

2022 BSA Design Awards

SAMPLE Submission Application - UNBUILT

Tips –

- Complete all sections where required (*)
- If information is not available, type “NA” – do not leave fields blank
- Each entry will be judged for the success with which the project has met its individual requirements. Entries will be evaluated individually, and not in competition with others. The jury uses anonymous written and visual material submitted for their analysis.

Entrant information

Project name *

Category *

Please select the award category to which you wish to apply.

Select one

- Honor Awards for Design Excellence
- Unbuilt Architecture and Design
- K-12 Education Facilities Design
- Campus and Urban Planning
- Residential Design
- Healthcare Facilities Design
- Interior Architecture and Spatial Design

Firm or sole practitioner name *

All submissions will be kept anonymous during the jurying process. This information is for communications purposes only.

First name *

This will be the primary contact for BSA Design Awards communications.

Last name *

This will be the primary contact for BSA Design Awards communications.

Email address *

This will be the primary means of BSA Design Awards communications.

Phone number *

Website *

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MBE, WBE, VBE, SDVOBE, DOBE, LGBTBE

Is your firm one or more of the following?

[Read more here.](#)

Select one or more options

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVOBE)
- Disability-Owned Business Enterprise (DOBE)
- Lesbian Gay Bisexual Transgender Business Enterprise (LGBTBE)
- None of the above

Firm size *

Please indicate the size of your firm. (If your firm has multiple offices, please answer for the submitting office only.)

- 0-25
- 26-50
- 51-100
- 101-200
- 201+

Firm demographics

If available, please provide gender demographic information pertaining to the nominated firm in percentages.

Firm demographics

If available, please provide racial and ethnic demographic information pertaining to the submitting firm. Check all that apply.

Select one or more options

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- White
- Other

Firm demographics

If available, for each of the ethnic and racial identifiers used above, please specify the percentage of each employed at the firm. _____

Membership status *

Please select the option that most closely matches your membership status.

Select one option

- I belong to an active Massachusetts AIA member firm.
- I do not belong to an active Massachusetts AIA member firm.

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Project information

Project location

Street:

Line2:

City:

Country Code:

State:

Zip:

Project completion date

If exact date is not known, please select the first of the month.

Client name

Would the client like to remain anonymous?

- Yes
- No
- No Client

Client type

Select one option

- Institutional
- Governmental
- Commercial
- Residential
- Other

Project type *

Add a brief note about the project program.

New construction or preservation? *

Please indicate all design types that apply to your project.

- New construction
- Addition
- Adaptive reuse
- Renovation/restoration

Original or adaptation? *

Is the project design original or an adaptation of a prototype?

- Original design
- Adaptation of prototype

Sustainability and resiliency registrations and certifications *

Please list all sustainability registrations and certifications (LEED, BREEAM, PassiveHouse, Living Building Challenge, etc.) If not applicable, enter "NA."

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Digital project portfolio

Digital project portfolio (Unbuilt) *

The jury will evaluate your project based on the project information submitted on the previous page and this digital project portfolio. The jury uses anonymous written and visual material submitted for their analysis.

In general, we encourage precise and focus on the big picture impact. The narrative should include program requirements, sustainability goals, and design solutions. We encourage Unbuilt Design and Architecture submissions to achieve at least one measure of the [AIA Framework for Design Excellence](#).

Note: Jurors have a limited amount of time with each submission, so please format accordingly. The portfolio should:

- Be uploaded as a PDF
- Be no longer than 2 pages
- Be no larger than 25 MB
- Include images and plans with captions (no firm names mentioned)
- Include a Project Narrative no longer than 250 words. This narrative is the big picture: focus on the process effects, program requirements, sustainability goals, and social equity issues addressed (as well as lessons learned). Use Framework metrics (if applicable) to support your narrative.

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Project narratives and images

Conceal or omit all references to the architecture firm or architect on all materials submitted. Including these references may disqualify your submission.

Note: Jurors have a limited amount of time with each submission, so please format accordingly.

Please upload your project description as a .doc or .pdf file

Project narrative (Unbuilt) *

Note: Unbuilt Architecture and Design Awards submissions will be juried using two portfolio pages only. At least one page must include a project narrative. All digital materials will be used for marketing, promotion, and reference only.

Your project narrative should be 250 words maximum and the same as the one you use in your digital project portfolio. This is the narrative that will introduce your project to the jurors, who have limited time with each project. Use this opportunity to tell a clear and compelling story about your project. Project submissions are encouraged to take a robust approach to sustainability and equity, as well as addressing environmental, social, and economic factors.

Image files

- Please submit 10 images minimum and 20 images maximum.
- Please submit images in the order of your preference for publication/recognition, should your project be awarded.
- **There should be no text on images that are photographs.**
- All visual materials should be uploaded as .tif or .jpg files. Images should be 2000 pixels wide and 300 dpi minimum.
- **Name image files using the following convention: #ProjectName_PhotographerName.**
should correspond with the order in which images are uploaded and in which they should be viewed (01-10 at minimum; 01-20 at most).
- If there is no photographer, credit the image to the firm (or other appropriate party).

Winning submission library *

Submitters are often looking for ways to enhance and improve their entries. Should your project be awarded, would you be willing to share your submission to become part of a digital winning submission library for others to review?

Yes

No

Read and check to agree *

I grant the BSA a nonexclusive license to use the materials submitted in connection with the BSA Design Awards.

Select one or more options

I agree to these terms.

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Project Team credits

Note: For all project teams:

- Please list names as: Firm Name (First & Last Name Contact). Separate each name with a semicolon and space (B Smith; A Jones; etc)
- Separate each email address with a semicolon and space (me@me.com; you@you.com; etc.)
- If not applicable, please enter "none."

Associated architecture firm(s) or architect(s) *

Photographer(s) *

Landscape Architect *

General contractor *

Project or Construction Manager

Interiors

Planning

Developer

Civil Engineer

Structural

Mechanical

Electrical

Plumbing

Lighting

Acoustics

Audio Visual

Rendering

Consultants *

Please list all other project consultants and subconsultants. **List as (Consultant type) Firm Name, Contact Name. Separate each name with a semicolon and space.** If not applicable, enter "none."

Consultants email addresses *

Please list all project consultants' contact email address(es). **Separate each email address with a semicolon and space (me@me.com; you@you.com; etc.).** If not applicable, please enter "NA."

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Affirmations and submission

If you cannot answer 'Yes' to the affirmations on this page, you are not eligible to submit for this award. Please contact awards@architects.org if you have any questions about the following policies and statements.

Intern declaration *

I affirm that I do not have unpaid intern architects, including working students, and neither does any firm of which I am an owner or manager, or for which I am submitting.

Yes

Code of Ethics and Professional Conduct *

The rules of Conduct of the AIA Code of Ethics are mandatory for all AIA members and enforceable by the National Ethics Council.

Rule 1.401 - Members shall not engage in harassment or discrimination in their professional activities on the basis of race, religion, national origin, age, disability, caregiver status, gender, gender identity, or sexual orientation.

Rule 1.402 - Members shall not engage in conduct involving wanton disregard of the rights of others.

Rule 2.101 - Members shall not, in the conduct of their professional practice, knowingly violate the law.

Rule 2.104 - Members shall not engage in conduct involving fraud.

Though you may not be a member of the AIA or the Boston Society of Architects/AIA (BSA/AIA), we ask all submitters to complete this affirmation.

I affirm that I have consistently abided by the standards set by Rules 1.401, 1.402, 2.101 and 2.104 of the [2020 AIA Code of Ethics](#) and have not engaged in conduct that may have violated the standards stated there.

I understand and agree that the BSA may take any action it finds appropriate (including the withdrawal of any honor or award) if any affirmation I have made is false, misleading, or deceptive, or for any other reason the BSA may in its sole discretion determine is appropriate.

Yes

BSA/AIA Statement on Equity, Diversity, Inclusion, and Harassment *

Equity, diversity, and inclusion are fundamental to the values reflected in our code of professional ethics and must be fostered throughout our organization, the profession, our workplaces, and communities. The BSA strives to cultivate a sense of safety and belonging for all individuals while creating an atmosphere of deep collaboration that cuts across demographic and hierarchical lines.

I affirm that I uphold these values in all my business practices, as does any firm for which I am submitting.

Yes

By submitting this entry, I affirm that the submitting firm and all architecture firms involved in the project agree that the information and/or materials being submitted are complete and accurate.