In addition, include any special challenges or considerations, unique and/or innovative solutions, lessons learned, or other information pertinent to the understanding of the project. Project authorship may not be revealed in any of the submitted materials.

*Project Description

Characters Remaining   2000

Words Remaining   200

Project Description is limited to 2000 total characters (including spaces and punctuation) and 200 words.

Save and Continue

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Upload Attachments

File Restrictions

1. You may upload the following file type(s): Adobe Acrobat (.pdf)
2. Files must be smaller than 4MB in size.

* Please note, when uploading image files for viewing on the web they must be saved in RGB color format. CMYK and other formats will not render in web browsers.

File Uploading

• You are responsible for checking that the file you upload opens and can be viewed as intended.

• Your submission must be **one .PDF file smaller than 4 MB**.

• Upon the jury's final selection you will be contacted to provide high-resolution images. Without these your project will not receive proper recognition. Winning submissions become the property of the AIA Library and Archives.

• Do not include any of your Concealed ID information or forms in this section - doing so will disqualify your submission.

• Do not use your name or your firm name in the file nomenclature – doing so will disqualify your submission.

• Do not reveal the architect's name on any of the images, plans, or narratives – doing so will disqualify your submission.

Image Upload:

• Images include Drawings and Photos.
• Sufficient documentation to describe the project context, special considerations, and innovative design.
• Maximum 8 - minimum 4 images, arranged in the order you wish them viewed.
• Site Plan, Floor Plan(s), Sections and Elevations as appropriate to project type including North arrow and graphic scale.
• Digital parameters: 300 DPI/JPG/High Quality-Low Compression/1600 x 1200 resolution.

• Project authorship must not be revealed in any of the submitted materials

Deadline is prior to 5:00 pm Eastern Time, November 12, 2012.
Please allow plenty of time for files to upload.

Upload Instructions

1. Click the "Browse" ("Choose File" for Mac) button below to select your single PDF file to be uploaded
2. Click the "Upload Files" button
3. To view your file, click the file name under the "Attachment" header.

Attachment   **Attachment Description**

Click the "Upload Files" button below to begin uploading your files to the server.

Upload Files

Current Attachments

Below are the attachments for this submission. You may edit the description or remove the attachment using the appropriate link in either option column. To view the attachment, click the attachment file name in the "Attachment" column.

Edit	Attachment	File Size	File Type	Date Created	Remove
No records to display.					